

**Norwood Personnel Board  
Regular Meeting Minutes  
June 16, 2010**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:25 PM on Wednesday, June 16, 2010 in the Retirement Board's Conference Room on the 3<sup>rd</sup> floor of Town Hall by David Hajjar, Chairman.

Present:

David Hajjar, Chairman  
Anne Haley, Vice-chair  
Willard (Will) Krasnow  
Patterson (Pat) Riley

Other Attendees:

Michelle Pizzi, HR Director

Absent:

John (Jack) Taylor

**1. Meeting Minutes**

A. April 21, 2010

- i. Section 2 – summary information needs clarification. Michelle provided details.
- ii. The last paragraph in Section 8 (Training) needs to be moved up to Section 5 (Classification Plan).

On a motion by Anne Haley and seconded by Patterson Riley, the April 21, 2010 meeting minutes were unanimously approved as corrected.

B. May 27, 2010

On a motion by Patterson Riley and seconded by Willard Krasnow, the May 27, 2010 meeting minutes were unanimously approved as submitted.

**2. Correspondence**

There were 5 pieces of correspondence the PB received:

- A. Copy of Board of Selectmen and Finance Commission letter dated June 1<sup>st</sup> outlining PB 2010 goals and objectives.
- B. Copy of Deborah Frangioso, AFSCME Local 1451 letter in response to request of Benefits Coordinator new rating and updated Position Description.
- C. Copy of Board of Health letter informing them of our intent to develop a Workplace Tobacco Prevention Policy during 2010 and would like their assistance.
- D. Town Counsel notification concerning misclassification of employees as independent contractors
- E. E-mail clarification on a proposed Board of Health policy related to the exposure to bloodborne pathogens and other infectious materials.

### 3. Public Hearing

The public hearing was starting late as Board members wanted to wait for individuals that might want to attend, as the hearing room was changed from the 1<sup>st</sup> floor to the 3<sup>rd</sup> floor.

The public hearing to take additional input on the proposed Workplace Violence Prevention Policy was called to order at 8:50 PM. There was nobody from the public present. The following recommendations from Town Counsel (Kathy Murphy) and individual PB members were made:

- A. Section 1.2 – change “Code of Business Conduct” to “Policy Against Harassment” (David Hajjar)
- B. Section 4.2 – add a period (.) at the end of the first bullet (Will Krasnow);
- C. Section 4.2 – add the following sentence in the middle of the last sentence of the last bullet “...their normal job duties, **or who are authorized to carry such items when off duty**, are...” (Kathy Murphy-MHTL)
- D. Section 6.1 – change the first sentence to read “Upon request, **and as needed**, the Human Resources Department shall **provide coordinate** presentations...” (Michelle Pizzi);
- E. Section 6.1 – change the 2<sup>nd</sup> sentence from “Human Resources will explain...” to “Such training should explain...” (Michelle Pizzi)
- F. Section 6.2 – delete (Michelle Pizzi);
- G. Section 6.3 (now 6.2) – add “...**also provides an employee assistance program that can be utilized by both Managers and employees in dealing with and preventing workplace violence. The EAP can be contacted on 1-800-333-6624.**” (Michelle Pizzi);
- H. Section 7 – change title from “Applicable Statutes” to “Applicable Statutes/Laws” (Kathy Murphy-MHTL); and,
- I. Section 7 – add “**A number of laws are implicated by this policy, which prohibits harassment and violence, as well as threats of violence and unsafe work conditions. These include, but are not limited to, any number of criminal and civil laws prohibiting assault, battery, and harassment. These additionally include, but are not limited to, anti-discrimination laws, civil rights laws, domestic violence law, anti-trespass laws, anti-stalking laws, anti-bullying laws, OSHA, etc.**” (Kathy Murphy-MHTL).

After receiving no additional recommendations, Chairman Hajjar closed the public hearing at 9:10 PM.

The PB had further deliberation and agreed to include all the above indicated recommendations. The PB agreed to wait for final input from Chief King and the subsequent review by Kathy Murphy of MHTL.

### 4. Policy Development

- A. FMLA Policy (#P-301) – there is a technical update that needs to occur regarding the calculation of weeks when the Military Caregiver Leave is involved. Will provided 2 recommendations (shown in **red**) to correct, which are also under review by Town Counsel:



- i. Section 3.10 – 12-month period - The period used to calculate an employee's FMLA leave entitlement, **except for Military Caregiver Leave under Section 4.2**, eligibility will be calculated each time an employee requests FMLA leave by using a "rolling" 12-month period measured backward from the date the employee uses any FMLA leave. **For Military Caregiver leave, the 12-month period is measured forward from the date the employee's first FMLA Leave to care for the covered service member begins.**
- ii. Section 5.1 – Amount of Leave - In any 12-month period, as defined in Section 3.910, eligible employees are entitled to up to a total of 12 weeks of FMLA leave pursuant to Section 4.1 and 4.3 combined. Eligible employees are entitled to up to 26 weeks of **Military Caregiver Leave** under Section 4.2; however, in any given 12-month period, the total amount of leave taken under Sections 4.1, 4.2, and 4.3 may not exceed 26 weeks, **except where leave under Sections 4.1 and/or 4.3 is taken first. Then an employee may be eligible to take up to 26 weeks of Military Caregiver Leave.**

The PB agreed to hold a public hearing on July 21, 2010 at 7:15 PM to gather additional input regarding this issue.

- B. Temporary/Seasonal Employment Policy (#P-103) - Members reviewed the latest draft, made some minor updates and asked Chairman Hajjar to send this draft to Town Counsel, Kathy Murphy, for review and recommendations.
- C. Vehicle Use Policy (#P-405) [stipend issue] – no action taken
- D. Professional Conduct Policy (#P-406) – no action taken
- E. Personal Records Policy (#P-402) – no action taken

## 5. **Position Description Reviews**

The PB reviewed the next draft of the SOW to be reviewed with the Board of Selectmen and Finance Commission that will cover a consultant updating all Position Descriptions.

## 6. **Update Town Org Charts**

No activity on this issue

## 7. **SHRM Consultant [benefits value chart]**

No activity on this issue

## 8. **Scheduled Meeting with the Westwood Personnel Board**

The meeting scheduled for Wednesday, June 9<sup>th</sup> at 6:30 PM in the Olde Colonial Café had to be cancelled. The Westwood PB Chairman called and asked for the meeting to be rescheduled..

On a motion by Anne Haley and seconded by Patterson Riley the PB unanimously voted to adjourn at 9:50 PM.

**Next meetings:**

Wednesday, July 21, 2010

Wednesday, August 18, 2010