

**Norwood Personnel Board  
Special Meeting - Minutes  
January 8, 2013**

The Special Meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Tuesday, January 8, 2013 in the FinCom Conference Room, located on the 1<sup>st</sup> floor of Town Hall, by David Hajjar, Chairman.

Present:

David Hajjar, chairman  
Anne Haley, vice-chair  
Willard (Will) Krasnow  
Patterson (Pat) Riley  
John (Jack) Taylor

Other Attendees:

Kathy Murphy, MHTL-Town Counsel

Absent:

NONE

**1. FLSA Training**

Kathy Murphy reviewed the requirements of FLSA with respect to understanding position descriptions enabling the PB to properly indicate which general category it would be labeled to qualify as an Exempt position.

Will Krasnow reviewed the draft 'Exempt Test Process' document with the PB. This document will be used in reviewing every Town Government position and properly labeling them as Exempt of Non-exempt.

Kathy Murphy made one recommendation for #2 under Administration. Add "with respect to matters of significance" at the end of the sentence.

On a motion by Will Krasnow and seconded by Anne Haley, the PB unanimously approved the FLSA Exempt Test process document. This document will also be identified as #D-128 – Appendix A of the FLSA Policy, #P-104.

**2. Existing FLSA Employee Issues**

The PB discussed with Kathy several employee related issues regarding full-time Town employees working a 2<sup>nd</sup> part-time job in the Town. The HR Director, Michelle Pizzi, works with all General Government Appointing Authorities(AA) to ensure the appropriate pay rate is established before the AA indicates the pay rate to the employee.

The issue of an Exempt full-time school employee working a 2<sup>nd</sup> part-time Town job for the General Government will not be allowed. This shall be stated as such in our FLSA Policy. There were concerns from a budget perspective, but more importantly from a legal perspective, that an Exempt position could become Non-exempt and set precedent on the School Government.

**3. Positions Reviews for Exempt or Non-exempt Identification**

The PB along with Kathy Murphy, reviewed all 350 General Government positions and with the exception of 11 was able to identify each as Exempt or Non-exempt.

Each Exempt labeled position also indicated the category or categories, using the Exempt Test Process, which the PB believed covered the position as Exempt.

The PB will review in more detail the 11 undecided positions;

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

**Next meetings:**            Wednesday, January 16, 2013 – Regular Meeting/Public Hearing  
                                    Wednesday, February 20, 2013 – Regular Meeting/Public Hearing