

**Norwood Personnel Board
Special Meeting - Minutes
May 22, 2013**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:15 PM on Wednesday, May 22, 2013 in the Finance Commission Meeting Room, located on the 1st floor of Town Hall, by David Hajjar, Chairman.

Present:

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

Other Attendees:

None

Absent

Willard (Will) Krasnow

1. Meeting Minutes

a. May 1, 2013 Meeting Minutes

On a motion by Anne Haley and seconded by Jack Taylor, the meeting minutes from the May 1, 2013 Special Meeting were unanimously approved as submitted.

b. May 13, 2013 Meeting Minutes

On a motion by Jack Taylor and seconded by Anne Haley, the meeting minutes from the May 13, 2013 Special Meeting were unanimously approved as submitted.

2. Reports/Correspondence

- a. A copy of the April 2013 YTD Activity report was distributed and filed for record.
- b. A copy of the HR Coordinator Reclass Appeal decision letter was distributed and filed for record.
- c. A copy of the Administrative Assistant to the Assistant GM Reclass Appeal decision letter was distributed and filed for record.

3. Policy Reviews

a. Military Leave Policy [#P-305] (new)

- i. Based on the recommendation of Town Counsel, Kevin Bresnahan, after discussing with the Retirement Board's attorney, the Personnel Board added Section 5.6.f.

On a motion by Anne Haley and seconded by Jack Taylor, the revised Military Policy was unanimously approved and adopted. Chairman Hajjar will send out the final adopted version with an issuance letter

b. Sick Leave Policy [#P-304] (new)

- i. The Personnel Board reviewed the updated draft policy in the meeting packet from Chairman Hajjar that was subsequently marked up by Michelle Pizzi.

- ii. The main concern was the formula used in calculating the number of days an employee can receive payment upon separation. Chairman Hajjar will speak with Michelle Pizzi.
- iii. The Personnel Board agreed on a new draft that will be sent to Town Counsel for review.
- iv. The Personnel Board also scheduled a public hearing for Wednesday, June 19, 2013 at 7:15 PM in the FinCom Room of Town Hall. Chairman Hajjar will send out the public hearing notice with the draft policy.

4. Proposed PSPP Changes

- a. Section 7.3 (new) - Rating Documentation
 - i. It is the policy of the Board to document the outcome of each Classification or Reclassification Appeal rating, after the Board votes to rate the new or updated position description.
 - ii. In addition to any letters referenced in the appropriate procedures, the Board shall document their final ratings and grade on the most current version of the Classification Rating & Summary Sheet contained in the Municipal Position Classification and Rating Manual.
 - iii. The PB Chair or Vice-chair is responsible for filling-in this document and after obtaining all required names & initials, shall provide the original or copy to the HR Director.
 - iv. The HR Director has the responsibility to place a copy of the filled-out document in either the position description folder or the employee's personnel file, for public records/documentation purposes.

On a motion by Anne Haley and seconded by Pat Riley, the Personnel Board unanimously approved the addition of Section 7.3 as written.

- b. Section 7.2.1 (update) – Reclassification Procedure
 - i. “No employee may make a request for reclassification of the same position in consecutive fiscal years.” **The Board has interpreted, operates under and voted this to be 2 years from the date of decision.**

On a motion by Pat Riley and seconded by Jack Taylor, the Personnel Board unanimously approved the updated wording for Section 7.2.1 as submitted.

5. FLSA Position Description Reviews

- a. There are 11 position descriptions that need to be reviewed and identified as either “Exempt” or “Non-exempt” from FLSA regarding overtime. The Personnel Board reviewed the following position descriptions using Document #128 – Appendix A – Exempt Test Process from the Town’s FLSA Policy
- b. Executive Assistant to the Board of Selectmen - grade M11 – this position was unanimously determined to be Non-Exempt.
- c. Executive Assistant to the General Manager – grade M11 – this position was unanimously determined to be Non-exempt.

- d. Fire Department Business Manager – grade N10 – this position was unanimously determined to be Non-exempt.
- e. Assistant EA to the General Manager – grade N7 – this position recently went through a reclass appeal and was renamed to Administrative Assistant to the Assistant General Manager – grade N7 and unanimously determined to be Non-exempt.

6. Reclassification Appeal

The Human Resources Director received a Reclassification Appeal from the Norwood Fire Chief for his part-time (20 hours) C2-Secretary position. A copy of the letter along with the Reclassification Form was distributed to each member. Chairman Hajjar will send an invite letter to Chief Greeley and Ann Harrington to a hearing scheduled for June 19th at 8 PM.

7. Board Position Elections

- a. The Personnel Board held its annual election for Chairman. On a motion by Pat Riley and seconded by Jack Taylor, David Hajjar was nominated to be Chairman for the next year. There being no other nominations, David Hajjar accepted and was voted unanimously to be Chairman.
- b. The Personnel Board held its annual election for Vice-chair. On a motion by Pat Riley and seconded by Jack Taylor, Anne Haley was nominated to be Vice-chair for the next year. There being no other nominations, Anne Haley accepted and was voted unanimously to be Vice-chair.

On a motion by Jack Taylor and seconded by Pat Riley, the PB unanimously voted to adjourn at 9:00 PM.

Next meetings: Wednesday, June 19, 2013 at 7 PM – FinCom Conference Room
Regular Meeting/Public Hearing

Wednesday, September 18, 2013 at 7 PM – FinCom Conference Room
Regular Meeting