

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

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:15 PM on Wednesday, March 20, 2013 in the Finance Commission Conference Room, located on the 1st floor of Town Hall, by David Hajjar, Chairman.

Present:

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

Other Attendees:

Michelle Pizzi, HR Director
Joan M. Jacobs, BOH chairman
Carolyn Riccardi, BOH member
Sigalle Reiss, Health Director

Absent:

Anne Haley, vice-chair
John (Jack) Taylor

1. February 20, 2013 Meeting Minutes

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

On a motion by Will Krasnow and seconded by Pat Riley, the February 20, 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 Workplace Smoke-free Policy (#P-409) and the proposed new FLSA Salary Basis Policy (#P-105) at 7:15 PM.

2.1 Workplace Smoke-free Policy (#P-409)

- a. Chairman Hajjar opened the combined PB and BOH public hearing and distributed a red-lined version from Town Counsel, as it addressed the initial draft policy completed by the PB and BOH.
- b. The following actions were taken:
 - i. All members present accepted the proposed language changes for Section 2.2, the deletion of Sections 2.3 and 2.4, the deletion of the word “products” at the end of the definition, the modified wording for the definition of Municipal Vehicle, the added definition of “Enclosed” for Section 3.6, the minor wording changes to Section 4.4, changing Section 4.5 to cover any entrance of a Town work facility, changing the word “non-users” to “non-smokers”, adding “alleging a violation of this policy” after the word “complaint” in Section 5.1, the deletion of the words “likely” and “alleged” (1st time used) in the last sentence of Section 5.2, and the deletion to Section 2H under Section 7 - 2nd bullet.
 - ii. Document #D-107 was reworded to be consistent with recent policy acknowledgement documents.

On a motion by Pat Riley and seconded by Will Krasnow, the updated Workplace Smoke-free Policy [#P-409] was unanimously approved and adopted.

Chairman Hajjar will send out the final adopted version with an issuance letter after obtaining Joan M. Jacobs signature.

2.2 FLSA Salary Basis Policy [#P-105]

- a. Chairman Hajjar opened the PB public hearing and distributed a red-lined version from Town Counsel, as it addressed the initial draft policy completed by the PB.
- b. Town Counsel, Kathy Murphy of MHTL, made several recommendations to the model policy to reflect FLSA regulations for employees of a public agency. The 2 major recommendations were:
 - i. Under Section 4 – Policy, Kathy Murphy included from the FLSA the exemption from both minimum wage and overtime if employees are employed as bona fide executive, administrative, professional and outside sales employees; and,
 - ii. Added clarifying language under Section 4.3 – Deduction from Pay that certain conditions can exist for public agency employees who meet the salary basis requirements are not necessarily disqualified from exemption based on an established practice, statute, policy, ordinance or regulation.

On a motion by Pat Riley and seconded by Will Krasnow, the updated FLSA Salary Basis Policy [#P-105] was unanimously approved and adopted.

Chairman Hajjar will send out the final signed version with an issuance letter.

After not seeing or hearing any more public comments, Chairman Hajjar closed the public hearing at 8:25 PM.

3. **HR Reclassification** – HR Director Michelle Pizzi and Principal Assistant Ramanda Morgan (N4) were present at the invitation of the PB to discuss the proposed upgraded position description.
 - a. Michelle Pizzi provided the requested proposed position description electronically;
 - b. The PB asked for an electronic copy of the existing position description – Michelle to provide;
 - c. Michelle Pizzi provided some comparable Town data. A final document will be submitted prior to the next meeting;
 - d. Per the request of Chairman Hajjar, the Appointing Authority, John Carroll, provided his concurrence and support of the reclass request;

- e. Members Anne Haley and David Hajjar will make recommendations on the proposed position description from Michelle Pizzi and then allow both Michelle and Ramanda to provide feedback; and,
- f. The PB will decide to rate and then rate, if necessary, the new position description after adoption.

4. Reports/Correspondence

- a. A copy of the February 2013 Activity Report was distributed and filed for record;
- b. A copy of the adopted FLSA Policy [#P-104] and the policy issuance letter was distributed and filed for the record;
- c. A copy of the correspondence addressed to the Norwood School Administration regarding FLSA was distributed and filed for the record; and,
- d. A copy of the adopted Employee Recognition Award Policy [#P-502] and the policy issuance letter was distributed and filed for the record.

5. Policy Reviews

- a. Military Leave Policy [#P-305] (new)
 - i. Michelle Pizzi provided the 2 missing adoption dates that needed to be included in Section 7.
 - ii. Michelle Pizzi made contact with the Retirement Board. The Retirement Board asked their counsel for a review of our proposed policy to ensure we are in alignment regarding the employee's benefits when on active duty. They submitted a lengthy letter with back-up documentation for the PB to review. Michelle Pizzi submitted this to Town Counsel, Kathy Murphy, for review and comment.
- b. Sick Leave Policy [#P-304] (new)
Chairman Hajjar has been working on a draft policy and will provide copies for discussion next month.
- c. Injury Leave of Absence Policy [#P-306] (new)
Need assistance from the Town's Insurance carrier.
- d. Longevity Policy [#P-503] (new)
Member Anne Haley is working on a draft policy.

6. 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 PB reviewed the issue of documenting the wage financials for when a Reclassification Appeal is approved in the PSPP document. This would be indicated under Section 7.2.j. Final draft language was reviewed. On a motion by Pat Riley and seconded by Will Krasnow, the PB unanimously approved and adopted updated language for Section 7.2.j. Chairman Hajjar will update the PSPP.
- c. The PB reviewed the issue of documenting each position description with either "Exempt" or "Non-exempt" per the adopted FLSA Policy, in the PSPP document. This

would be indicated under Section 2.5. Final draft language was reviewed. On a motion by Pat Riley and seconded by Will Krasnow, the PB unanimously approved and adopted updated language for Section 2.5. Chairman Hajjar will update the PSPP.

- d. The 11 position descriptions that need to be reviewed for 'Exempt' or 'Non-exempt' status was pushed out to next month.
- e. The PB received a Reclassification Appeal from Bernie Cooper for the Executive Assistant to the Assistant general Manager, Christina Kenefick (N7). Chairman Hajjar will invite both Bernie and Christina to the April 17th PB meeting. Chairman Hajjar will also request a letter of support for this reclassification Appeal from the Appointing Authority, John Carroll.

On a motion by Will Krasnow and seconded by Pat Riley, the PB unanimously voted to adjourn at 9:20 PM.

Next meetings: Wednesday, April 17, 2013 – Regular Meeting
 Wednesday, May 15, 2013 – Regular Meeting/Public Hearing