

**Norwood Personnel Board
Regular Meeting Minutes
October 27, 2010**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:10 PM on Wednesday, October 27, 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:

None

Absent:

None

1. Meeting Minutes

A. September 15, 2010

Section 3 – in the motion to accept to adopt all changes, Paterson Riley's last name is spelled wrong. (Pat Riley)

On a motion by Anne Haley and seconded by Pat Riley, the September 15, 2010 meeting minutes were unanimously approved as corrected.

2. Meeting with School Committee

- A. Members were provided a copy of the 10/14/10 letter that accompanied the booklet of information given to and reviewed with the School Committee during their 10/20/10 meeting.
- B. Chairman Hajjar and Vice-chair Anne Haley attended the 10/20/10 School Committee meeting to see if there was interest in having the PB develop personnel policies that would also include School employees. Superintendent Hayden also provided sample copies of school personnel policies, which were also given to each PB member.
- C. Members were provided a copy of the 10/21/10 letter to the School Committee that requested written confirmation of their interest in having the PB develop an updated CORI policy and a new Workplace Tobacco Prevention policy. Chairman Hajjar spoke with Superintendent Hayden on 10/26/10 and he indicated that the PB should proceed with drafts of these 2 policies.

3. Position Description Reviews

- A. There are 2 random position descriptions selected by the HR Director that need to be reviewed and rated by the PB. Chairman Hajjar suggested we have a short separate meeting to complete this task.

- B. Municipal Benefits Administrator Position
 - i. Chairman Hajjar indicated there are 2 documents associated with this item that are confidential, as it is labor impacting and needs to be discussed in Executive Session.
 - ii. On a motion by Anne Haley and seconded by Pat Riley the PB voted unanimously to go into Executive Session.
 - iii. Each member was polled and Anne Haley, Will Krasnow, Pat Riley, Jack Taylor and Chairman David Hajjar each said yes.
 - iv. The PB went into Executive Session at 7:40 PM and came back into public session at 7:50 PM.
- C. Michelle Pizzi left a note reminding the PB to send a letter to all Appointing Authorities and Department Heads concerning the submission of any reclassification request or new classification request early in the budget process, so it can be completed in time for annual meeting.

4. Policy Development

- A. The updated Workplace Violence Prevention Policy (#P-407) was provided to each PB member, as well as the letter that was sent to all Appointing Authorities, Boards, Commissions, and Department Heads informing them of this new policy.
- B. The updated Employee Performance Awards Policy (#P-301) was provided to each PB member, as well as the letter that was sent to all Appointing Authorities, Boards, Commissions, and Department Heads informing them of this new policy.
- C. Seasonal/Temporary Employment Policy (#P-103)
 - i. Michelle Pizzi is gathering additional job title and pay rates from each Town department. This is needed for HF and the PB to develop a Rate Chart sheet for the policy.
 - ii. Chairman Hajjar was asked to have Town Counsel review this policy and focus on Section 4.2 that deals with FLSA requirements.
 - iii. Chairman Hajjar was asked to speak with FinCom Chairman Joe Greeley about the effect on salary line items when this policy goes into effect, as OT will have to be paid for Town employees working a full-time job and working for a Town Board.
- D. Professional Conduct Policy (#P-406)
 - i. Town Counsel, MHTL (Kathy Murphy) provided a draft red-lined version for the PB to review and provided feedback on.
 - ii. The main issue is the many references to the Massachusetts Ethics law and Commission regulations. Chairman Hajjar was asked to speak with Town Counsel.
- E. The next draft of the Employee Recognition Policy (#P-502) was provided to each PB member. The consensus was to deal with other more pressing policies under development.
- F. Personnel Records Policy (#P-402)
 - i. A new law went into effect August 1, 2010 that mainly affects employee notification of information that goes into their personnel file.
 - ii. Michelle Pizzi provided a legal advisory from the law firm of Ropes and Gray that summarizes changes in the law.
 - iii. The PB has agreed to make this a priority policy to update.

G. CORI Policy (#P-102)

- i. A new law goes into effect November 4, 2010 that requires changes in our application. Other law changes do not take effect until 2012.
- ii. Michelle Pizzi provided a legal advisory from the law firm of Hinckley, Allen and Snyder, LLP that summarizes changes in the law.
- iii. The PB has agreed to make this a priority policy to update.

5. Org Charts

- A. Updated Org Charts were provided to each PB member, which reflected the FY11 budget. This document was also sent to each member of the Board of Selectmen, each member of the Finance Commission, John Carroll, and Bob Thornton.
- B. Anne Haley asked why the Conservation Commission Clerical position is not shown. Chairman Hajjar indicated this would be corrected.
- C. Pat Riley indicated that Charlotte Canelli's name on the Library Org Chart is spelled incorrectly.
- D. Chairman Hajjar is working to get this document on the Town's website.

6. Classifications/Reclassifications

The PB received 3 requests that will be taken up either at the next PB meeting in November or during the December meeting.

- A. Classification Request – Steve Costello, Planning and Economic Development, has submitted a request to the PB through HR to change the existing CDBG Program Director position description and rating.
- B. Reclassification Request – Dorothy Vitale, Council on Aging Director, has submitted a request to the PB through HR that the PB update the Program Coordinator's position description and upgrade the position from an N4 to a higher grade.
- C. Reclassification Request – Bob McGuire, Town Treasurer, has submitted a request to the PB through HR that the PB update the Payroll Supervisor's position description and upgrade the position from a C7 to N9.

7. Correspondence/Misc. Information

- A. Members received a copy of the updated Personnel Policy Index
- B. Members received a copy of the September Activity Report
- C. Members received a copy of the letter sent to Michelle Pizzi concurring with the request to hire the Sewer Craftsman candidate at Step 4.

On a motion by Jack Taylor and seconded by Pat Riley, the PB unanimously voted to adjourn at 9:40 PM.

Next meetings: Wednesday, November 17, 2010
 Wednesday, December 15, 2010