

**Norwood Personnel Board
Regular Meeting - Minutes
October 17, 2012**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, October 17, 2012 in the FinCom Conference Room, located on the 1st floor of Town Hall, by David Hajjar, Chairman.

Present:

David Hajjar, chairman
Willard (Will) Krasnow
Patterson (Pat) Riley
John (Jack) Taylor

Other Attendees:

Michelle Pizzi, HR Director

Absent:

Anne Haley, vice-chair

1. September 19, 2012 Meeting Minutes

The following corrections were made to the reviewed draft 9/19 Regular Meeting minutes:
There were no corrections.

On a motion by Pat Riley and seconded by Will Krasnow, the September 19, 2012 Regular Meeting minutes were unanimously approved.

2. 7:15 PM – DPW Account Clerk III Reclassification Request

- a. The reclassification request was submitted by Mark Ryan, PW and Engineering Director. Attending were Mark Ryan, Patricia Baltadonis (Account Clerk III) and Cathy Traietti, Business Manager.
- b. Chairman Hajjar went through the appeal process & timeline and indicated that this appeal was different from previous appeals. In this case, Mark Ryan is indicating the current employee is doing the work of a higher rated position, which falls under Section 2.6.a of the PB Policy and Procedures document.
- c. HR Director, Michelle Pizzi, went through the submitted appeal form and indicated to all what the issues was. To correct the record, Michelle indicated that the submitted form indicates Grade N6, where the Account Clerk III position is a C6 position.
- d. Mark Ryan, Cathy Traietti and Patricia Baltadonis each spoke about the current responsibilities and how they differed from the existing Account Clerk III position description.
- e. After PB members asked questions of the DPW team the hearing was closed at 7:40 PM.
- f. After further discussion by the PB, Will Krasnow moved to approve the appeal of the position to Sr. Administrative Assistant. The motion was seconded by Jack Taylor. The vote to approve was unanimous. Chairman Hajjar will send out the appropriate letter.

3. Reports/Correspondence

- a. A copy of the September YTD PB Activity Report was distributed, reviewed and filed;
- b. A copy of the memo to Michelle Pizzi concerning clarifications to the Point-Factor Rating Manual was reviewed and filed.
- c. All PB Members were now in possession of the updated PB Policies and Procedures dated 9/19/12.
- d. A copy of the letter to all Appointing Authorities and Department Heads requesting org chart updates by 10/31/12 was reviewed and filed. About a third of the departments made submissions to date.
- e. A copy of the letter to Town Manager, John Carroll, requesting his feedback regarding the proposed Employee Recognition Policy [#P-502] was reviewed and filed.

4. 8:00 PM Public Hearings:

- a. Policy Against Harassment [#P-202]
 - i. Chairman Hajjar opened the public hearing. There was nobody present from the public and no submitted comments to the Human Resources Director.
 - ii. The proposed changes were related to recent law changes.
 - iii. The proposed changes were reviewed and approved by Town Counsel.
 - iv. The public hearing was closed at 8:10 PM.
 - v. Upon a motion by Jack Taylor and seconded by Pat Riley, the PB unanimously voted to approve the updated Policy Against Harassment. Chairman Hajjar will issue the policy and cover letter.
- b. Hiring Policy [#P-101]
 - i. Chairman Hajjar opened the public hearing. There was nobody present from the public and no submitted comments to the Human Resources Director.
 - ii. The proposed changes were recommended to be in line with language from more recent policies and to align the Vacation Policy with the Hiring Policy.
 - iii. The proposed changes were reviewed and approved by Town Counsel.
 - iv. The public hearing was closed at 8:20 PM.
 - v. Upon a motion by Will Krasnow and seconded by Jack Taylor, the PB unanimously voted to approve the updated Policy Against Harassment. Chairman Hajjar will issue the policy and cover letter.

5. Policy Reviews

- a. Vacation Policy [#P-302] *New*
 - i. The PB went through the document as submitted by a sub-committee that met on October 1st. There were several grammar changes required.
 - ii. Anne Haley submitted a separate document with recommendations to be considered in her absence.
 - iii. Upon a motion by Jack Taylor and seconded by Pat Riley, the PB unanimously voted to approve the Vacation Policy with one stipulation. Chairman Hajjar is to confirm with Town Counsel regarding language in Section 5.13. Chairman Hajjar will issue the policy and cover letter. This was the Board's first benefit policy

- b. FLSA Policy [#P-104] *New*
 - i. A draft is being written, but cannot be completed until the PB outlines a procedures document reflecting how it reviews position descriptions to determine ‘Exempt’ versus ‘Non-exempt’.
 - ii. Michelle Pizzi is going to contact Kathy Murphy of MHTL about a training session.
- c. CORI Policy [#P-102] *Update*

Town Counsel is updated the pertinent sections of our existing policy to be in compliance with recent law changes. The document is expected back by 10/31/12, enabling the PB to conduct a public hearing on November 21, 2012.
- d. Military leave Policy [#P-305] *New*

The revised draft is in the hands of Town Counsel for comment. The document is expected back by 10/31/12, enabling the PB to conduct a public hearing on November 21, 2012.

6. New/Unfinished Business

- a. Chairman Hajjar and Vice-chair Anne Haley met with the Finance Commission and Town Clerk & Accountant, Robert Thornton, to review:
 - i. Headcount reconciliation between the Town’s Pink Sheets and the PB’s Org Charts. There were only 2 differences, which were logically explained: (1) a position in the Light department is not being filled at this time, but is shown as a classification plan position on the org charts; and, (2) the CDBG Program Director position within the Planning Department is shown as a contractor by the FinCom, but as an employee by the PB. The PB will investigate this position further.
 - ii. Pink Sheet title names and indicated grades – Bob Thornton made all the requested updates to the Pink Sheets in order to be in sync with the PB Classification Plan.
 - iii. PB members reviewed the monthly September Activity Report.
 - iv. PB members reviewed the status of the PB goals and objectives thru September.
- b. 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 Jack Taylor and seconded by Pat Riley, the PB unanimously voted to adjourn at 9:30 PM.

Next meetings: Wednesday, November 21, 2012 - Regular Meeting/Public Hearing
 Wednesday, January 16, 2013 – Regular Meeting