

**Norwood Personnel Board  
Regular Meeting - Minutes  
April 17, 2013**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:05 PM on Wednesday, April 17, 2013 in the Finance Commission 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  
Patterson (Pat) Riley  
John (Jack) Taylor

Other Attendees:

Michelle Pizzi, HR Director  
Bernie Cooper, Assistant General Manager  
Christina Kenefik, Assistant EA to the GM  
Ramanda Morgan, HR Principal Assistant

Absent:

Willard (Will) Krasnow

**1. March 20, 2013 Meeting Minutes**

David Hajjar stepped down as Chairman so that the meeting minutes of those present at the 3/20/13 meeting could be approved. Vice-chair Anne Haley stepped in as meeting Chairman for this discussion.

On a motion by Pat Riley and seconded by David Hajjar, the March 20, 2013 Regular Meeting minutes were unanimously approved as submitted.

Anne Haley stepped down and turned the meeting back over to Chairman Hajjar.

**2. 7:15 PM – Assistant EA to the General Manager Reclassification Hearing**

Chairman Hajjar opened the scheduled hearing regarding the submitted request from Bernie Cooper to have the current position of Assistant Executive Assistant to the General Manager upgraded to a yet to be recommended grade.

- Bernie Cooper and Christina Kenefik spent time highlighting the many changes to the current position description, adopted in 2003. Many changes to the Workers' Compensation program/requirements, Insurance, Unemployment, Civil Service, Schools and drug testing (CDL) were reviewed.
- Michelle Pizzi highlighted the many ways in which the job has grown with respect to the involvement and interaction with the HR Department.
- John Carroll (AA) has drafted a support letter, which shall be sent to the Board shortly
- Michelle and Bernie to make changes to the Education, Training and Experience section
- Position will report directly to the Assistant General Manager instead of the General Manager or the EA to the general Manager
- Michelle to send Chairman Hajjar an electronic version of the proposed position description to be put in the format adopted by the Board

The hearing was closed at 8:00 PM.

The PB later decided to schedule a separate meeting to go over this Reclass Request for May 1<sup>st</sup>, which will allow enough time for the above indicated updated information to reach the members of the PB.

3. **HR Reclassification** – Further discussion on the submitted Reclass Appeal of the Principal Assistant position-grade N5.
  - Chairman Hajjar and Vice-chair Haley both worked on the proposed position description and provided a red-lined version and a clean version for review and discussion
  - Additional wording changes were made after Michelle Pizzi and Ramanda Morgan clarified issues of the essential functions
  - Michelle Pizzi requested additional changes to the educational requirements, as she would like a minimum of an Associates Degree
  - Anne Haley requested ratings from similar state positions – Michelle Pizzi to provide
  - Comparable Town data regarding Position and Salary Survey was provided
  - The PB asked for an electronic copy of the existing position description – Michelle Pizzi/Ramanda Morgan to provide
  - Final PD to be submitted for approval and rating at the May 1, 2013 Special Meeting
4. **Reports/Correspondence**
  - a. A copy of the March 2013 Activity Report was distributed and filed for record;
  - b. A copy of the adopted FLSA Salary Basis Policy [#P-105] and the policy issuance letter was distributed and filed for the record;
  - c. A copy of the adopted Workplace Smoke-free Policy [#P-409] 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 and Chairman Hajjar both forwarded the Retirement Board's attorney's comments on our proposed policy to Town Counsel for feedback.
    - ii. Chairman Hajjar will follow up.
  - b. Sick Leave Policy [#P-304] (new)
    - i. Chairman Hajjar provided members with a draft policy.
    - ii. Other Towns that provided their policies/regulations were asked to be distributed to all members.
    - iii. Chairman Hajjar asked Town Counsel to answer several questions related to the policy.
    - iv. The PB will finalize draft during the next meeting for a June public hearing.
  - c. Longevity Policy [#P-503] (new)

Member Anne Haley is working on a draft policy.
  - d. EEO Policy [#P-201] (update)

Member Will Krasnow is working on an updated policy



## 6. New/Unfinished Business

### a. Proposed PBPP document updates

- i. Updates to page 3 – list the 3 flow charts separately and indicate their page #. Delete reference to Appendix G. This is a Classification and Rating Manual document.

On a motion by Pat Riley and seconded by Jack Taylor, the proposed updates were approved unanimously.

- ii. Update to page 12, section 7.1.g under Classification Procedures – add “the Town Clerk & Accountant” to the distribution of the PB decision letter. This will now match the distribution list in section 7.2.j.iv under Reclassifications.

On a motion by Anne Haley and seconded by Pat Riley, the proposed update was approved unanimously.

- iii. Add new section 7.3 Rating Documentation. The proposed wording needs minor changes to delete references to Appendix G, which has now been removed. To be discussed next meeting.
- iv. Update to page 7, section 2.7.f to read as follows: “When the Board approves a position to be rated, it shall document the Board’s point factor ratings on **the most current version of the attached Appendix G— Classification Rating & Summary Sheet contained in the Municipal Position Classification and Rating Manual**. A copy of **which** shall be retained within the Reclassification or Classification file of the position **being** rated.

On a motion by Anne Haley and seconded by Pat Riley, the proposed updated was approved unanimously.

- b. The PB reviewed proposed changes to the Classification Rating & Summary Sheet. The current 1-page document covers only Classifications, whereas the proposed 2-page document would cover both Classifications and Reclassifications and incorporate hearing data information. This is the document to be referenced in proposed Section 7.3 of the PBPP. To be discussed next meeting.
- c. The 11 position descriptions that need to be reviewed for ‘Exempt’ or ‘Non-exempt’ status was pushed out to a Special Meeting scheduled for May 1, 2013.

On a motion by Jack Taylor and seconded by Pat Riley, the PB unanimously voted to adjourn at 9:35 PM.

**Next meetings:** Wednesday, May 1, 2013 at 7 PM – FinCom Conference Room  
Special Meeting - Reclassification Requests/Exempt/Non-exempt identifiers

Wednesday, May 22, 2013 at 7 PM – FinCom Conference Room  
Regular Meeting/Public Hearing