

**Norwood Personnel Board
Regular Meeting Minutes
August 18, 2010**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:10 PM on Wednesday, August 18, 2010 in the lower level conference room by David Hajjar, Chairman.

Present:

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

Other Attendees:

None

Absent:

John (Jack) Taylor

1. Meeting Minutes

A. July 21, 2010

- i. Section 2 – 1st paragraph, 1st sentence – change “...was starting...” to “...started...”; (Anne Haley) and,
- ii. Section 2 – 2nd paragraph, 1st sentence – add “FMLA” in front of “...policy...” (David Hajjar).

On a motion by Will Krasnow and seconded by Pat Riley, the July 21, 2010 meeting minutes were unanimously approved as corrected.

2. Correspondence

There were 4 pieces of correspondence the PB received/sent:

- A. Copy of letter to Library Trustees about consolidating rating manuals and documentation regarding the Town’s Classification and Compensation Plan.
- B. Copy of letter to Appointing Authorities informing all that an updated FMLA policy has been adopted and posted on the Town’s website.
- C. Copy of letter to Appointing Authorities with policy attached informing all that a new Workplace Violence Prevention Policy has been adopted and will be posted on the Town’s website. [*The indicated Original Adoption Date is incorrect. It should state 07/21/2010. This will be corrected.*]
- D. July YTD Activity Report from Chairman Hajjar.

3. Position Description Reviews

- A. The PB reviewed the latest draft Scope of Work (SOW) that will be presented to the Board of Selectmen and Finance Commission for discussion at an upcoming committee meeting. The SOW only deals with updating all position descriptions.

- B. David Hajjar inquired if the PB would consider asking the BOS and FinCom committee members if a review of our comparable Town list could be included in the SOW. Chairman Hajjar felt it would be more acceptable if an outside party conducted the review and makes recommended changes. The PB agreed to ask. Chairman Hajjar will draft up additional SOW language.
- C. Anne Haley – asked that we send the SOW to Cathy Carney for review of format and to ensure we are including the necessary information for a RFP to take place.
- D. Pat Riley wanted to know if 10 Job Observations was enough. The PB agreed to change the Job Observation count to 15, which represents 10% of our total Position Descriptions to be rewritten.
- E. Will Krasnow indicated that the letter to go to the Department Heads, when(if) this process starts, should explain what a desk audit entails.

4. Policy Development

- A. Temporary/Seasonal Employment Policy (#P-103) - NEW
 - i. Anne Haley - Change Section 2 to match more recent policies.
 - ii. David Hajjar - Section 5.2 – Change the word “hired” to “made”
 - iii. Will Krasnow - Section 5.2 – need to include an exception that explains hires that overlay 2 fiscal years.
 - iv. David Hajjar - need to schedule a public hearing once we get Section 5 updates from Michelle.
- B. Vehicle Use Policy (#P-405) – Stipend Issue Update
 - i. Chairman Hajjar offered a compromise to John Carroll and the PB. The PB wants to get rid of stipends altogether, except maybe for a couple of key positions. There are 9 stipends on the General Government side. We would grandfather existing stipends, but all new hires in these positions would go by the mileage reimbursement rate. The PB liked this approach.
 - ii. Chairman Hajjar to speak with John Carroll and BOS Chairman Jerry Kelleher for feedback.
- C. Professional Conduct Policy (#P-406) – NEW
 - i. Draft policy document reviewed, although Section 5 needs to be developed.
 - ii. Will Krasnow – Offered the following definition for Ethical, which the PB agreed upon. “Acting or behaving in accordance with commonly accepted standards.”.
 - iii. Will Krasnow – Section 4.2 – wording needs to be changed to reflect Workplace Violence Prevention Policy words regarding “...property owned or controlled by the Town of Norwood...”.
 - iv. Anne Haley /Will Krasnow – Section 4.2.d – is this correct language. This needs to be checked against other policies to be sure we are using the same wording – don’t want conflicts.
 - v. David Hajjar – Section 4.7.b.iii – recommended that the disclosure notice be sent to the Town Clerk and not the Appointing Authority. There are 12 different Appointing Authorities, but only one Clerk. This would be handled the same as the Conflict of Interest submissions. The PB agreed with this recommendation.
 - vi. Section 5.1 – Add HR Director at the end of the sentence.

vii. Section 6.2 – Delete. EAP does not handle conduct issues.

D. Personnel Records Policy (#P-402) – UPDATE – no action taken.

E. Vacation Policy (#P-302) – NEW – no action taken.

5. Update Town Org Charts

No activity on this issue.

6. SHRM Consultant [benefits value chart]

No activity on this issue.

7. Scheduled Meeting with the Westwood Personnel Board

No activity on this issue.

8. New Business

On a motion by Anne Haley and seconded by Will Krasnow the PB unanimously voted to adjourn at 9:15 PM.

Next meetings: Wednesday, September 15, 2010
 Wednesday, October 20, 2010