

**Norwood Personnel Board
Regular Meeting Minutes
November 22, 2011**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:10 PM on Wednesday, November 22, 2011 in the Finance Commission Conference Room located in Town Hall by David Hajjar, Chairman.

Present:

David Hajjar, Chairman
Willard (Will) Krasnow
Patterson (Pat) Riley
John Taylor (Jack)

Other Attendees:

Michelle Pizzi, HR Director

Absent:

Anne Haley, Vice-chair

1. Meeting Minutes

October 26, 2011

Chairman Hajjar indicated that there was one item under New Business that was not in the meeting minutes. This was information provided by Michelle Pizzi regarding a February 2012 hearing that may require a representative of the PB to outline for the Union our Reclassification Process. There were no additional changes proposed to the draft minutes.

On a motion by Jack Taylor and seconded by Pat Riley, the updated/corrected minutes for October 26, 2011 were unanimously accepted/approved.

2. Correspondence

A. The PB reviewed and discussed the letters and information traded between the PB and Town Counsel, specifically Michael Lehan. The PB is still concerned that the response from Town Counsel does not provide clarity to the essential issue at hand. That being whether the Town's Hiring Policy is applicable to the General Manager's office.

Pat Riley stated that it is the fairness of any individual who might have wanted to apply that could not apply since there was no posting, as required by Town Policy, that is of major concern to him.

The PB was in agreement that enough written correspondence has taken place and maybe a verbal discussion between Chairman Hajjar and Town Counsel is better at this time.

B. The PB reviewed 2 requests from Dorothy Vitale, Director of the Senior Center:

i. Dorothy submitted a written request to change the COA Outreach Worker position description. She requested that the sentence "In absence of the Director of the

Council on Aging, oversees the activities of the Senior Center”. Dorothy has indicated that this is not the role nor has it been the role of the Outreach Worker in her absence.

- a Pat Riley was concerned with who runs the place when the Director is out. Michelle used her own department as an example in stating that not all Department Heads have an Assistant Director.
 - b On a motion by Jack Taylor and seconded by Will Krasnow the PB voted 3-0-1 with Pat Riley abstaining to approve this request. Chairman Hajjar will send out the appropriate documents.
- ii. Dorothy submitted a written request to change the COA Program Coordinator position description. She requested that the sentence “Serves as Acting Director in absence of Director and Outreach Worker” be replaced with “In absence of the Director, oversees the activities of the Senior Center”. Dorothy has indicated that this is the role and does not act as the Director in her absence.
- a As with the Outreach Worker position description, Pat Riley was concerned with who runs the place when the Director is out. Chairman Hajjar stated that Department Heads can designate someone to act in his/her absence at the time of absence without having it specifically indicated in a position description. The Town also has an Acting Assignment Policy [#P-403] that governs such long-term situations.
 - b On a motion by Jack Taylor and seconded by Will Krasnow the PB voted 3-0-1 with Pat Riley abstaining to approve this request. Chairman Hajjar will send out the appropriate documents.

C. No updated org charts submitted as yet. The request was to submit by November 30th.

3. Policy Reviews

A. Seasonal/Temporary Employment Policy [#P-103] (new)

- i. Michelle Pizzi requested an additional section be added – Section 4.5 indicating “If a department is filling an existing position at the classification plan on a temporary basis, their rate of pay will be at that grade”.
- ii. On a motion by Pat Riley and seconded by Jack Taylor, the PB unanimously approved the draft policy and to send it out for comments. A public hearing will be scheduled for Wednesday, January 18, 2012 beginning at 7:30 PM.

B. Vacation Policy [#P-302]

- i. PB members reviewed Section 4.3.b with no resolution at this time.
- ii. PB members added “It is expressly understood that vacation time or carried-over vacation time not used will be lost per the Town’s “Use it or Lose it” policy”. This will be under Section 4 - Policy.
- iii. Chairman Hajjar received correspondence from Town Treasurer Robert McGuire that he has no involvement in the process leading up to the pay-out of vacation

time. He pays out what others have legally determined is owed. Chairman Hajjar has not heard back from Town Accountant Robert Thornton as yet.

- iv. Section 5.1.c – changed the word “attained” to “earned”.
- v. Section 5.1.d – deleted the word “in” prior to “equivalent”.
- vi. Section 5.1.e – stayed with original wording.
- vii. Section 5.1.f – approved as written
- viii. Section 5.1.g – changed wording to push employees to Section 5.5
- ix. Section 5.1.f – approved as written with deletion of “or it is deemed forfeited”. This is covered with ii above.

The PB will continue with Section 5.2 next meeting.

C. Board Code of Conduct

Will Krasnow is taking the lead on this matter. He has 3 other Town policies to work from and will work on a draft.

4. New Business

None

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

Next meetings: Wednesday, December 14, 2011 - dinner
 Wednesday, January 18, 2012