

**Norwood Personnel Board
Regular Meeting Minutes
July 21, 2010**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:45 PM on Wednesday, July 21, 2010 in the Human Resources Office on the 3rd floor of Town Hall by David Hajjar, Chairman.

Present:

David Hajjar, Chairman
Willard (Will) Krasnow
John (Jack) Taylor

Other Attendees:

Michelle Pizzi, HR Director

Absent:

Anne Haley, Vice-chair
Patterson (Pat) Riley

1. Meeting Minutes

A. June 16, 2010

- i. Section 8 – change last sentence to reflect request of Westwood PB Chair to reschedule the combined meeting.
- ii. Under New Meetings (page 4), the PB decided not to list the dinner time and schedule.

On a motion by Will Krasnow and seconded by Jack Taylor, the June 16, 2010 meeting minutes were unanimously approved as corrected.

2. Public Hearing

The public hearing started late as Board members wanted to wait for individuals that might want to attend, since the hearing room was on the 3rd floor. Hearing room notice was also posted on the first floor of Town Hall.

The public hearing was being held to make technical corrections to the FMLA policy to be in compliance with federal law regarding the time allowed for Military Caregiver Leave. The hearing was called to order at 7:50 PM by Chairman Hajjar. There was nobody from the public present. The following recommendations (shown in red) from Town Counsel (Kevin Bresnahan) and PB member Will Krasnow were made:

- A. 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.**

B. 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.**

Example: If an employee takes 17 weeks of Military Caregiver Leave under Section 4.2, that employee is only entitled to take nine weeks of FMLA leave during the same 12-month period under Sections 4.1 or 4.3.

After receiving no additional recommendations, Chairman Hajjar closed the public hearing at 8:00 PM.

The PB had further deliberation and agreed to include all the above indicated recommendations in the final version.

On a motion by Will Krasnow and seconded by Jack Taylor, the updated FMLA Policy was unanimously approved and adopted. Chairman Hajjar will send out the notification letter to all Appointing Authorities.

3. Correspondence

There were 4 pieces of correspondence the PB received:

- A. E-mail from Town Counsel, Mike Lehane, concerning disparate treatment of employees regarding the Temporary/Seasonal Employment Policy.
- B. Letter to BOS Chair and Town Manager recognizing Chief King for his assistance in developing the Workplace Violence Prevention Policy.
- C. Follow-up letter to Deborah Frangioso, AFSCME Local 1451, concerning meeting minutes of 4/21/10.
- D. June YTD Activity Report from PB Chairman Hajjar.

4. Position Description Reviews

The PB continued work on the Scope of Work (SOW) that will be presented to the Board of Selectmen and Finance Commission for bidding. An updated document was completed and all agreed to send out for review and comment to our BOS and FinCom committee.

5. Policy Development

A. Workplace Violence Prevention Policy (#P-407) - NEW

- i. Chairman Hajjar heard back from Chief King on updates to Sections 5.3, 5.4, and 5.5. These changes were reviewed by Town Counsel (Kathy Murphy). Members reviewed each and approved the revised proposed wording, which also included an additional change to Section 5.3.
- ii. Members and Michelle asked Chairman Hajjar to clarify with Town Counsel the different phrases in Sections 4.1, 4.2, and 4.3 that reflect "...while on Town owned

or controlled property...”. There is property owned by the Town but is leased out to others and should this policy apply.

On a motion by Jack Taylor and seconded by Will Krasnow, the new Workplace Violence Prevention Policy was unanimously approved and adopted, pending Town Counsel clarifying language. Chairman Hajjar will send out the notification letter to all Appointing Authorities.

B. Temporary/Seasonal Employment Policy (#P-103) - NEW

- i. Members reviewed the latest draft after receiving comments back from Town Counsel, Kathy Murphy.
- ii. Michelle reported that the Recreation Department will not have the requested data until after summer.
- iii. Michelle indicated that she will review Section 5.5, as most of the current draft language will not apply.

C. Vehicle Use Policy (#P-405) [stipend issue] – UPDATE - no action taken.

D. Professional Conduct Policy (#P-406)- NEW – no action taken. Michelle will provide other Town professional Conduct policies for review.

E. Personal Records Policy (#P-402) - UPDATE – no action taken.

6. Position Description Reviews

The PB reviewed the next draft of the SOW. Minor changes were made and Chairman Hajjar was authorized to provide copies to the Board of Selectmen and Finance Commission. Anne Haley and David Hajjar represent the PB in discussions with Jerry Kelleher, Bill Plasko, Alan Slater, and Judy Langone to hire a consultant to update all position descriptions.

7. Update Town Org Charts

No activity on this issue.

8. SHRM Consultant [benefits value chart]

No activity on this issue.

9. Scheduled Meeting with the Westwood Personnel Board

The meeting scheduled for Wednesday, June 9th 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 Jack Taylor and seconded by Will Krasnow the PB unanimously voted to adjourn at 9:58 PM.

Next meetings: Wednesday, August 18, 2010
 Wednesday, September 15, 2010