

**Norwood Personnel Board
Regular Meeting - Minutes
October 16, 2013**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:30 PM on Wednesday, October 16, 2013 in the Finance Commission Meeting Room, located on the 1st floor of Town Hall, by David Hajjar, Chairman.

Present:

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

Other Attendees:

None

Absent

Anne Haley, vice-chair
Willard (Will) Krasnow

1. Meeting Minutes – September 18, 2013 Meeting Minutes

David Hajjar stepped down as Chairman so that the meeting minutes of those present at the 9/18/13 meeting could be approved. Jack Taylor was nominated to be meeting Chairman by David Hajjar and seconded by Pat Riley.

On a motion by David Hajjar and seconded by Pat Riley, the meeting minutes from the September 18, 2013 Regular Meeting were unanimously approved as submitted.

After the vote, Jack stepped down as meeting Chairman and turned the Chairmanship back to David Hajjar.

2. Public Hearing

Chairman Hajjar opened the advertized/scheduled public hearings regarding the proposed new Holiday/Civic Duty/Unpaid Leave (#P-308) at 7:40 PM.

- a. There were no submitted comments.
- b. Town Counsel (Kathy Murphy) submitted comments on the draft policy. Her suggestion, agreed to by the PB, is to separate the Unpaid Leave section, as there needs to be coordination with the Town's FMLA, EEO and ADA policies. Holidays and Civic Duty are straight forward.
- c. Section 3 - the PB adopted the submitted Civic Duty Leave definition from Town Counsel.
- d. Sections 4.1 / 4.3 – Town Counsel is concerned that our indication that Intermittent/ Seasonal/Temporary Employees, Interns and Volunteers and part-time employees working under 20 hours per week are not eligible for paid Jury Duty is in conflict with state law. The PB agreed to separate this with regards to Holidays and Civic Duty and have Town Counsel review again.
- e. Section 5.2.a – Town Counsel questioned whether the length of paid jury/court duty is for an indefinite period. The PB is indicating it is for the length of time required to complete the required jury/court duty.

- f. Section 5.2.b – the suggestion is to review this more carefully to see if we really expect or want employees to pay the town.
- g. Section 5.2.2 – change “must” to “may” – 4th line down.
- h. Will submitted his concern for Section 5.1.c. He thinks we need a better clarification regarding the inability to accrue Holidays.
- i. Will submitted his concern for Section 5.2.b.ii – we should add that the employee will be paid the difference between the fees remitted and the employee’s regular time pay for the day.
- j. Will submitted his concern for Section 5.2.c – who is requesting a leave?

Chairman Hajjar closed the hearing at 7:55 PM. The PB will revise and submit an updated draft to Town Counsel.

3. Reports/General Correspondence

- a. A copy of the September 2013 YTD Activity Report was distributed and filed for record. The PB stands at 50% complete – 15 of the 30 activities completed.
- b. NAC Staffing Study
 - i. They staffing questionnaire was sent to 8 comparable airports agreed to by the PB and NAC. The request was to submit their airport data by the end of October.
 - ii. 3 Airports have responded to date.
 - iii. Chairman Hajjar to meet with the NAC on 11/22 at Noon to review study results.

4. Policy Reviews

- a. Sick Leave Policy [#P-304] (new)
 - i. Chairman Hajjar would like to have a discussion with the BOS and General Manager regarding accrual days, after comparable Town survey completed.
 - ii. Next draft completed until survey data received from HR.
- b. EEO Policy [#P-201] (update)
 - i. Policy language previously agreed by PB. PB was waiting for updated format of Reasonable Accommodation section from Town Counsel (Kathy Murphy), which was received and distributed to PB members.
 - ii. On a motion by Jack Taylor and seconded by Pat Riley, the updated/reformatted EEO Policy was adopted unanimously.
- c. Acting Assignment Policy [#P-403] (update)
 - i. Policy language previously agreed upon by PB. PB was waiting for Town Counsel (Kevin Bresnahan) to provide clarification on Sections 5.2.b and 5.2.c. Submitted language deleting 5.2.c and updating 5.2.b was distributed and adopted.
 - ii. On a motion by Pat Riley and seconded by Jack Taylor, the updated Acting Assignment Policy was adopted unanimously.
- d. Longevity Policy [#P-503] (new)
 - Anne Haley still working on document
- e. Personal/Emergency/Bereavement Leave Policy [#P-307] (new)
 - i. Drafted policy to be disseminated for next month’s meeting.

- ii. Members discussed the Bereavement Leave question of total days versus days per instance. Members present believe it should be days per instance.

5. 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
- iv. PB would like Michelle present. Additional meeting to be scheduled.

b. FLSA Position Description Reviews

Last month the PB reviewed the Assistant Airport Manager position description and determined the position to be Administratively Exempt from FLSA. Subsequent letters on file from Town Counsel dating back to 2002 indicate the position to be Non-exempt. Town Counsel asked that we change it. Chairman Hajjar would like to review this with Town Counsel.

c. Document #D-125 – Schedule A of the Seasonal/Temporary Employment Policy [#P-103]

- i. Jerry Miller of the Recreation Department requested it to be changed to have an hourly rate range for “Front Desk Help”. Jerry recommended \$10 – 12/hour as a ranged through 12/31/14. The PB concurred and will input a line for this position on page one of the document.
- ii. On a motion by Jack Taylor and seconded by Pat Riley, the additional position of “Front Desk Help” was added to page one of Document #D-125 on a unanimous vote.

There being no further business before the Board, on a motion by Pat Riley and seconded by Jack Taylor, the PB unanimously voted to adjourn at 8:20 PM.

Next meetings: Wednesday, October 30, 2013 at 7 PM – FinCom Conference Room
Special Meeting/NFD Reclassification

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