

**Norwood Personnel Board
Special Meeting - Minutes
June 13, 2012**

The Special Meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, June 13, 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
William Plasko (BOS)

Absent:

NONE

1. May 23, 2012 Meeting Minutes

The following corrections were made to the reviewed draft 5/23 Regular Meeting minutes:

- a. 1.a - add the word "Regular" "...the April 25, 2012 Regular Meeting minutes..."
- b. 1.b – change the April 25 reference to May 9 and add the word "Special" "...the May 9, 2012 Special Meeting minutes..."
- c. 4.a – correct the 2nd word spelling to "copy"
- d. 4.d – correct the spelling of Kennedy's first name to "Adelia"
- e. 5.c – change the word "tamper" to "change" in the 2nd sentence and delete the 3rd sentence.

On a motion by Pat Riley and seconded by Anne Haley, the May 23, 2012 Regular Meeting minutes were approved as corrected.

2. 7:15 Public Hearing

Chairman Hajjar opened the advertized/scheduled public hearing regarding the proposed new Vacation Policy at 7:15 PM.

Bill Plasko was present to provide some feedback:

- a. He complimented the PB for developing a very good and complete policy. The PB appreciated his comments.
- b. Bill suggested that a severance clause be added to the document and all Personnel Policies. The PB indicated that some of the Personnel Policies contain this language and felt it was a good suggestion for all policies, as they should be consistent.

- c. Selectman Plasko suggested that the PB check with the MGL to see if there is a conflict with the PB establishing benefit related policies which could restrict an Appointing Authority's right to bargain these matters as part of an individual employment agreement. Mr. Plasko submitted Part I, Title VII, Chapter 41, Section. Mr. Plasko wanted to have this validated by Town Counsel, especially with regards to other positions that may be referenced in other MGL. Chairman Hajjar has made Kathy Murphy of MHTL aware of this issue based on a prior conversation with Selectman Plasko.
- d. Ms. Pizzi provided a copy of a letter from Bernie Cooper, Assistant Town Manager, that outlined 3 areas of concern:
 - i. Section 4.5 – the request was to allow employees covered by this policy to take time-off in increments less than ½ day. After a discussion amongst the PB, it was voted to change Section 4.5 to allow time-off in increments not less than 2 hours.
 - ii. Section 5.4 – the request was to change the proposed policy to allow Department Heads the ability to allow new hires to use vacation time within their first 90 days. After a discussion amongst the PB, it was voted not to change the drafted section.
 - iii. Section 5.5 – the request was to allow flexibility in awarding any new hire with more than 10 days vacation leave and not to have any limit on the amount an AA could use for recruitment purposes. After discussion amongst the PB, it was voted to add 25 days as an additional recruitment tool, but no other changes to this drafted section.

No additional public comments were submitted and the Public Hearing was closed at 8:05 PM. However, the PB continued discussion regarding other changes:

- e. There were 2 additional recommendations provided by Town Counsel:
 - i. Section 4.5 needed to include references to SNLA for the use of smaller vacation leave increments if the Town requires employees to use accrued vacation during an otherwise unpaid leave as described in Section 6.5. The PB adopted the additional recommended language for Section 4.5
 - ii. Tables 6.1.1 and 6.1.2 did not clearly indicate that employees hired after November 30th are not eligible to earn or accrue any vacation leave. The tables were amended to include line 5 in each to show 0 vacation leave days eligible.
- f. Ms. Pizzi brought up Table 6.1.3. Last year, the Town agreed with the Union to allow 1 day for every 2 years worked between 10 and 20 years worked. John Carroll sent out a memo to all non-union employees of General Government offering the same benefit. After additional discussion amongst the PB, it was voted to amend the table to include 1 day for every 2 years worked between 10 and 20 years.
- g. Example 2 under Section 6.1.b.i has a reference to Section 4.3.b, which was changed to 5.5.b.
- h. Table 6.1.4 does not contain the right formulas. The outcome should be based on the same table as a full-time employee. In going through Example 1, a 12-year full-time employee would get 20 days off. Using the current table formula, a 12-year employee working 20 hours per week would get 50 hours off, where they should only get 40. The formula should be hours/week divided by 5 = n x 10 (or the number of annual leave a

full-time employee would receive). Chairman Hajjar will review and change accordingly.

Chairman Hajjar will publish the next draft for consideration at the July PB meeting, pending input from Town Counsel.

3. Policy Work

- a. Military Leave Policy [#P-305]
 - i. Ms. Pizzi distributed an updated draft for consideration. Ms. Pizzi also provided documents related to USERRA and Chapter 13 of the Acts of 2003.
 - ii. Chairman Hajjar requested an electronic copy for making changes.
 - iii. The PB went through the policy and after discussion made some minor changes.
 - iv. Upon receipt from Ms. Pizzi, Chairman Hajjar will update and send to Town Counsel for input.
- b. Updates to existing CORI Policy – Town Counsel is working on updating our existing policy based on changes in law; and,
- c. Updates to existing Harassment Policy – Town Counsel will work on required updates based on changes in law, after the CORI policy.

4. Reports/Correspondence

- a. A copy of the May 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 2012 PB Ethics Training memo and certificates sent to the HR Director was distributed; and,
- d. A copy of the updated PB Policy and Procedures document was distributed.

5. Unfinished Business

- a. The minor changes related to the Rating Manual to be incorporated into Section 2.7 of the PB Policy and Procedures book will be completed during the summer.
- b. FLSA “Exempt” or “Non-Exempt” designation on all position descriptions. Michelle and Anne suggested getting Town Counsel involved to show ToN leaders how important an issue this is. Will Krasnow will take the lead on this issue and speak with Town Counsel. Ms. Pizzi has asked Kathy Murphy to come and speak to the PB about this issue. The PB needs to have a documented process in determining if a position is Exempt or Non-Exempt.

6. 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 Ms. Pizzi to indicate the appropriate designation. The PB needs to go thru them all and designate each correctly; and,

- b. The PB reviewed some of the proposed changes/clarifications for the Rating Manual. Ms. Pizzi was concerned we should not change 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
- c. The next Regular Meeting – June 20th – was cancelled.

On a motion by Pat Riley and seconded by Jack Taylor, the PB unanimously voted to adjourn at 9:25 PM.

Next meetings: Wednesday, July 20, 2012
 Wednesday, September 19, 2012
 There is no meeting in August