

**Norwood Personnel Board
Regular Meeting - Minutes
June 19, 2013**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:10 PM on Wednesday, June 19, 2013 in the Finance Commission Meeting Room, located on the 1st floor of Town Hall, by David Hajjar, Chairman.

Present:

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

Other Attendees:

Michelle Pizzi, HR Director
Anthony Greeley, Fire Chief
Ann Harrington, FD Office Assistant

Absent

Anne Haley, vice-chair

1. Meeting Minutes

a. May 22, 2013 Meeting Minutes

In 5.d, add the word "unanimously" in the sentence "...position was unanimously determined..."

On a motion by Jack Taylor and seconded by Will Krasnow, the meeting minutes from the May 22, 2013 Regular Meeting were unanimously approved as corrected.

2. Public Hearing

Chairman Hajjar opened the advertized/scheduled public hearing regarding the proposed new Sick Leave Policy (#P-304) at 7:15 PM.

- a. There was nobody present at the public hearing other than PB members and the HR Director.
- b. The only written question or issue that was submitted was from Sigalle Reiss, Health Director, regarding the applicability of Sick leave for part-time employees. The response given by Chairman Hajjar was that Sick leave is allotted to all Part-time employees working greater than or equal to 20 hours per week, on a prorated basis.
- c. Town Counsel, Kathy Murphy and Kevin Bresnahan, provided a marked-up version of the PB draft for the Board's consideration. This was submitted after a conference was held on June 11th with Town Counsel to discuss the draft policy. All proposed Town Counsel recommendations were accepted.
- d. HR Director, Michelle Pizzi, indicated that General Manager, John Carroll, would like to have a separate meeting to discuss a few policy issues that may be in conflict with our draft policy. Chairman Hajjar to arrange.
- e. Until such meeting(s) take place, the PB will hold off on voting on a final version.
- f. The PB did add the words "or non-workplace" at the end of Section 3.6 and changed the wording in Section 6.3.

Chairman Hajjar closed the public hearing at 8:10 PM.

3. 8:15 PM – FD Office Assistant Reclassification Hearing

- a. Chairman Hajjar indicated to all that the PB must find that the position or employee duties and responsibilities are substantially greater (more than 50%) of what the employee is doing today or of a higher grade for a rerate or reclass to take place.
- b. Chief Greeley went through the reasons behind his submission and why he felt the Account Clerk II position description better reflected the duties and responsibilities of the position today.
- c. Ann indicated that she went thru her existing position description to show the differences with her position as she completes it today. The PB asked that either she formally submit a marked-up Office Assistant PD or submit a new one based on her current duties and responsibilities. Chief Greeley agreed to work with Michelle on a submission document.
- d. After submission the PB can review and determine whether to formally rerate or not.

4. Reports/General Correspondence

- a. A copy of the May 2013 YTD Activity report was distributed and filed for record. The PB stands at 52% complete.
- b. A copy of the Military Leave Policy and distribution cover letter was provided and filed for record.

5. Policy Reviews

- a. Longevity Leave Policy [#P-503] (new)
Member Anne Haley is working on the next draft and will submit for review at our September meeting.
- b. EEO Policy [#P-201] (update)
 - i. Member Will Krasnow submitted an updated document based on our new format and verbiage changes as a result of updated language utilized in such policies.
 - ii. On a motion by Jack Taylor and seconded by Pat Riley, the PB unanimously voted to send the draft policy to Town Counsel for review and set up a public hearing for September 18, 2013. Chairman Hajjar will take care of the appropriate correspondence.

4. New/Unfinished Business

- a. PBPP document changes
Upon further review, issues regarding extraordinary circumstances after a rating vote has taken place were not pursued. There appears to be enough safeguards and steps in place for consideration of all pertinent information and review prior to a vote by the PB.
- b. FLSA Position Description Reviews
There are 7 position descriptions that need to be reviewed and identified as either "Exempt" or "Non-exempt" from FLSA regarding overtime. The PB reviewed the following position descriptions using Document #128 – Appendix A – Exempt Test Process from the Town's FLSA Policy

- i. Recycling Coordinator (under DPW) - grade N5 – this position was unanimously determined to be Non-Exempt.
- ii. Computer Assistant (under Computer Department) – grade N11 – this position was unanimously determined to be Exempt (E, A &/or C).
- iii. Network Operations Supervisor (under Light Department) – grade S13 – this position was unanimously determined to be Exempt (P).

There are 4 position descriptions remaining to review.

c. Succession Planning

- i. The PB reviewed the draft letter to be sent to the AA's. Chairman Hajjar is waiting for feedback from Bill Plasko.
- ii. The PB reviewed the draft process documents.

There being no further business before the Board, on a motion by Jack Taylor and seconded by Pat Riley, the PB unanimously voted to adjourn at 9:30 PM.

Next meetings: Wednesday, September 18, 2013 at 7 PM – FinCom Conference Room
Regular Meeting/Public Hearing

Wednesday, October 16, 2013 at 7 PM – FinCom Conference Room
Regular Meeting/Public Hearing