

**Norwood Personnel Board  
Regular Meeting - Minutes  
January 15, 2014**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, January 15, 2014 in the Finance Commission Meeting Room, located on the 1<sup>st</sup> 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. Meeting Minutes**

**a. November 20, 2013 – Regular Meeting**

On a motion by Jack Taylor and seconded by Will Krasnow, the meeting minutes from the November 20, 2013 Regular Meeting were unanimously approved as submitted.

**2. Public Hearing**

Chairman Hajjar opened the advertized/scheduled public hearings regarding the proposed new Bereavement Leave Policy (#P-307) at 7:20 PM. There were no submitted comments nor anybody from the public in attendance for this hearing

- a. Chairman Hajjar handed out copies of Town Counsel's version to compare with the PB's draft that was attached to the public hearing notice.
- b. The Board changed the language for the definition of "Bereavement Leave" to reflect more of the original draft language.
- c. Chairman Hajjar will speak with Town Counsel on using "Legal Partner" in this policy.
- d. Changes made to sections 5.1, 5.3 and 5.4.
- e. The PB also agreed to have an exception in the "Unpaid Leave Policy" that would allow new employees to take paid Bereavement Leave per this policy.
- f. Town Counsel wanted to review the next draft and so did the PB before adopting. There are 2 issues to be resolved:
  - i. When does Bereavement Leave start; and,
  - ii. Calendar days versus Work days

Chairman Hajjar closed the hearing at 8:20 PM

**3. Reports/General Correspondence**

- a. A copy of the 2013 YTD Activity Report was distributed and filed for record. The PB completed 68% of its tasks.

