

**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.

- iii. Kathy Murphy wants to reorganize the Accommodation language under Section 3. She would like just simple definitions and have a section that deals with Accommodations later in the policy.
- iv. The PB would like a better understanding of Section 3.2 – what does an adjustment to the “work environment” mean?

Chairman Hajjar closed the hearing at 8 PM. The PB will wait for updated documents from Town Counsel before a final vote is taken on either policy.

3. Reports/General Correspondence

- a. A copy of the June 2013 YTD Activity report was distributed and filed for record. The PB stands at 48% complete, due to additional activities put on the PB.
- b. Succession Planning
 - i. Chairman Hajjar met with BOS member Mike Lyons and General Manager John Carroll on 9/5 to discuss. There was little appetite to publicly naming successors, as there is concern about pitting employee against employee.
 - ii. Drafted documents were reviewed, but w/o BOS agreement, only 6 of 18 positions would be included.
 - iii. Chairman Hajjar to follow up with BOS Chairman, Bill Plasko and the idea of a plan versus a policy.
- c. A copy of the Mid-year report/letter sent to the PB Appointing Authorities was distributed and filed for record.
- d. The PB reviewed the status of the NAC Staffing Study:
 - i. The PB reviewed the NAC suggestions regarding comparable Airports. The PB expanded on that list based on information provided to Chairman Hajjar from the Mass DOT Aeronautics Division.
 - ii. Draft study questionnaire was reviewed and 3 items added (1) Airport Fuel Capacity”, “Average Annual Flight Incidents”, and “Average annual days Airport closed due to Adverse Weather”.
 - iii. Draft letter to Airport Managers and Airport Commissions regarding study request.
 - iv. Anne requested a few more days to review. Chairman Hajjar would like to send updated documents to NAC next week.
 - v. Anne also requested a copy of the Norwood Airport Manager and Assistant Manager position descriptions. Chairman Hajjar to provide.

4. Policy Reviews

- a. Sick Leave Policy [#P-304] (new)
 - i. Discussions with BOS and General Manager need to take place regarding days to accrue.
 - ii. Town Counsel provided feedback, which was incorporated into previous draft.
 - iii. Michelle Pizzi provided additional survey data requested by the PB. More to come before meeting to be scheduled with BOS.
- b. Longevity Policy [#P-503] (new)
 - Anne Haley still working on document

- c. Communication & Technology Policy [#P-401] (update)
Has not been reviewed since April 2009 and is in old format – no movement on this policy until after others are completed/adopted.
- d. Personal/Emergency/Bereavement Leave Policy [#P-307] (new)
 - i. Draft Policy for initial discussion
 - ii. Need meeting/discussion with BOS
- e. Holiday/Civic Duty/Unpaid Leave Policy [#P-308] (new)
 - i. Draft Policy for initial discussion
 - ii. Need meeting/discussion with BOS

4. New/Unfinished Business

- a. Reclass Request for FD Secretary
 - i. Hearing with employee and Department took place on June 19, 2013
 - ii. Updated position description provided to PB on 9/18
 - iii. To be compared with existing position descriptions
- b. FLSA Position Description Reviews
There are 3 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. Technical Operations Supervisor (under Light Department) - grade S13 – this position was unanimously determined to be Exempt (E &/or P)
 - ii. Sanitarian (under Board of Health) – grade N10 – this position was unanimously determined to be Exempt (P).
 - iii. Assistant Airport Manager (under Airport Commission) – grade N10 – this position was unanimously determined to be Exempt (A).

There is 1 position description remaining to review.

There being no further business before the Board, on a motion by Pat Riley and seconded by Will Krasnow, the PB unanimously voted to adjourn at 10:15 PM.

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

Wednesday, November 20, 2013 at 7 PM – FinCom Conference Room
Regular Meeting/Public Hearing