

**Norwood Personnel Board  
Regular Meeting - Minutes  
February 19, 2014**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, February 19, 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  
Patterson (Pat) Riley  
John (Jack) E. Taylor

Other Attendees:

Michelle Pizzi, HR Director  
Charlotte Canelli, Library Director

Absent

None

**1. Meeting Minutes**

a. January 15, 2014 – Regular Meeting

There were 3 minor grammar corrections made based on feedback from PB members.

On a motion by Anne Haley and seconded by Pat Riley, the meeting minutes from the January 15, 2014 Regular Meeting were unanimously approved as corrected.

**2. Ann Harrington Reclassification Rating & Summary Sheet**

All members that were present during Ann Harrington's Reclassification Appeal hearing last year signed the indicated form for the record.

**3. Library Position Description Upgrades [Library Director present]**

a. Head Adult and Information Services Librarian

- i. Submitted documentation to change the 'Reference Librarian' to 'Head Adult and Information Services Librarian'.
- ii. Handed out 1-page listing of all positions to go with org chart changes
- iii. Handed out proposed position description for approval by the PB. The PB went through the document and made further changes.
- iv. On a motion by Anne Haley and seconded by Jack Taylor, the PB unanimously approved the updated position description.
- v. On a motion by Pat Riley and seconded by Anne Haley, the PB unanimously approved not to rerate the updated position description. The position will remain at grade L6.
- vi. Charlotte to send Chairman Hajjar the final draft in order for formatting changes to be made for consistency with newly adopted position descriptions.

- b. Adult and Information Services Librarian
  - i. Submitted documentation to change the 'Adult Services Librarian-Programming' to 'Adult and Information Services Librarian'.
  - ii. Handed out 1-page listing of all positions to go with org chart changes
  - iii. Handed out proposed position description for approval by the PB. The PB went through the document and made further changes.
  - iv. On a motion by Anne Haley and seconded by Jack Taylor, the PB unanimously approved the updated position description to be effective upon vacancy.
  - v. On a motion by Anne Haley and seconded by Pat Riley, the PB unanimously approved not to rerate the updated position description. The position will remain at grade L5.
  - vi. Charlotte to send Chairman Hajjar the final draft in order for formatting changes to be made for consistency with newly adopted position descriptions.
- c. The PB thanked Charlotte for coming to the Personnel Board and working with us in updating position descriptions.

#### **4. Public Hearing**

Chairman Hajjar opened the advertized/scheduled public hearing regarding the proposed new Unpaid Leave Policy (#P-311) at 8:00 PM. There were no submitted comments nor anybody from the public in attendance for this hearing.

- a. This policy has not yet been submitted to Town Counsel for review/comment.
- b. Chairman Hajjar sent an e-mail to John Carroll on 1/17/14 requesting input regarding who should approve unpaid leave requests. No response received – he will follow up.
- c. The PB went through the draft policy and made the following changes:
  - i. Changed Section 5.1.b to reflect no accrual of time for vacation and sick leave only, and for entire duration of unpaid leave.
  - ii. After Section 5.1.b added "Employees should seek guidance from the Retirement Board regarding potential loss of pension benefits related to any approved unpaid leave."
  - iii. In Sections 5.1.d.i and 5.1.d.ii – added "and the HR Director" at the end of each sentence.
  - iv. In Section 5.1.e – changed "...5 continuous work days..." to "...2 continuous work weeks...". In this same section changed "...will not have..." to "...may be required to pay...".
  - v. Added sentence in Section I on Document #D-139 regarding knowledge of benefit issues.
  - vi. Added boxes on flow chart to better illustrate notification to Payroll if employee is to pay full health and dental insurance premiums and to indicate employee does not accrue time related to vacation or sick leave benefits while out on an unpaid leave.
- d. The updated draft shall be submitted to Town Counsel for review and comment.

Chairman Hajjar closed the hearing at 8:40 PM.



## **5. 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.
- b. A copy of the e-mail acknowledgement from Chairman Hajjar to HR Director Pizzi concurring with hiring candidate Cartier to the Administrative Assistant to the AGM (Grade 7) at Step 4.

## **6. Policy Reviews**

- a. Bereavement Leave Policy [#P-307] (new)
  - i. The PB reviewed the policy and approved the following changes:
    - 1. In several instances throughout the document, made capital B in Bereavement to a small b;
    - 2. Section 5.1.b – deleted the last part of the paragraph that begins with “...including personal leave...”
    - 3. Deleted Section 5.2
    - 4. Changed Section 5.4 to read “An employee will not be paid for any unused Bereavement Leave.”;
    - 5. Add new section under Section 5 – “Department Heads are required to act consistent with this policy.”
    - 6. Modified Section 6.5 to read “If abuse is suspected, the Town may require verification of the need for the Bereavement Leave or that the actual relationship qualifies in meeting the definition of Bereavement Leave.”
  - ii. Chairman Hajjar will issue the next draft for review/approval.
- b. Holiday Policy [#P-308] (new)
  - i. The PB reviewed the policy and approved the following changes:
    - 1. Deleted the Exception note under Table 5.1
    - 2. Added new section under Section 5 Policy – “Department Heads are required to act consistent with this policy.”
  - ii. A motion to adopt the policy was made by Jack Taylor and seconded by Will Krasnow, pending the language to be inserted regarding policy enforcement. The motion carried unanimously.
- c. Civic Duty Policy [#P-309] (new)
  - i. The PB reviewed the policy and approved the following changes:
    - 1. Add new section under Section 5 – “Department Heads are required to act consistent with this policy.”
  - ii. Town Counsel (Kathy Murphy) is to provide an updated Section 5 to delineate when an employee shall receive Jury Duty pay versus pay for other court service time.
- d. Personal Leave [#P-310] (new)

No action taken
- e. Sick Leave Policy [#P-304] (new)

No action taken

- f. Longevity Policy [#P-503] (new)  
No action taken
- g. Communication & Technology Policy [#P-401] (update)  
No additional action taken.

**7. New Business**

- h. 2014 Goals and Objectives  
The PB went through their list of objectives and made policy assignments to each member.
- i. Planning Board Reclassification Request of Clair Murphy (Administrative Assistant – C6) by Stephen Costello, Community Planning & Economic Director. Chairman Hajjar has requested a letter of support from the Planning Board, as the Appointing Authority. If provided, Chairman Hajjar will set up the hearing for the March meeting.
- j. CORI Policy updates – the Town received approval by the State AG Office regarding the Town Meeting approved by-law last May. The PB needs to update its policy to be in sync with the new by-law. Will Krasnow to take the lead.

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 10:10 PM.

**Next meetings:** Wednesday, March 19, 2014 at 7 PM – FinCom Conference Room  
Regular Meeting w/public hearing

Wednesday, April 16, 2014 at 7 PM – FinCom Conference Room  
Regular Meeting w/public hearing