

**Norwood Personnel Board
Regular Meeting - Minutes
January 16, 2013**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, January 16, 2013 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
John (Jack) Taylor

Other Attendees:

Michelle Pizzi, HR Director

Absent:

Patterson (Pat) Riley

1. November 21, 2012 Meeting Minutes

The following correction was made to the reviewed draft 11/21/12 Regular Meeting minutes:

Section 2g – change the spelling of the last name indicated from “Monroe” to “awn”.

On a motion by Jack Taylor and seconded by Anne Haley, the November 21, 2012 Regular Meeting minutes were unanimously approved as corrected.

2. January 8, 2013 Meeting Minutes

The following corrections were made to the reviewed draft 1/18/13 Special meeting minutes:

Section 2 – 2nd paragraph, add “It was agreed by the Board, based on Town Counsel’s recommendation, that” to the beginning.

On a motion by Jack Taylor and seconded by Will Krasnow, the January 8th, 2013 Special Meeting minutes were unanimously approved as corrected.

3. 7:15 PM – Public Hearing

Chairman Hajjar opened the advertized/scheduled public hearing regarding the proposed new Employee Recognition Policy (#P-502) at 7:15 PM.

- a. Charlotte Canelli was present to review her own (Library’s) recognition program and wanted to know if our proposed policy was to replace hers. It is not. Our proposed policy would be used for all General Government employees through the General Manager.
- b. Bernie Cooper provided comments to Michelle Pizzi, HR Director:
 - i. Thought the plan was spelled out well and could be used as a morale booster for employees.
 - ii. Questioned whether this should be centralized or decentralized.

- iii. Funding language needed better clarification.

With no more public comments, Chairman Hajjar closed the public hearing at 7:35 PM

- c. The Board went through the policy and made the following changes:
 - i. Section 1.1 changed the wording to read "...for an 'employee recognition' exceeding service excellence while performing..."
 - ii. Section 3.2 – the Board agreed that \$100 is the right number.
 - iii. Section 3.3 – changed the definition to Employee Recognition and matched the wording in revised 1.1.
 - iv. Add Section 3.4 defining Nominator as any employee of the Town of Norwod.
 - v. Section 4.4 – take out "the implementation" and "Board of Selectmen". Moved section to below 4.5.
 - vi. Sections 4.6 and 4.8 – combine wording.
 - vii. Section 4.7 – change "once per year" to "\$100 per fiscal year".
 - viii. Add section concerning what happens when funds depleted.
 - ix. Update flow chart (page 4) to match wording changes.
- d. The Board approved sending the revised policy to Town Counsel for review.

4. 7:45 PM - Reclassification Hearings – DPW-Mark Ryan

- a. There are 5 existing PW3 positions in the DPW. This is a hold-over position that Mark would like to weed out over time, as the job requirements limit his ability on work activities, especially with regards to truck driving and associated drug testing.
- b. There are 2 PW3 employees set to retire and he would like to replace the positions with a PW4 and a PW5 position. The PW4 would be used for driving larger vehicles that require a CDL license and be subject to drug testing. The PW5 position would allow additional masonry work that he currently pays employees to be set up.
- c. Employees in a PW4 position perform their own position description work, as well as any work below a PW4. Additionally, an employee in a PW5 position performs their own position description work, as well as any below a PW5.
- d. The Board thanked Mark for coming in.

After further discussion by the Board, there was concurrence with Mark's request. Chairman Hajjar will draft a letter after discussing with the Finance Commission Chair.

5. Reports/Correspondence

- a. A copy of the updated CORI Policy (#P-102) and distribution letter was provided and filed. Updated policy has been uploaded onto the Town's web site;
- b. A copy of the final 2012 Activity Report and cover letter to the BOS, FinCom and Town Moderator was provided and filed. This information will be used for our Annual Report;
- c. A copy of the draft 2013 Goals and Objectives letter was reviewed. The Military Leave Policy was added back in, as it was not completed in 2012. Michelle Pizzi will obtain the necessary estimate to complete Goal #5.

- d. A copy of the PB letter to all Appointing Authorities regarding Reclassification or Classification requests to be completed in time for May's Annual Town Meeting was provided and filed;
- e. A copy of the updated Personnel Policy Index was provided and filed.

6. Policy Reviews

- a. Military Leave Policy [#P-305] *New*
 - i. Updated draft provided. Conference call with Town Counsel, Michelle Pizzi and Chairman Hajjar to be held.
 - ii. Revised hearing to be held in either February or March.
- b. FLSA Policy [#P-104] *New*
 - i. Training held on 1/8/13 with Kathy Murphy of MHTL.
 - ii. A copy of the Exempt Test Process document (#D-128 – Appendix A) associated with the FLSA Policy (#P-104) was provided.
 - iii. Updated document indicating all 350+ positions and if they are Exempt, by which test was also reviewed. The Board agreed to use next meeting in reviewing the outstanding 11 to be identified. Chairman Hajjar to also send Kathy Murphy the COA Outreach Worker PD for a review – currently shown as Non-exempt.
 - iv. Chairman Hajjar will schedule a public hearing for February 20, 2013 for the entire policy.
- c. Workplace Tobacco Prevention Policy [#P-409] *New*
 - i. Updated draft provided.
 - ii. BOH and Director sent a copy for review.
 - iii. A combined public hearing (BOH and PB) to be scheduled for 2/20/13 or 3/20/13.

7. New/Unfinished Business

- a. 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.
- b. The Board reviewed the issue of documenting the financials for when a Reclassification is approved. This would be documented under new Section 7.2.j.i.

On a motion by Anne Haley and seconded by Jack Taylor, the PB unanimously voted to adjourn at 9:50 PM.

Next meetings: Wednesday, February 20, 2013 – Regular Meeting/Public Hearing
 Wednesday, March 20, 2013 – Regular Meeting/Public Hearing