

**Norwood Personnel Board  
Regular Meeting Minutes  
April 25, 2012**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, April 25, 2012 in the FinCom Conference Room, located on the 1<sup>st</sup> floor of 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 – March 21 2012**

There were no corrections noted on the submitted draft March meeting minutes.

On a motion by Will Krasnow and seconded by Jack Taylor, the minutes for March 21, 2012 Personnel Board were unanimously accepted/approved.

**2. Policy Work**

**a. Seasonal-Temporary Employment Policy**

The PB reviewed the proposed Schedule A – Compensation Schedule:

- i. Note 4 on page 2 was modified to reflect new Section 5.1.c of the policy.
- ii. All positions listed in Schedule A are “Non-Exempt” for FLSA purposes.
- iii. Schedule A is named Schedule A-Seasonal/Temporary Compensation Schedule

There were 4 changes discussed for the policy

- i. Section 3.2 – add the word “except” - ...not entitled to benefits, *except* as noted in...
- ii. Section 3.2 – change reference from Section 5.7 to Section 5.8.
- iii. Section 5.8 – the issue of allowing Seasonal/Temporary Employees to receive ‘Paid Holidays’ was rejected.
- iv. Added Section 5.1.c to reflect the use of Schedule A when <90% of tasks being completed for existing Town Classification and Compensation Plan positions.

On a motion by Anne Haley and seconded by Pat Riley, the proposed Seasonal/Temporary Employment Policy (#P-103), including Schedule A (document #125) was unanimously approved with the above changes. The appropriate documentation will be sent out.

**b. Vacation Policy**

The PB reviewed the proposed draft Vacation Policy. The policy in each member’s packet reflects changes by Town Counsel, Michelle Pizzi and Chairman Hajjar after a 2<sup>nd</sup>

