

**Norwood Personnel Board  
Regular Meeting - Minutes  
September 17, 2014**

The Regular Meeting of the Norwood Personnel Board (Board) was called to order at 7:00 PM on Wednesday, September 17, 2014 in the Finance Commission Conference 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:

Mark Ryan, Director-DPW and Engineering  
Kerri McCarthy, Director –Senior Center  
Howie Weinstein, Recreation Administrator  
Linda Berger, Recreation Program Director  
Jerry Miller, Director-Recreation Department

Absent

NONE

**1. Meeting Minutes**

a. June 25, 2014

There were no changes to the submitted draft.

On a motion by Anne Haley and seconded by Jack Taylor, the minutes of the June 25, 2014 Special Meeting were unanimously approved as submitted.

b. August 6, 2014

There were no changes to the submitted draft.

On a motion by Jack Taylor and seconded by Will Krasnow, the minutes of the August 6, 2014 Special Meeting were unanimously approved as submitted.

**2. DPW Reclassification Hearing – 7:15 PM**

The Board had asked and welcomed Director Mark Ryan to the hearing to further explain the reasoning of his Reclassification Appeal.

- a. The Board determined that this Reclassification was an Employee Evaluation under Section 2.6.a of the PB Operating Policies and Procedures.
- b. Mark explained that the types of equipment being asked of the employee to operate without hindering workload is above the MEO I position.
- c. This change will reduce the numbers of PW4 positions by 1 and increase the number of PW6 positions by one.
- d. The Board received the requested support letter from John Carroll, the appropriate Appointing Authority, in order for the Board to consider this appeal.

The Board closed the hearing at 7:25 PM and thanked Mark for attending.

After the hearing the Board further discussed the appeal.

On a motion by Pat Riley and seconded by Jack Taylor the Board unanimously approved the appeal changing the employee from PW4 to PW6. The effective date will be the Sunday

following our decision, September 21, 2014, for payroll purposes. Chairman Hajjar will send out the decision letter to the appropriate individuals.

### **3. COA Director – Kerri McCarthy**

- a. Kerri McCarthy had sent an urgent request to Michelle Pizzi to make 2 changes to a key position description within her department, which was forwarded to Chairman Hajjar for tonight's meeting.
- b. Members of the Board congratulated Kerri on her promotion to Director, replacing Dorothy Vitale, who retired a short time ago.
- c. Two proposed changes: (i) change the title from Outreach Worker to Outreach Coordinator; and, (ii) delete references to coordinating the WWII support group.
  - i. On a motion by Jack Taylor and seconded by Pat Riley, the Board unanimously voted to rename the position to Outreach Coordinator;
  - ii. The Board discussed the relevance of keeping a general support group coordination statement in the position description, but specifically removing the WWII reference. All agreed, including Kerri McCarthy. On a motion by Jack Taylor and seconded by Pat Riley, the Board unanimously voted to delete the specific reference to WWII support group coordination.
  - iii. On a motion by Will Krasnow and seconded by Anne Haley, the Board unanimously voted that the changes approved do not warrant a rerate. The position remains N6.

### **4. Correspondence / Reports**

- a. A copy of the 2014 YTD Activity Report was distributed and filed for record. The PB stands at 43% complete through August.
- b. A copy of the adopted Civic Duty Leave Policy [#P-309] and cover letter to all Appointing Authorities and Department Heads that was disseminated on August 7, 2014 was provided and filed for record.
- c. A copy of the adopted Unpaid Leave Policy [#P-311] and cover letter to all Appointing Authorities and Department Heads that was disseminated on August 7, 2014 was provided and filed for record.
- d. A copy of the Employee vs. Independent Contractor determination letter regarding the COA Exercise Instructor addressed to Dorothy Vitale and Thomas Tobin dated August 9, 2014 was distributed and filed for record.
- e. The PB reviewed the idea of having complete Administrative Procedures documented and compiled in booklets to ensure a single source when resolving certain issues. The A-102 Administrative Procedures booklet covering the Employee vs. Independent Contractor determination process was reviewed.

On a motion by Pat Riley and seconded by Anne Haley, the Board unanimously approved Administrative Procedures Booklet A-102.
- f. A copy of the August 22, 2014 Planning Board Reclassification Approval letter was distributed and filed for record.
- g. A copy of the June 30, 2014 letter to the Board's Appointing Authority providing a status of our 2014 Goals and Objectives was distributed and filed for record.



