

**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 Hliday 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.

