

**Norwood Personnel Board
Regular Meeting - Minutes
April 16, 2014**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:05 PM on Wednesday, April 16, 2014 in the Drummey Conference 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:

Michelle Pizzi, HR Director

Absent

Patterson (Pat) Riley

1. Meeting Minutes - March 19, 2014 – Regular Meeting

There were 2 corrections – (1) delete Anne’s name under the Present listing, as she was absent; and, (2) change 2013 to 2014 in section 4.a.

On a motion by Jack Taylor and seconded by Will Krasnow, the meeting minutes for the March 19, 2014 Regular Meeting were unanimously approved as corrected.

2. 7:20 PM - Public Hearing - Longevity Policy [#P-503] (new)

- a. Chairman Hajjar opened up the hearing for public/Town input.
 - i. There were no written comments received by the PB or HR.
 - ii. There was nobody attending from the public.
 - iii. This policy applies to all General Government Non Bargained-for Employees
- b. PB made changes to the following sections:
 - i. Section 3.2 – delete “...to be eligible for a longevity pay-out.”
 - ii. Add new Section/definition – Longevity Payment – is additional compensation given on the basis of total creditable service to the Town.
 - iii. Through-out the policy change “pay-out” to “payment”.
 - iv. Section 3.6 - change the definition of Creditable Service to read “the amount of time accrued under this policy as described as follows. Creditable Service includes:”
 - v. Section 3.6.d – the word ‘calendar’ may have to be changed. Ms. Pizzi to follow up.
 - vi. Section 3.6.d – change to read “Approved unpaid FMLA, MMLA and Workers’ Comp Leaves of Absence for up to 12 weeks within...”
 - vii. Delete Section 3.6.f
 - viii. Delete Section 4.4
 - ix. Section 5.1 – change “...Norwood to consider granting employees” to “Norwood to grant employees”.

- x. Section 5.2 – change to read “The Board of Selectmen (BOS) is the responsible board in determining the amount of compensation of longevity payments for all general government non bargained-for employees.”
- xi. Move Section 5.6 to 5.1
- xii. Within Section 6, references to Table 6.1 should be 6.2 and Table 6.1 should be labeled Table 6.2.
- xiii. Delete Section 6.4.a.
- xiv. Change Section 6.4.b to Section 6.4.
- xv. Change Section 6.4.c to Section 6.5.
- c. Chairman Hajjar to talk with Kevin Bresnahan about the 2012 Lehané decision regarding how payments are paid.
- d. There being no other comments, the hearing was closed at 9:20 PM
- e. Chairman Hajjar will provide the next draft version for the PB to review.

3. Correspondence / Reports

- a. A copy of the 2014 YTD Activity Report was distributed and filed for record. The PB Stands at 20% complete through March.
- b. A copy of the policy issuance letter and adopted policy regarding Bereavement Leave [#P-307] was distributed and filed for record.
- c. A copy of the personnel policy letter to all Appointing Authorities and Department Heads including the latest Policy Index was distributed and filed for record.

4. Policy Reviews

- a. Civic Duty Leave Policy [#P-309] (new)
 - i. Town Counsel provided additional feedback in an updated draft. Copies of the marked-up policy document and a cleaned up version were provided to each member.
 - ii. Town Counsel has several additional questions and requested a follow-up call to further discuss. Chairman Hajjar will arrange for a call along with Ms. Pizzi..
 - iii. The PB also would like a better clarification concerning the definition of Civic Duty, the lack of a definition for Subpoena and payments for non-jury time.
- b. Sick Leave Policy [#P-304] (new)
 - i. The PB received all comparable Town data from HR.
 - ii. The PB would like to have a discussion with HR and the BOS on possible ways to trim future costs, prior to adopting any policy
 - iii. A 2nd public hearing will be scheduled at the appropriate time.
- c. CORI Policy [#P-102] (update)

No action taken at this time.
- d. Communication & Technology Policy [#P-401] (update)

No action taken at this time.
- e. Unpaid leave Policy [#P-311] (new)
 - i. No action taken at this time.
 - ii. The Retirement Board submitted a response to the PB inquiry about the effect an Unpaid Leave will have on an employee's pension calculation.

4. New/Unfinished Business

- a. The planning Board submitted duties and responsibilities specific to their proposed Senior Administrative Assistant position description. HR will now conduct a salary survey.
- b. The BOS requested concurrence from the PB Chairman on hiring the new Treasurer and Collector at Step 7 of Grade M17. Chairman Hajjar disagreed and submitted his reasons in writing to the HR Director. He agreed with the original request of Step 6. While BOS Chairman Plasko agreed with the reasons, he still wanted Step 7. After a review of all the issues, Ms. Pizzi agreed to making the offer at Step 7.

There being no further business before the Board, on a motion by Anne Haley and seconded by Jack Taylor, the PB unanimously voted to adjourn at 10:20 PM.

Next meetings: Wednesday, May 21, 2014 at 7 PM – FinCom Conference Room
Regular Meeting

Wednesday, June 18, 2014 at 7 PM – FinCom Conference Room
Regular Meeting