

**Norwood Personnel Board  
Regular Meeting Minutes  
May 18, 2011**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:30 PM on Wednesday, May 18, 2011 in the FinCom Room by David Hajjar, Chairman.

Present:

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

Other Attendees:

None

Absent:

None

**1. Meeting Minutes**

March 16, 2010

There were a couple of grammar/spelling corrections made by various PB members.

On a motion by Will Krasnow and seconded by Jack Taylor, the March 16, 2011 meeting minutes were unanimously approved as corrected.

There was no April PB meeting, so no minutes to review.

**2. Election of Positions**

The PB discussed the election of a Chairman and Vice-chair of the board for the year May 2011 thru April 2012.

A. Chairman

On a motion by Will Krasnow and seconded by Jack Taylor, David Hajjar was unanimously elected as Chairman.

B. Vice-chair

On a motion by Pat Riley and seconded by Jack Taylor, Anne Haley was unanimously elected as Vice-chair.

**3. Policy Reviews**

A. #P-402 - Personnel Records Policy

- i. Correct the numbering sequence in Section 3.
- ii. Section 5.3 – change to read: All medical related information is confidential and will be ~~kept segregated~~ maintained in a separate file.
- iii. Capitalize the A's in Appointing Authority and replace his/her with "their" in the first sentence of Section 5.5.
- iv. Section 5.6.c – the 2<sup>nd</sup> sentence begins new paragraph. Replace "either" with the "Requestor" and remove "he/she" before the word "they".

- v. Section 6 title to read: Procedures Governing Access / Copy Request.
- vi. Section 6.3 – take out “in accordance with Section 6.1” from the first sentence.
- vii. Section 6.3 – reorder the list to show all Town authorized together and then employee authorized together.
- viii. Section 6.4 – change 1<sup>st</sup> sentence to read “...individuals to bring a to Court appearance certain employee records ~~that they have in their possession.~~”.

On a motion by Will Krasnow and 2<sup>nd</sup> by Pat Riley, the PB voted unanimously to adopt the Personnel Records Policy as updated.

- B. #P-103 – Seasonal-Temporary Employment Policy
  - i. Anne is working on this policy with Michelle.

#### 4. Payroll Supervisor – Reclass Request

- A. Chairman Hajjar provided his findings from his job observation completed on March 14<sup>th</sup> during the March PB meeting. PB member Anne Haley gave her job observation report. She also conducted her job observation on March 14<sup>th</sup>.
- B. Anne will take the lead in developing a new Position Description. David will get an electronic copy for her to edit.
- C. The PB agreed to hold a special meeting on Wednesday, June 1<sup>st</sup> to approve a new position description and rate it, in accordance with our rating manual.

#### 5. Misc. Correspondence

- A. Dorothy Vitale
  - i. Senior Center Director, Dorothy Vitale wants to remove the phrase “...serves as Acting Director in absence of Director or Outreach Worker.” From ther Program Coordinator position description. No reason was given.
  - ii. PB members were inclined to Ok the change and felt this was not a material change warranting a rating review. However, PB members wanted to know why this change is being requested. Chairman Hajjar to inquire from Dorothy.
- B. Michelle Pizzi
  - i. HR Director, Michelle Pizzi forwarded Chairman Hajjar an e-mail from the School Department about a potential employee drinking issue. Within this e-mail, Michelle expressed concern about the increased level/ quantity of work being asked by the School Department.
  - ii. Chairman Hajjar was asked to speak with Michelle.

On a motion by Jack Taylor and seconded by Pat Riley, the PB unanimously voted to adjourn at 8:55 PM.

**Next meetings:** Wednesday, June 1, 2011 and Wednesday, June15, 2011