

**Norwood Personnel Board
Regular Meeting Minutes
January 19, 2011**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, January 19, 2011 in the FinCom Conference Room by David Hajjar, Chairman.

Present:

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

Other Attendees:

Michelle Pizzi, HR Director
Robert McGuire, Town Treasurer & Collector
Patricia Dundulis, Payroll Supervisor

Absent:

Patterson (Pat) Riley

1. Meeting Minutes

November 17, 2010

On a motion by Anne Haley and seconded by Will Krasnow, the November 17, 2010 meeting minutes were unanimously approved as submitted.

2. 7:15 PM Reclassification Appeal Hearing – Payroll Supervisor

- A. Chairman Hajjar outlined the hearing process and indicated the PB wants to have a dialogue about the indicated changes submitted as part of the Reclassification Appeal documentation. The Chairman also indicated that changes would have to be primarily different than that of the current position description and an increase of volume of work, whether the same or similar to current duties and responsibilities, alone is not a reason for the PB to consider a reclassification appeal.
- B. HR Director, Michelle Pizzi, indicated that her group and the Payroll Supervisor work closely together. The PB was previously provided a copy of the filled out Reclass Request Form, existing Position Description, proposed new Position Description, and current Org Chart. In addition, Michelle provided sample data from both comparable Towns and non-comparable Towns.
- C. Bob McGuire indicated that the current position description was written before he came to the Town,. Major changes have taken place since 2006, including much more technical and mechanized issues. New duties along with different administrative functions have made the current position description inaccurate. Bob wants a position description that he can take to the street and have someone apply that can perform the duties needed for today's Payroll Supervisor. Bob does not take a position on if the position is "Bargained For" or "Non-Bargained For", although he believes the position is definitely 'Confidential'.

- D. Pat Dundulis indicated that she does a lot of teaching and training for the 23-24 payroll clerks around town. Pat concurred that the current position description is accurate for the job duties and responsibilities in 2003. Pat also she works with both internal and external IT personnel to make payroll corrections or updates.
- E. Personnel Board – summary based on answers provided to different questions of Bob and/or Pat.
- i. New position description shows the Payroll Manager (proposed title) to work directly under Town Treasurer
 - ii. Fundamental duties have changed, not the volume of work.
 - iii. There is no IT programming required
 - iv. Provides training for both new departmental personnel (day-to-day) and training of all payroll clerk. Each department handles their own payroll.
 - v. Has been working in new system since 2006.
 - vi. Received text message from the IT Director on level of responsibility position has.
 - vii. Michelle concurs with the new position description wording.
 - viii. Advanced training refers to existing system to run more reports on her own.

The Reclassification hearing was closed at 8:10 PM. Chairman Hajjar thanked Bob and Pat for coming in.

- F. The PB wanted more information from comparable Towns before rating the position. Michelle and Ramanda Morgan are working on this.
- G. Michelle asked that the PB go into executive session to bring them up to speed on recent labor negotiations regarding the issue of “Confidential”. On a motion by Anne Haley and seconded by Jack Taylor, the board took the following vote:
- Will – YES, Anne – YES, Jack – YES, and David – YES
- The PB came out of executive session at 8:22 PM.

3. Correspondence

- A. CDBG Program Director – copy of 11/16 e-mail from Steve Costello withdrawing reclass request. Copy of 12/10 letter from PB Chairman to Planning Board Chairman, E. William Bamber, informing him of cancelled January hearing.

- B. Library Trustees – copy of 11/11 letter from PB Chairman to Library Trustees Chair, Susannah J. P. Petro, outlining plan to merge rating manuals and point factor system within General Government. Copy of 12/15 letter from Trustee Chair, Sarah Begg to Chairman Hajjar indicating disagreement. Copy of 1/4 letter from Chairman Hajjar to Chair Begg informing her of PB scheduled public hearing on 2/16 to consider merger.

Chairman Hajjar attended the Library Trustee meeting on 1/18 to review the issues. Trustees are now on board and will submit a letter of support with one request – change the grade designation from ‘G’ to ‘L’.

- C. Copy of 11/19 letter to Susan Woodall denying reclass appeal that was heard on 11/17. E-mail regarding joint Westwood-Norwood OPB meeting. Available dates are 1/24, 1/25, and 1/27. Michelle to follow up with her Westwood peer.
- D. Copy of 12/20 e-mail sent to a Fire Fighter regarding the new Town Workplace Violence Policy. The e-mail was written after a separate discussion with different parties took place.
- E. FSLA Issue – copy of 12/8 e-mail from Michelle after she spoke with Town Counsel concerning possible Town financial impact when an employee works a full-time Town job and also works part-time for a Town board.

4. Policy Development

- A. #P-405 Vehicle Use Policy (update) – draft letter reviewed to AAs and Chairpersons indicated public hearing scheduled for 2/16 at 7:30 PM in the FinCom Conference Room. Policy updates will include new law concerning texting and the recommended compromise regarding existing vehicle stipends.
- B. #P-402 Personnel Records Policy (update) – Michelle is working on an updated draft so that we can hold a public hearing in February.
- C. #P-103 CORI Policy (update) – Town Counsel is working on an updated policy to include recent changes in the law, as well as to include the School Department. Once received the PB will schedule a meeting with the School policy development sub-committee and then hold a public hearing.
- D. #P-103 Seasonal/Temporary Employment (new) – Anne Haley will work with Michelle and Ramanda to develop a Rate Sheet. That is the last piece of information before sending out draft policy and holding a public hearing.
- E. #P-406 Professional Conduct Policy (new) – Town Counsel has responded. Chairman Hajjar to send out for review and public hearing.
- F. #P-301 FMLA Policy (update) – Michelle is waiting for Town Counsel feedback before we send out for a public hearing.

5. Reports

The December YTD Activity Report was reviewed. For the year there were 29 items in the report. Twelve were completed, 12 are being worked, 4 have yet to be scheduled, and 1 item was withdrawn for consideration

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

Next meetings: Wednesday, February 16, 2011
 Wednesday, March 16, 2011