

**Norwood Personnel Board
Regular Meeting - Minutes
February 20, 2013**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, February 20, 2013 in the James J. Drummey 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
Patterson (Pat) Riley
John (Jack) Taylor

Other Attendees:

Michelle Pizzi, HR Director
Dennis P. Mawn, NFD Captain
Kevin J. Romines, NFD FF

Absent:

NONE

1. January 16, 2013 Meeting Minutes

Several minor corrections and updates were made to the initial draft minutes.

On a motion by Anne Haley and seconded by Pat Riley, the January 16, 2013 Regular Meeting minutes were unanimously approved as corrected.

2. 7:15 PM – Public Hearing

Chairman Hajjar opened the advertized/scheduled public hearing regarding the proposed new Military Leave Policy (#P-305) and the proposed new FLSA Policy (#P-104) at 7:15 PM.

Military Leave Policy (#P-305)

- a. Chairman Hajjar distributed a red-lined version from Town Counsel, as it addressed several outstanding issues from the previous draft.
- b. Dennis and Kevin brought up several issues they felt were still unclear or somewhat confusing:
 - i. Section 5.1.a – change the word “drills” to “battle assemblies”;
 - ii. Section 5.1.b – reported by whom?
 - iii. Section 5.2.c – should the word “may” be replaced with “shall”;
 - iv. Section 5.2.d – is this pay over and above? Shouldn’t “...or active duty...” be removed?
 - v. Sections 5.2.e / 5.4.d / 5.6.c, all deal with Step increases. Are yearly increases guaranteed or adjustable based on leave absence?
 - vi. Section 5.6.a – a Police Officer can have a work schedule of 3 weekends in a row, so can’t work on unpaid MLOA for more than 5 calendar days in a month.
- c. The PB approved the change in wording to Section 5.1.a.

- d. The PB approved the following words at the end of Section 5.1.c "...shall report employee requests for military leave to the Human Resources Director as soon as is administratively practicable."
- e. The remaining items will be referred to Town Counsel with a discussion with the HR Director and Chairman Hajjar.

FLSA Policy (#P-104)

The Personnel Board worked from the Town Counsel's redlined version from a conference call between Town Counsel, HR Director-Michelle Pizzi and PB Chairman-David Hajjar.

There were no public comments received or submitted,

- a. Section 2.1 – in the 1st sentence change the last 2 words from "...the Town." To "...General Government."
- b. Section 5.2 – move to Section 4.3 under Policy section.
- c. Section 5.3 – add "also" after the word "cannot" in the first line.

After not seeing or hearing any more public comments, Chairman Hajjar closed the public hearing at 8:45 PM.

Chairman Hajjar recommended that a signature from the PB be at the bottom of every policy to provide another layer of policy change protection. Whether it is the PB Chair or all of the members, the PB had no particular stance.

On a motion by Pat Riley and seconded by Anne Haley, the PB voted unanimously to adopt an updated FLSA Policy.

Michelle Pizzi also asked that we modify the employee policy sign-off documents to allow HR to check off a box indicating an employee refused to sign. These sign-off documents should also indicate that an employee's refusal to sign does not relieve their responsibility to follow and comply with the referenced policy.

3. Reports/Correspondence

- a. A copy of the January 2013 Activity Report was distributed and filed for record.
- b. A copy of the 2013 Goals and Objectives letter sent to the BOS, FinCom and Town Moderator was distributed and filed for record.
- c. A copy of the PB Reclassification letter regarding the (2) DPW PW3 positions sent to the BOS, FinCom and Mark Ryan was distributed and filed for record.
- d. A copy of the thank you letter sent to Mark Redlich regarding Sandy Vokes' performance was distributed and filed for record.

4. Policy Reviews

- a. Employee Recognition Policy [#P-502] (new)
 - i. Updated policy after 1/16/13 public hearing comments distributed;
 - ii. Minor changes made to Sections 3.3, 4.5, 4.6, 5.3.a and 5.3.b;
 - iii. Added PB signature line to policy.

On a motion by Pat Riley and seconded by Will Krasnow, the PB unanimously adopted the updated policy. Chairman Hajjar will distribute policy with issuance letter to Appointing Authorities and Department Heads. The General Manager, John Carroll, and/or the HR Director, Michelle Pizzi, will distribute to the appropriate bargained-for representatives/employees.

b. FLSA Salary Basis Policy [#P-105] (new)

- i. Town Counsel recommended we adopt this type of policy to ensure we outline a process to be utilized by the Town in dealing with improper deductions from an employee's salary.
- ii. Model policy sent to HR Director Michelle Pizzi and PB Chairman Hajjar by Town Counsel. Model policy put in typical PB policy format.
- iii. Public hearing scheduled for March 20, 2013.

c. Workplace Tobacco Prevention Policy [#P-409] (new)

- i. Updated draft provided after Board of Health feedback incorporated.
- ii. BOH and Director sent a copy for review.
- iii. A combined public hearing (BOH and PB) scheduled for 3/20/13.
- iv. Draft policy to be sent to Town Counsel for review and feedback.

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 – ONGOING.
- b. The Board reviewed the issue of documenting the wage financials for when a Reclassification is approved. This would be documented under new Section 7.2.j.i. Final draft language distributed for review.
- c. HR Reclassification – HR Director Michelle Pizzi submitted a request to upgrade Ramanda Morgan, Principal Assistant (N4) to a yet to be titled position description that needs to be rated.
 - i. A new position description was submitted. The PB asked for an electronic copy, Michelle to provide.
 - ii. The PB asked for an electronic copy of the existing position – Ms. Pizzi to provide.
 - iii. Ms. Pizzi is completing a comparable Town survey.
 - iv. Chairman Hajjar to request a support letter from the Appointing Authority- J. Carroll.
 - v. Ms. Ramanda and Ms. Pizzi will be formally invited to a hearing next month. The hearing will be after the scheduled public hearings for the 2 new policies.
- d. The 11 position descriptions that need to be reviewed for 'Exempt' or 'Non-exempt' status was pushed out to next month.

On a motion by Jack Taylor and seconded by Will Krasnow, the PB unanimously voted to adjourn at 9:45 PM.

Next meetings:

Wednesday, March 20, 2013 – Regular Meeting/Public Hearing
Wednesday, April 17, 2013 – Regular Meeting/Public Hearing