

**Norwood Personnel Board
Regular Meeting - Minutes
September 19, 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
Patterson (Pat) Riley

Other Attendees:

Michelle Pizzi, HR Director

Absent:

Willard (Will) Krasnow
John (Jack) Taylor

1. June 13, 2012 Meeting Minutes

The following corrections were made to the reviewed draft 6/13 Special Meeting minutes:

- a. 2.c – partially reworded to reflect request of Selectman Plasko to review MGL regarding AA's and PB benefit policies.
- b. 2.d – rephrased the italicized words from “There being no additional public comments for the record, the...” to “No additional public comments were submitted”
- c. 4.a – correct the 2nd word spelling to “copy”
- d. 2.f – change “Last year as part of bargaining to allow... John Carroll sent out a memo to most of General Government Town employees offering...” to read “Last year, the Town agreed with the Union to allow.... John Carroll sent out a memo to all non-union employees offering...”
- e. Throughout document – change Michelle Pizzi to Ms. Pizzi. Change Bill Plasko to Selectman Plasko or Mr. Plasko.
- f. 6.b – Changed the words “tamper with” in the 2nd sentence to “change”. Delete the 3rd sentence.
- g. Throughout document, made several grammar changes.

On a motion by Pat Riley and seconded by Anne Haley, the June 13, 2012 Special Meeting minutes were approved as corrected.

2. Policy Work

a. **Vacation Policy [#P-302] - New**

Members present, along with Ms. Pizzi, went through Sections 1 through 5 and made updates in an effort to shorten the document and provide clarity on the intent of the

policy. Chairman Hajjar will show these changes in a follow-up policy document. The PB agreed to hold a Special Meeting on Monday, October 1, 2012 at 8:30 AM at Town Hall to finish the review, starting with Section 6.

- b. **Military Leave Policy [#P-305] – New**
The PB agreed that the latest drafted version can be sent to Town Counsel for review and feedback. Chairman Hajjar to submit.
- c. **CORI Policy [#P-102] – Update**
Town Counsel is working on updating our existing policy based on changes in law.
- d. **Harassment Policy [#P-202] – Update**
Town Counsel's office, Kathy Murphy and Kevin Bresnahan of MHTL, have provided feedback on the required changes due to recent law changes. Chairman Hajjar will send out the updated policy for a scheduled public hearing during the scheduled October 17, 2012 meeting.
- e. **Hiring Policy [#P-101] – Update**
There are 2 legal updates that need to be made along with aligning references in the policy to the Vacation Policy. Updates sent to Town Counsel's office for review.

3. Reports/Correspondence

- a. A copy of the June YTD PB Activity Report was distributed and reviewed;
- b. A copy of the January 2012 Goals and Objectives letter was redistributed indicating our current status;
- c. Rating Manual Clarifications:
 - i. The PB reviewed/approved adding Section 2.7.d.
 - ii. The PB reviewed/approved adding section 2.7.e without including Appendix G, as this belongs only in the Rating Manual.
 - iii. The PB reviewed/approved adding Section 2.7.f

On a motion by Pat Riley and seconded by Anne Haley, the PB voted to:

- Add the reviewed/approved Sections to the PB Policy and Procedures document
- Add the ">" symbol before each score range to avoid grade determination issues when point totals do not line up with a grade.
- Have Chairman Hajjar send official notification to Ms. Pizzi to incorporate this change into the Point-Factor Rating System Manual.

The motion carried unanimously

4. Unfinished Business

- a. FLSA "Exempt" or "Non-Exempt" designation on all position descriptions. Ms. Pizzi would like us all to get training to help us with this project. Chairman Hajjar provided a spreadsheet that listed all 350 benefitted General Government positions – department -#'s - position title – grade - weekly hours - exempt/non-exempt (proposed) – if noted on PD -

if Yes, what date. The document also indicated the FLSA requirements in determining whether a position is Exempt or Non-Exempt.

The board wants to refine the document to indicate the process and guidelines the PB shall follow in making such a determination. Town Counsel will also have to be involved.

5. New Business

- a. The PB reviewed a Reclassification Request from Mark Ryan regarding Account Clerk III, Patricia Baltandonis' position. Chairman Hajjar sent a letter inviting Mr. Ryan and Ms. Baltadonis to a hearing scheduled for October 17, 2012 beginning at 7:15 PM.

There are currently no employees using the Senior Administrative Assistant position description – Grade C7. Human Resources is also gathering some comparable data.

- b. Chairman Hajjar and Chair Judy Langone of the FinCom are trying to set up a meeting to review each other's headcount figures to ensure future documentation is in alignment.
- c. Town Counsel is reviewing the feasibility of developing a template for Appointing Authorities to use for positions in Town that could be covered under an Employment Agreement.

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

Next meetings: Monday, October 1, 2012 – Special Meeting
 Wednesday, October 17, 2012 – Regular Meeting/Public Hearing