

**Norwood Personnel Board
Regular Meeting - Minutes
September 18, 2013**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:10 PM on Wednesday, September 18, 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
Willard Krasnow (Will)
Patterson (Pat) Riley

Other Attendees:

Bernie Cooper, Asst. Town Manager

Absent

John (Jack) Taylor

1. Meeting Minutes - June 19, 2013 Meeting Minutes

On a motion by Pat Riley and seconded by Will Krasnow, the meeting minutes from the June 19, 2013 Regular Meeting were unanimously approved as submitted.

2. Public Hearing

Chairman Hajjar opened the advertized/scheduled public hearings regarding the proposed updates to the existing Acting Assignment Policy (#P-403) and the existing EEO Policy (#P-201) at 7:15 PM.

- a. **Acting Assignment Policy (#P-403).** The board worked from the document with comments from Town Counsel (Kevin Bresnahan).
 - i. Bernie Cooper was present to discuss a couple of items:
 - A Section 5.2, Bernie expressed concern that maybe we should allow in extra ordinary circumstances.
 - B He asked if Holidays count towards the 15 consecutive work days.
 - C Section 6.2, Bernie expressed minor concern on the 5% issue.
 - D Overall, the policy is working and there are no problems.
 - ii. PB members requested clarification between 5.2.b and 5.2.c
 - iii. PB members requested that Bernie's concern (B above) be clarified in the appropriate policy section.
- b. **EEO Policy (#P-201).** The board worked from the document with comments from Town Counsel (Kathy Murphy).
 - i. There was nobody outside from the PB to discuss this policy.
 - ii. Need to update Section 1.2 to include reference to ADA policy, since it deals with accommodations.

