

**Norwood Personnel Board
Special Meeting - Minutes
October 30, 2013**

The Special Meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, October 30, 2013 in the Finance Commission Meeting Room, located on the 1st floor of Town Hall, by David Hajjar, Chairman.

Present:

David E. Hajjar, chairman
Anne Haley, vice-chair
Willard (Will) Krasnow
John (Jack) E. Taylor

Other Attendees:

M. Pizzi, HR Director

Absent

Patterson (Pat) Riley

1. Policy Development

Holiday Policy [#P-308] (new)

- A. Chairman Hajjar provided additional feedback from Town Counsel (Kathy Murphy) with respect to this policy. The feedback also included a recommendation to keep Holiday separate from Civic Duty, to avoid specific issues concerning state law or confusion regarding policy language. The PB agreed with the recommendation.
- B. Member Anne Haley requested that section 5.1.g be removed, as Section 2.1 covers what is applicable to the bargained-for employees. The PB agreed to this request.
- C. Member Will Krasnow suggested that we include language reflecting when an employee is eligible for Holiday pay. Ms. Pizzi recommended "An employee has to be at work or on an authorized paid leave of absence, the work day before and the work day after the Holiday, in order to be eligible for Holiday pay". This language was approved by the PB.
- D. To clarify time-off issues if an employee has to work a holiday, the PB approved the following language:
 - 5.1.g Any employee may be required by his/her Supervisor to work on a Holiday.
 - 5.1.g.i Exempt employees shall not be compensated if required to work on a Holiday.
 - 5.1.g.ii Non-exempt employees shall be compensated for hours worked at their normal rate of pay in accordance with legal requirements or be provided with equivalent time off.

On a motion by Jack Taylor and seconded by Anne Haley, the Holiday Policy [#P-308] was unanimously adopted by the PB with the above noted changes.

2. Airport Staffing Study

- A. In the meeting packet was the updated questionnaire that included responses from 5 out of the 8 requested comparable airports. The requested response date was October 31st, so Chairman Hajjar will wait until next week to follow up with those that have yet to respond.
- B. The review meeting with the NAC is scheduled for Thursday, November 21st at noon time at the Norwood Airport. HR Director Pizzi and PB Member Anne Haley indicated they will also try and attend.
- C. The NAC requested if the data could be provided ahead of the meeting date for review in preparation for the meeting. Chairman Hajjar will provide what ever information has been submitted by November 16th.

3. NFD Office Assistant Reclass Appeal

- A. Based on all the information under review, the PB determined this Reclass Appeal to be an Employee Evaluation.
- B. After reviewing the proposed updated Office Assistant (C2) position description with other Town position descriptions under consideration, the PB agreed that the Office Specialist (C5) position description reflected the duties and responsibilities of the current employee, Ann Harrington.
- C. On a motion by Will Krasnow and seconded by Jack Taylor, the PB unanimously granted in part the reclass appeal of Fire Chief Greeley's submission on behalf of Ann Harrington, from Office Assistant, grade C2, to Office Specialist, grade C5.
- D. The PB also agreed that if this position becomes full-time (currently 20 hours per week), then it will need to review other FD positions, namely the Business Manager, for impact.
- E. Chairman Hajjar will send the decision letter to all appropriate parties.

There being no further business before the Board, on a motion by Jack Taylor and seconded by Will Krasnow, the PB unanimously voted to adjourn at 8:55 PM.

Next meetings: Wednesday, November 20, 2013 at 7 PM – FinCom Conference Room
Regular Meeting

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