

**Norwood Personnel Board  
Regular Meeting Minutes  
September 15, 2010**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, September 15, 2010 in the Ryan Conference Room by David Hajjar, Chairman.

Present:

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

Other Attendees:

Michelle Pizzi, HR Director  
Russ Maguire, Airport Manager

Absent:

None

**1. Meeting Minutes**

A. August 18, 2010

- i. Section 2.A – 1<sup>st</sup> line – change “...consolidated...” to “...consolidating...”; (David Hajjar) and,
- ii. Section 4.C.ii - 1<sup>st</sup> line – change “...followed...” to “...following...” (David Hajjar).

On a motion by Anne Haley and seconded by Pat Riley, the August 18, 2010 meeting minutes were unanimously approved as corrected.

**2. Public Hearing - 7:15 PM – Workplace Violence Prevention Policy**

This hearing was being held to make a correction to Section 4.2 that allows certain positions in Norwood to possess, display and use firearms.

- A. Russ Maguire, Airport Manager, was present to explain the use of firearms by his department. The Airport Manager and Asst. Airport Manager’s position description also state they are authorized to use firearms to disperse wildlife in the Airport area.
- B. Chairman Hajjar reviewed the e-mail from Kathy Murphy, Town Counsel’s office, which provided the necessary wording change to the ‘Exception’ language being inserted in Section 4.2.g.
- C. Bart King, Russ Maguire and Bernie Cooper provided feedback on gun ownership and/or training.
- D. The PB is having the Norwood Airport Commission approved “Firearms Policy” reviewed by Town Counsel, as there needs to be a couple of changes:
  - i. The Town of Norwood owns the firearms, not the Airport Commission.
  - ii. Training should be annual and not just encouraged.

- iii. Russ Maguire was OK with both changes and the fact that Town Counsel was reviewing. Chairman Hajjar will make contact with Chairman Ryan of the NAC.

The hearing was closed at 7:28 PM.

After further discussion, on a motion by Jack Taylor and seconded by Anne Haley, the PB unanimously voted to adopt the "Exception" language proposed by Town Counsel.

On a motion by Will Krasnow and seconded by Jack Taylor, the PB voted unanimously to adopt the updated Workplace Violence Prevention Policy dated September 15, 2010.

### **3. Public Hearing – 7:35 PM - Employee Performance Recognition Policy**

This hearing was being held to make corrections to Sections 2 and 4.1, and other policy wording corrections to make a distinction between the Performance Awards Policy and the Employee Recognition Policy that is under development.

- A. The last sentence of Section 2 needs to be changed to be consistent with Section 2 of previously adopted policies (Anne Haley).
- B. Add Section 1.2 to avoid another public hearing on this policy in the near future (David Hajjar).
- C. Delete Section 4.1, as it is in conflict with Section 2 (David Hajjar).
- D. Throughout the document delete the word "recognition", as this is an awards policy, which should not be confused with the Employee Recognition policy being developed (David Hajjar).
- E. Change the name from "Employee Performance Recognition Policy" to "Employee Performance Awards Policy" (David Hajjar).

The hearing was closed at 7:43 PM.

After further discussion, on a motion by Anne Haley seconded by Pat Riley, the PB unanimously voted to adopt all the changes noted above.

On a motion by Jack Taylor and seconded by Will Krasnow, the PB voted unanimously to adopt the updated Employee Performance Awards Policy dated September 15, 2010.

### **4. Public Hearing – 7:45 PM – Seasonal/Temporary Employment Policy**

This is an initial public hearing for the proposed new Seasonal/Temporary Employment Policy

- A. Section 2 as currently written is not applicable to this policy (Anne Haley). It should be the same as the Hiring Policy (Michelle Pizzi).
- B. Add new Section 4.2 to include reference to existing full-time Town of Norwood employees working another Norwood Seasonal/Temporary position must be treated in accordance with FSLA requirements.
- C. Section 5.1 - delete last sentence. (Anne Haley)
- D. Section 5.2 – modify to just indicate end date. (Michelle Pizzi)



- E. Section 5.3 – concern about entry level rate limitation. (Bernie Cooper)
- F. Section 5.5.g – change the last few words from “...the candidates personnel file.” to “...the Human Resources Department.” (Michelle Pizzi)
- G. Section 5.8 – change the wording in Note 1 to read: **The determination on whether a Seasonal/Temporary employee shall will-not be provided health insurance except for as required** under Chapter 32b of the Massachusetts General Laws and in accordance with the Massachusetts Health Care Reform Act **shall be made by the HR Department.** Please contact the HR Department for eligibility information. (Michelle Pizzi)
- H. Section 5.8 – change the wording in Note 2 by adding the following at the end of the sentence: “...final determination **for employees in the retirement system or if Seasonal/Temporary employees are pension eligible.**” (Michelle Pizzi)
- I. Section 6 – Need Town Counsel input. (David Hajjar)

The hearing was closed at 7:57 PM.

On a motion by Anne Haley and seconded by Pat Riley, the PB adopted all the above changes for incorporation into the next draft to be reviewed.

## **5. Correspondence**

- A. PB members received a copy of the 8/26/10 letter that was sent to the School Committee Chairman, Mark Joseph asking if they would consider having the PB develop personnel policies that would include school employees.
- B. PB members received a copy of the August YTD Activity Report.

## **6. Policy Development**

- A. Temporary/Seasonal Employment Policy (#P-103) - NEW
  - i. PB members received the Seasonal/Temporary employee list with titles and pay rates from the Recreation Department
  - ii. PB members received the Seasonal/Temporary employee list with titles and pay rates from the Library.
  - iii. Michelle was asked to obtain all other department lists so that we can develop a Pay Rate Chart by position for the policy.
- B. Vehicle Use Policy (#P-405) – Stipend Issue Update  
No news from John Carroll on the proposed compromise language. Chairman Hajjar to speak with John.
- C. Professional Conduct Policy (#P-406) – NEW
  - i. PB members received a copy of the e-mail from Town Counsel, Kathy Murphy, indicating significant additions to our 1<sup>st</sup> draft.
  - ii. PB members made 1 change to section 4.2.f: Change “Consume or use during work...” to “Consuming or using during work...”
- D. Personnel Records Policy (#P-402) – UPDATE – no action taken.
- E. Vacation Policy (#P-302) – NEW – no action taken.

F. Workplace Tobacco Prevention Policy (#P-409) - NEW

- i. PB members were provided a 1<sup>st</sup> draft policy after Chairman Hajjar and Health Director Sigalle Reiss traded information.
- ii. Chairman Hajjar reported that this is one of the policies SC Chairman Mark Joseph would like the PB to develop covering all Town employees.

G. Employee Recognition Policy (#P-502) - NEW

PB members received a 1<sup>st</sup> draft of a policy that covers on-the-spot recognition for excellence in service, which would be administered by the Town Manager.

H. CORI Policy (#P-102) - UPDATE

PB members received a copy of an e-mail from HR Director, Michelle Pizzi, indicating the policy will have to be updated due to changes in the law governing CORI that were signed into law by Governor Patrick on August 6<sup>th</sup>.

**5. Update Town Org Charts**

PB members received a copy of the letter sent to all Department Heads asking for updates to their respective org charts, which were attached.

**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**

- A. Members received a copy of the updated Personnel Policy Index
- B. Members received a copy of the updated Policies And Procedures index

On a motion by Anne Haley and seconded by Will Krasnow, the PB unanimously voted to adjourn at 10:02 PM.

**Next meetings:**            Wednesday, October 20, 2010  
                                  Wednesday, November 17, 2010