

**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.

