

**Norwood Personnel Board  
Special Meeting - Minutes  
August 6, 2014**

The Special Meeting of the Norwood Personnel Board (PB) was called to order at 6:50 PM on Wednesday, August 6, 2014, which was moved from the Finance Commission Conference Room, located on the 1<sup>st</sup> floor of Town Hall, to 20 Chatham Road-Norwood, by David Hajjar, Chairman.

Present:

David E. Hajjar, chairman  
Willard (Will) Krasnow  
Patterson (Pat) Riley  
John (Jack) E. Taylor

Other Attendees:

Jean Taylor

Absent

Anne Haley, vice-chair

**1. Correspondence / Reports**

- a. A copy of the adopted Personal Leave Policy [#P-310] and cover letter to all Appointing Authorities and Department Heads that was disseminated on June 27, 2014 was provided and filed for record.

**2. Policy Reviews**

- a. Civic Duty Leave Policy [#P-309] (new)

There were additional comments that came from Town Counsel and HR after the PB approved a policy on 6/18. However, that vote was contingent on Town Counsel approving changed language in the policy, which did not occur.

In addition, General Manager, John Carroll, sent a note to Chairman Hajjar requesting a discussion of wages to be paid after the first 3 days, as this was also discussed with the Board of Selectmen.

Chairman Hajjar submitted updated Section 5.3.b, which outlined the joint recommendation by Chairman Hajjar and John Carroll to the PB and BOS. The new wording will pay employees the difference in wages from what the court pays them daily and what the Town pays them, after the initial 3 days of civic duty leave. This was accepted/adopted by the PB.

There were additional minor recommendations submitted by Michelle Pizzi regarding section 4 (not accepted) – as the answer to the question is NO, section 5.2.a (accepted), section 5.3.c (accepted), section 6.1 (not accepted) - as the answer to the question is NO, and section 6.3 (accepted).

On a motion by Pat Riley and seconded by Jack Taylor, the policy was unanimously adopted as amended. Chairman Hajjar will distribute the adopted policy with a cover letter to all Appointing Authorities.

