

**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

