

**Norwood Personnel Board
Regular Meeting Minutes
February 22, 2012**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:10 PM on Wednesday, February 22, 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
Dorothy Vitale, COA Director
Gerald Miller, Recreation Director
Russ Maguire, Airport Manager
Bart King, Chief of Police

Absent:

NONE

1. Public Hearing

- a. Chairman Hajjar opened the continued and previously advertised 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 and the newly drafted Compensation Rate Sheet.
- b. Chairman Hajjar read into the record submitted e-mail comments about the Rate Sheet from Linda Berger-Recreation Department, James Collins-Light Department and Cathy Carney-Purchasing, which were discussed by the Personnel Board.
- c. Anne Haley provided an explanation of her intention with the drafted Rate Sheet and her desire to hopefully word the policy so as not to need a Rate Sheet, although others present expressed support for the Rate Sheet
- d. Dorothy Vitale indicated her concern with the rate she uses for the COA temporary bus driver. Dorothy uses a straight \$20/hour based on school department rates. Chairman Hajjar indicated that upon adoption of this policy, Step 1 of the PS4 Grade is the rate to use for future temporary COA Bus Drivers.
- e. Gerry Miller indicated his support for a Rate Sheet, as he believes it to be useful in following year over year and takes any uncertainty from the rate to pay. Gerry was also agreeing with Linda Berger's comment about tiering the Counselor rate – one for HS and one for College.
- f. Russ Maguire requested that our Rate Sheet include a rate for a working Intern that he hopes to hire this summer. His suggested rate based on his data gathering is between \$10

and \$12 per hour. While Russ uses a college student, it's not just about teaching, as this person actually will be doing work.

- g. Bart King clarified his use of the Traffic Supervisor Substitutes, which are paid a per diem rate when they fill-in for a regular Traffic Supervisor. These are not union positions, there are no benefits and it is about 7 hours per day. Bart says he also utilizes interns, as they are not paid-not doing work, there for learning and observing.

Chairman Hajjar closed the public Hearing at 8 PM.

The following changes were made to the latest draft of the Seasonal/Temporary Employment Policy after discussion by the Personnel Board:

- h. Section 3.2 – changed the word “employed” to “hired” in the 1st sentence.
- i. Section 3.2 – added the word “consecutive” between the words “twelve months” in the 1st sentence.
- j. Section 4.2 - deleted the words “full-time” in the 1st sentence.
- k. Section 4.2 – added “including the School Department” after “Town of Norwood employees,...” in the 1st sentence.
- l. Section 4.2 – spelled out FLSA – “Federal Labor Standards Act”.
- m. Section 4.2.b – change “FSLA” to “FLSA”

Sections 5.4 and 5.5 – Anne will attempt different wording based on the discussion regarding the Rate Sheet.

2. Meeting Minutes – January 18, 2012

The following corrections were noted:

- a. Section 2 - It was agreed that comments received and read during the public hearing are acknowledged and that they were entered into the record and discussed, without typing up each as a verbatim.
- b. Section 3A – add the word “Policy” after “...Professional Conduct.” – 1st sentence.

On a motion by Anne Haley and seconded by Pat Riley, the updated/corrected minutes for January 18, 2012 were unanimously accepted/approved.

3. Correspondence/Reports

- a. Information regarding the Hiring Above Step 3 for the new Police Chief was reviewed and filed. The PB Chair provided his written concurrence to hiring at Step 8.
- b. The letter sent to the BOS and FinCom regarding the PB 2011 activities was reviewed and filed.
- c. The PB 2011 Annual Report was completed and provided to Michelle for HR input. Combined, they make up our collective Annual Report, to be provided at Town Meeting. Michelle will let us know when we can have a picture taken.
- d. The letter sent to the BOS and FinCom regarding the PB 2012 goals and objectives was reviewed and filed.

- e. Member Krasnow and Chairman Hajjar submitted their letters requesting reappointment to a 3-year PB term beginning May 1, 2012. The letters were sent to the BOS Chair, FinCom Chair, and the Town Moderator.

4. Policy Reviews

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

PB members reviewed the draft starting at Section 5.4 and made the following changes:

- i. Section 5.4.a – approved as drafted.
- ii. Section 5.4.b – approved as drafted
- iii. Sections 5.4.c and 5.4.d were previously approved. They were moved from another section to be appropriately aligned within the policy.
- iv. Section 5.5.a – approved as drafted, although Michelle will review the noted exception of Maternity and Military Leave.
- v. Section 5.5.b – approved as drafted.
- vi. Section 5.5.c was changed to read “The duration of a Military Leave or Maternity Leave will not ~~be considered when calculating~~ reduce an employee’s ~~prorated~~ vacation leave benefit.
- vii. Section 5.5.d – Added the words “is terminated” – “If an employee resigns, retires, ~~is terminated~~ or dies while...”.
- viii. Section 5.5.e – changed the end of the sentence to read “...will not be provided ~~or credited with~~ vacation leave for that calendar year, ~~but will be credited service time.~~”
- ix. Table 5.5.1 – approved as drafted.
- x. Section 5.6 – all approved as drafted.

There is one section remaining to review/develop – Section 5.2, which is the Annual Vacation Leave. This section deals with the amount of vacation leave a full-time and part-time employee earn and will be discussed next meeting. The plan is to have a public hearing in April.

- b. Board Code of Conduct

Will Krasnow provided a 2nd draft for PB members to review and comment. This will be reviewed during the March meeting.

5. New Business

None

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

Next meetings: Wednesday, March 21, 2012
 Wednesday, April 18, 2012