

**Norwood Personnel Board
Regular Meeting Minutes
October 26, 2011**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:20 PM on Wednesday, October 26, 2011 in the Walter R. Ryan Conference Room located in the lower level of Town Hall by David Hajjar, Chairman.

Present:

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

Other Attendees:

Michelle Pizzi, HR Director

Absent:

NONE

1. Meeting Minutes

A. June 15, 2011

Submitted revised wording for Section 3 was reviewed and agreed upon. There were no changes requested. On a motion by Anne Haley and seconded by Jack Taylor, the submitted minutes for June 15, 2011 were unanimously accepted/approved.

B. September 22, 2011

The submitted minutes were reviewed and discussed. There were no changes requested. On a motion by Anne Haley and seconded by Pat Riley, the submitted September 22, 2011 meeting minutes were unanimously accepted/approved.

2. Correspondence

A. A letter was sent to John Carroll on September 26th regarding a draft Employee Recognition Policy. No response received. A reminder via e-mail will be sent by Chairman Hajjar.

B. Michelle had sent out an e-mail with a link regarding a posting notice requirement from the NLRB concerning employee rights to unionize. The 11"x 17" size poster takes effect November 14, 2011. Will Krasnow indicated that the effective date was pushed out until January 2012.

Will Krasnow also indicated that the NLRB has no authority over public employees. Michelle Pizzi thought otherwise since the notice came from the MMPA. She will check.

- C. Michelle Pizzi requested that a letter be sent to all Board Chairpersons/Appointing Authorities asking them to submit possible Classification requests or Reclassification requests to the HR Department as soon as possible. This will allow enough time to complete the necessary work prior to Town Meeting. A similar letter was sent out last year. The Board approved the draft letter provided by Chairman Hajjar.
- D. Members reviewed the drafted letter to be sent to all Board Chairpersons, Appointing Authorities and Department Heads regarding the issuance of the new Professional Conduct Policy. Approval was given for Chairman Hajjar to send out. The letter will include a copy of the new policy, which shall also be uploaded onto the Town's website.

3. Policy Reviews

PB members reviewed Sections 1, 2, 3 and 4 of the drafted Vacation Policy. An updated draft to include agreed upon language in these Sections will be included in next month's package to continue the review.

Chairman Hajjar will send a letter to the BOS and FinCom, asking for a sub-committee meeting to review some issues, since we have been given divergent direction over the past couple of years.

4. New Business

Michelle Pizzi indicated that she may need the PB Chairman and/or another PB member to speak with the Union about the Town's Reclassification process. A hearing is scheduled for February 2012. As we get closer to the hearing date, Michelle will keep the PB apprised of her needs.

On a motion by Anne Haley and seconded by Will Krasnow, the PB unanimously voted to adjourn at 9:50 PM.

Next meetings: Tuesday, November 22, 2011
 Wednesday, December 21, 2011