

**Norwood Personnel Board
Special Meeting - Minutes
June 25, 2014**

The Special Meeting of the Norwood Personnel Board (PB) was called to order at 7:15 PM on Wednesday, June 25, 2014 in the Finance Commission 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
Patterson (Pat) Riley
John (Jack) E. Taylor

Other Attendees:

Michelle Pizzi, HR Director
Joseph Sheehan, Planning Board
Ernie Paciorkowski, Planning Board

Absent

None

1. Reclass of the Planning Board Administrative Assistant Position

- a The PB had a good discussion with Joe and Ernie concerning the status of the appeal. The PB is not ready to vote on the appeal, as additional data is required.
- b At last week's meeting, Chairman Hajjar was requested to send a letter to the Planning Board informing them of our status which is:
 - i Comparable Town data indicates similar positions as Norwood's
 - ii Comparable Town data indicates Town is close to top pay
 - iii PB is concerned that additional duties provided by the Planning Board were taken from the Director's responsibilities when Steve was ill. Why is new Director not taking back these responsibilities?
 - iv Waiting for 4 additional comparable Town responses – 2 are key – Dedham and Danvers.
 - v The PB would like to understand the planned org structure of the Planning Department.
- c PB will probably meet once during the summer to finalize Reclass.

2. Meeting Minutes

- a. June 18, 2014 – Regular Meeting
There was one update made.

Section 4.v – add the word “to” between “Hajjar send”

On a motion by Anne Haley and seconded by Pat Riley, the meeting minutes for the June 18, 2014 Regular Meeting were unanimously approved as corrected.

3. Correspondence / Reports

- a. A copy of the PB letter to the BOS regarding Seasonal employees was distributed and filed for record. The PB Stands at 20% complete through April.

4. Policy Reviews

- a. Sick Leave Policy [#P-304] (new)
No additional action on this policy from last update.
- b. CORI Policy [#P-102] (update)
PB Member Will Krasnow will be working on 2 documents over the summer.
- c. Communication & Technology Policy [#P-401] (update)
No action taken at this time.
- d. Unpaid Leave Policy [#P-311] (new)
 - i. Add new Section 5.1.a “This policy does not grant any approval or right to an unpaid leave. This policy provides for the opportunity to request an unpaid leave, which approval shall be consistent with the needs of the business.”
 - ii. Existing Section 5.1.a – change wording to read “Eligible employees may request an unpaid leave of absence for extraordinary circumstances not otherwise covered by law or other Town Personnel leave policies, not related to injury or illness...”
 - iii. Existing Section 5.1.d.i – and the words “and recommended” after the word reviewed.
 - iv. M. Pizzi would like the PB to consider having an initial leave limit and any extension beyond that should go through a 2nd review and approval. The initial time limit should be consistent with other leaves – like 12 weeks under FMLA.
 - v. There was a lot of discussion about employees using this policy. Unpaid leave is rarely used, but the PB would like consistency regarding its potential use, eligibility and documentation.
 - vi. M. Pizzi would like to look at other Town policies.
 - vii. Town Counsel needs to provide documentation for Section 7 – Applicable Statutes.
- e. Personal Leave Policy [#P-310] (new)
 - i. This policy covers all non-bargained-for employees within general government.
 - ii. Personal Leave is also known in the Town as Emergency Leave, so “(emergency)” will be incorporated between Personal and Leave throughout the document, so as not to indicate something different.
 - iii. Section 4.3 will become 4.1.
 - iv. Sections 4.1 and 4.2 will be combined similar to most recent policies and become Section 4.2
 - v. The PB agreed with M. Pizzi’s recommendation to delete Section 5.3. Since Personal (emergency) Leave is taken from Sick Leave, the 90-day issue is not necessary, since employees are able to use Sick leave once they earn it.
 - vi. Section 5.1.b was reworded to: “Allowable uses of paid personal (emergency) leave are at the discretion and determination of the Department Head and shall include, but are not limited to:
 - vii. Original Section 5.1.b.ii was deleted and new example provided “Unexpected, unforeseeable or an urgent personal emergency such as a broken hot water tank, your vehicle breaks down, etc.

On a motion by Jack Taylor and seconded by Pat Riley, the Personnel Leave Policy was unanimously adopted with the noted updates. Chairman Hajjar will send out the policy issuance letter.

- f. Longevity Policy [#P-503] (new)
 - i. PB needs Town Counsel to comment on longevity payments to employees upon separation from employment. Are Longevity Payments considered wages?
 - ii. Michelle needs to fill in the correct reference within section 3.7.d.
- g. Seasonal/Temporary Hiring Policy [#P-103]
 - i. The 2 issues raised by the BOS earlier this year and responded to in our follow up letter of June 19th need to be addressed in our policy.
 - ii. Unemployment benefits are not a covered benefit, as long as the position has been approved as Seasonal by the Department of Unemployment Assistance.
 - iii. Civil Service law and rules are not applicable to, per MGL Chapter 31, as long as the position begins and ends within the timeframes indicated in the law.
 - iv. Drafted updates to the policy were provided to PB members. There will be a scheduled public hearing in order for the changes to be made. We need to indicate the process used in working with the DUA. Chairman Hajjar to send request letter to Bernie Cooper.

4. New/Unfinished Business

- a. COA Independent Contractor versus Employee issue. Chairman Hajjar sent an e-mail to COA Director Dorothy Vitale, per the PB request from last week, to obtain additional information. Dorothy is out sick. The PB has indicated that they will determine whether the exercise instructor is an employee or independent contractor at the next meeting. If there is disagreement, the PB will request assistance from Town Counsel.
- b. DPW Reclass/Appeal will be taken up at the next scheduled meeting. This is considered an Employee Revaluation, based on the information provided on the appeal documentation submitted. Chairman Hajjar to speak with Kathy about org chart issue.
- c. M. Pizzi indicated there is a 2nd DPW Reclass/Appeal coming our way.
- d. Reviewed Vacation Payment Form and made several changes. The process Flow Chart also needs to be reviewed.

There being no further business before the Board, on a motion by Will Krasnow and seconded by Anne Haley, the PB unanimously voted to adjourn at 9:40 PM.

Next meetings: Wednesday, August 6, 2014 at 7 PM – Chairman Hajjar’s House
Special Meeting

Wednesday, September 17, 2014 at 7 PM – FinCom Conference Room
Regular Meeting w/Public Hearing