

**Norwood Personnel Board
Regular Meeting - Minutes
May 23, 2012**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:15 PM on Wednesday, May 23, 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

a. April 25, 2012

There were no changes/updates.

On a motion by Anne Haley and seconded by Pat Riley, the April 25, 2012 Regular Meeting minutes were approved as submitted.

b. May 9, 2012

There were no changes/updates.

On a motion by Anne Haley and seconded by Pat Riley, the May 9, 2012 Special Meeting minutes were approved as submitted.

2. Board Elections

The annual election of the PB Chairman and Vice-chair is scheduled during a regular PB during the month of May:

a. Chairman – on a motion by Anne Haley and seconded by Jack Taylor, David Hajjar was nominated for Chairman. There being no other submissions, the PB voted unanimously to elect David Hajjar as Chairman for the upcoming year.

b. Vice-chair - on a motion by Pat Riley and seconded by Will Krasnow, Anne Haley was nominated for Vice-chair. There being no other submissions, the PB voted unanimously to elect Anne Haley as Vice-chair for the upcoming year.

3. Policy Work

a. Vacation Policy [#P-302] – the latest and final draft was submitted after further discussions with Town Counsel. In addition the following changes were made:

i. Section 3.2 – use “-” instead of “:” to be consistent with other Sections;

- ii. Section 3.3.f – change reference from Section 5.6.b to 5.5.b;
 - iii. Section 5.5.c – change reference from Table 6.3.1 to 6.1.1;
 - iv. Section 5.7 – change reference from Section 6.5 to Section 6.6;
 - v. Section 5.10 – delete the first word “Current”;
 - vi. Section 5.10 – change reference from Section 6.2 to Section 6.3;
 - vii. Section 6.4.b – change reference from Section 5.3.a to Section 6.3.a; and,
 - viii. Section 6.6.b – Add the word “regular” in the first sentence “...an employee’s regular base salary...”.
- ix. A public hearing was scheduled for Wednesday, June 13th at 7:15 PM in the FinCom Room of Town Hall. Chairman Hajjar will send out the appropriate notice and documents to all Appointing Authorities.
- b. Military Leave Policy [#P-305]
- i. Pat Riley provided a copy of the MWRA-United Steel Worker CBA that indicates on pages 12 and 13 the Military Leave agreement. There is no separate Military Leave Policy within the MWRA.
 - ii. David Hajjar provided a copy of the lengthy Verizon Military Leave Policy of which some parts will be very useful.
 - iii. Michelle has obtained copies of several other communities that have a Military Leave Policy. She is working on an updated draft for the Town, which will be reviewed next meeting.
 - iv. Policy shall include FMLA and USERRA references. The Town already has a FMLA Policy.

4. Reports/Correspondence

- a. A copy of the April YTD PB Activity Report was distributed and reviewed;
- b. A copy of the letter distributed to all the Appointing Authorities with the new Seasonal/Temporary Employment Policy was distributed;
- c. A copy of the Crew Leader-Cemetery Classification decision letter to Mark Ryan was distributed;
- d. A copy of the Recreation Office Assistant Reclassification decision letter to Gerry Miller and Adelia Kennedy was distributed;
- e. A copy of the 2012 PB Ethics Training memo and certificates sent to the HR Director was distributed; and,
- f. A copy of the updated PB Policy and Procedures document was distributed.

5. New Business

- a. FLSA “Exempt” or “Non-Exempt” designation on all position descriptions. Chairman Hajjar has reviewed the last several updated & new position descriptions and worked with Michelle Pizzi to indicate the appropriate designation. The PB needs to go thru them all and designate each correctly; and,

- b. Each PB member signed the states required Conflict of Interest Acknowledgement Form and gave to Chairman Hajjar. Chairman Hajjar will copy and turn originals into Ramanda Morgan of HR.
- c. The PB reviewed some of the proposed changes/clarifications for the Rating Manual. Michelle Pizzi was concerned we should not change with the accepted/adopted independent rating manual the PB uses. It was agreed by all that the minor proposed changes/clarifications should be referenced in the PB Policy and Procedures document Section 2.7
- d. Updates to existing CORI Policy – Town Counsel is working on updated policy based on changes in law. This one may include a CORI policy to cover all Town employees. A cursory review indicates only minor changes will be required; and,
- e. Updates to existing Harassment Policy – Town Counsel will work on required updates based on changes in law, after the CORI policy.

On a motion by Jack Taylor and seconded by Will Krasnow, the PB unanimously voted to adjourn at 9:20 PM.

Next meetings: Wednesday, June 13, 2012
 Wednesday, July 20, 2012
 No meeting in August