

**Norwood Personnel Board
Regular Meeting Minutes
January 18, 2012**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, January 18, 2012 in the Finance Commission Conference Room located in Town Hall by David Hajjar, Chairman.

Present:

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

Other Attendees:

Michelle Pizzi, HR Director

Absent:

NONE

1. Meeting Minutes from November 22, 2011

There was one correction noted – Pat's first name needed 2 t's.

On a motion by Will Krasnow and seconded by Pat Riley, the updated/corrected minutes for October 26, 2011 were accepted/approved with Anne abstaining.

2. Public Hearing

- A. Chairman Hajjar opened the advertized public hearing regarding the proposed new Seasonal/Temporary Employment Policy at 7:10 PM in the Finance Commission Room. The PB was holding the hearing to obtain public feedback on the proposed new policy.
- B. Chairman Hajjar entered into the record comments submitted by Sigalle Reiss, Director, Board of Health, which were discussed by the Personnel Board.
- C. Chairman Hajjar entered into the record comments submitted by Bernie Cooper, Assistant Town Manager, on behalf of other departments, which were discussed by the Personnel Board.
- D. Michelle Pizzi, HR Director, submitted a written response concerning pre-employment exams, which was entered into the record and discussed by the Personnel Board.
- E. Policy Input from PB Members
 - i. Added Section 1.3 to reference the Town's Acting Assignment Policy.
 - ii. Section 3.2 – research on any state or federal time limits regarding employment will be completed.

- iii. Section 4.1 we will use a "Seasonal/Temporary Compensation Schedule", not the "Classification and Compensation Schedule", used for permanent employees.
- iv. 4.2.b It was determined that the Treasurer's Office (Payroll Department) that is responsible to ensure the correct rates are in the payroll database.
- v. Section 5.1 added - that Department Heads and Appointing Authorities need to consult both the Acting Assignment Policy and the Seasonal/Temporary Employment Policy when hiring a short term employee.
- vi. Section 4.2.a – take out the word "overtime" in the last sentence.
- vii. Section 5.4 – modified to indicated not subject to Acting Assignment Policy and that if 90% or more of the duties of a position are being completed then rate of pay will be at that rate.
- viii. Delete Section 5.5.b.iv.
- ix. Delete Section 5.5.c.
- x. Modify Section 5.6.a by referring to appropriate Town employment applications and delete the remainder of the paragraph.
- xi. In Section 5.6.c – delete as "...defined in the job posting."
- xii. Modify Section 5.6.f to indicate appropriate departmental Seasonal/Temporary employee posting file(s).
- xiii. Modify Section 5.7.a by deleting the first part of the sentence and starting the sentence with "Resumes should be based..."
- xiv. Section 5.3 – Schedule A is named "Seasonal/Temporary Employment Compensation Schedule".

At 8:10 PM Chairman Hajjar continued the hearing until Wednesday, February 22, 2012, as the PB needs to send out proposed Schedule A for public comment. Anne Haley is completing this task and will provide to Chairman Hajjar for distribution upon completion.

3. Correspondence/Reports

- A. Letter received from AFSCME Council 93 regarding the dissemination of a letter for the Professional Conduct Policy. Chairman Hajjar sent a clarifying letter to John Carroll and the Board of Selectmen indicating that the PB did not and has never sent a letter to any represented employee concerning policies adopted by the PB.
- B. Letter sent to the Director of the Library and the Library Trustees Chairman thanking them for updating their org charts.
- C. Copy of letter sent to Dorothy Vitale, Director of the Senior Center, regarding changes to the COA Outreach Worker position description.
- D. Copy of letter sent to Dorothy Vitale, Director of the Senior Center, regarding changes to the COA program Coordinator position description.
- E. The PB reviewed the 12/2011 Activity Report, which tracks the YTD status of activities of the PB. The PB will forward this to the BOS and FinCom.

- F. The PB reviewed and modified the proposed 2012 Goals and Objectives letter to be sent to the BOS and FinCom.

4. Town Org Charts

Chairman Hajjar received all org chart departmental updates from Ramanda Morgan and will update by next meeting.

5. Policy Reviews

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

- i. No final vote shall be taken until Schedule A has been distributed for public comment. Anne Haley is completing this schedule and will submit to Chairman Hajjar for distribution along with an updated draft policy from tonight's accepted comments.

B. Vacation Policy [#P-302] (new)

PB members reviewed the draft of Section 5.3 and made the following changes:

- i. Section 5.3.a – the PB and HR Director agreed upon 10 days carry-over instead of 50%. The clean amount of 10 days would be easier to understand, implement and be better understood by the employees.
- ii. Section 5.3.a – there will be 2 exceptions: #1-for employees hired during the months of October and November and #2–employees having 2 weeks of vacation leave will only be allowed to carry-over 5 days into the next calendar year.
- iii. Section 5.3.c – changed this to match the 10-day carry-over limit in Section 5.3.a.
- iv. Section 5.3.c.ii – changed this to match the 10-day carry-over limit in Section 5.3.a.
- v. Deleted Section 5.3.c.iii
- vi. Section 5.3.d – changed to match the 10-day carry-over limit in Section 5.3.a.

C. Board Code of Conduct

Will Krasnow provided a draft for the PB to review and comment. Chairman Hajjar will discuss with Will the draft document to more closely match other more comprehensive documents.

6. New Business

None

On a motion by Jack Taylor and seconded by Pat Riley, the PB unanimously voted to adjourn at 9:10 PM.

Next meetings: Wednesday, February 22, 2012
 Wednesday, March 21, 2012