

**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 1st 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 2nd

conference call. A 3rd conference call was held this morning, which will produce a final draft for the PB to consider next meeting. If there is time to clean up the next draft, a public hearing may be scheduled.

- c. Military Leave Policy (#P-305) [MP]
No action taken at this time.

3. Reclassification Hearing – Recreation Office Assistant

- a. The PB reviewed the final drafted Position Description after Chairman Hajjar received answers to proposed questions to Jerry Miller. The PB also agreed upon the title – Administrative Assistant – Recreation.
- b. The PB also wants Jerry to have this position report directly to the Director due to the nature of the position.
- c. The PB went thru the position description and rated it in accordance with the rating manual. Members wanted to review the comparable data and meet again before approving a final Grade.
- d. Michelle also to provide members with FY 12 financial impact of any Grade change.
- e. Chairman Hajjar will set up a special meeting for a vote prior to sending any information to the appropriate individuals.

4. Correspondence/Reports

- d. The Board reviewed the March Activity report. There are 14 issues on our work list: 4 yet to be started (shaded white), 8 being worked on by various members of the Board and Michelle (shaded yellow) and 2 completions (shaded in green).
- e. A copy of the full 2011 Annual Report was provided for record purposes.
- f. A copy of the updated Town General Government Org Charts and cover letter to the Board of Selectmen and Finance Commission was for record purposes.
- g. Ethics Training – Jack Taylor submitted his completion certificate (3/26/12). Upon receipt of a completion certificate from member Anne Haley, Chairman Hajjar will submit all to the HR Department, as required for recording our Board's completion.
- h. Each member signed a copy of the PB Code of Conduct and submitted to Chairman Hajjar – filed for the record purposes.

5. New Business

- a. Personnel Board Policies and Procedures – the PB reviewed recommended changes by Chairman Hajjar. Additional changes were recommended by Michelle Pizzi, Anne Haley and Will Krasnow.

On a motion by Jack Taylor and seconded by Anne Haley, the updated Personnel Board Policies and Procedures document was unanimously adopted/approved.

- b. Crew Leader-Cemetery Classification Request
 - i. Mark Ryan submitted an urgent request on the 24th asking for immediate consideration of a new Crew Leader-Cemetery Position Description and Grade.

- ii. The Classification Request form, proposed Position Description and marked-up org chart was submitted by Mark.
- iii. The request was to utilize the format of 2 existing Crew Leader Position Descriptions in the DPW (Parks and Highway) and keep the Grade the same – PW6 and eliminate one PW2 laborer. This was made so as not to change the approved FTE headcount number for the DPW.
- iv. The PB was very supportive. Org Charts need to be modified and the Position description will be updated to reflect our current format. This will also be noted as a ‘NON-EXEMPT’ position.

On a motion by Anne Haley and seconded by Jack Taylor, the new Crew Leader – cemetery Position description was approved with a Grade of PW6. Chairman Hajjar will update and send out the appropriate documents.

- c. Town Harassment Policy [#P-202] – needs to be updated due to changes in MA laws. Michelle will bring up the issues next month.

On a motion by Jack Taylor and seconded by Pat Riley, the PB unanimously voted to adjourn at 10:30 PM.

Next meetings: Wednesday, May 23, 2012
 Wednesday, June 20, 2012