- h. A copy of the July 9, 2014 letter to Charlotte Canelli with the updated written position descriptions for "Adult and Information Services Librarian" and "Head Adult and Information Services Librarian" was distributed and filed for record.
- i. A copy of the September 10, 2014 letter to all Appointing Authorities requesting org chart updates was distributed and filed for record.
- j. A copy of the August 22, 2014 letter to all Board & Commissions recommending each adopt a Board Code of Conduct was distributed and filed for record. The letter included a copy of the Board's Code of Conduct signed by each member as a template. The Board of Selectmen is considering such a document

**5. 7:45 PM Public Hearing - Seasonal/Temporary Employment Policy [#P-103] Updates**

- a. Chairman Hajjar opened the hearing by indicating this policy needed to be updated to reflect regulatory requirements for positions to be considered seasonal. The Board was also dealing with the issue regarding unemployment insurance and Civil Service.
- b. Chairman Hajjar recused himself from further discussion and/or voting, as he has a family member that currently is considered a Seasonal employee.
- c. On a motion by Pat Taylor and seconded by Will Krasnow, the Board acknowledged the Chairman's recusal and unanimously voted to have Anne Haley step in to conduct the public hearing.
- d. Jerry, Linda and Howie were present to provide input to the process and policy. There were no issues with the policy, except the definition of Seasonal Employee. The policy language differs from what is in the regulations.
- e. Most of the issues discussed were related to internal administrative processes within HR, within the Recreation Department, and/or between HR and the Recreation Department. HR to be included in future orientation meetings to help facilitate transition issues for new employees.
- f. A list of administrative issues will be discussed by Anne Haley with Michelle Pizzi.
  - i. I9 requirements
  - ii. PD's need more info detailing hours and work weeks/months
  - iii. Part-time versus Temporary versus Seasonal
  - iv. Communicating updates to hiring groups
  - v. Duplication of paperwork to be filled out by employees when they transition from one Town position to another Town position
  - vi. Hiring paperwork

There being no further discussion, the public hearing was closed at 8:18 PM by Vice-chair Anne Haley. Anne thanked Jerry, Linda and Howie for attending the hearing and contributing to the discussion.

On a motion by Pat Riley and seconded by Jack Taylor, the Board unanimously approved moving the chair back to David Hajjar. The Board thanked Anne for conducting the public hearing.

- g. The Board acknowledged that most of what was discussed during the hearing are administrative in nature outside the requirements of the policy, but did approve 3 changes:



- i. Section 2.2 is really the definition of a Temporary Employee, so the policy needs to have a definition of Seasonal Employee based on the issued regulations.
- ii. Section 6.3 needs to address Seasonal Employee separately from Temporary Employee.
- iii. Section 6.8 – add Paid in front of Vacation Leave

On a motion by Pat Riley and seconded by Jack Taylor, the Board unanimously approved the updated Seasonal/Temporary Employment Policy pending the clarifying language on i and ii with Michelle Pizzi, Town Counsel and Chairman Hajjar.

Chairman Hajjar will disseminate the updated policy with a cover letter.

#### **6. 8:45 PM Public Hearing – Domestic Violence Leave Policy [#P-312] New**

- a. Chairman Hajjar opened the hearing by indicating this policy is required based on a new law signed in early August 2014 that provides 15 days per 12 months for leave as a result of certain domestic violence issues.
- b. MHTL provided a legal advisory in late August, which was almost verbatim of the law.
- c. Kathy Murphy of MHTL provided legal approval of our policy.
- d. The Board made one change and had one issue:
  - i. Section 3.3 – after Family Member add “(under this law/policy)”
  - ii. Section 4.2 – the law does not distinguish between part-time benefited employees and part-time non-benefited employees. The law also does not address Intermittent/ Seasonal/Temporary Employees, Interns and Volunteers. The Board wants Town Counsel to provide an opinion on: (1) Should the policy include coverage for all types of employees by modifying Section 4.1; or (2) should we keep Section 4.2 as written, or (3) do we delete Section 4.2 and have the policy stay silent on non-full-time and non-part-time under 20 hours and other types of employees.

On a motion by Jack Taylor and seconded by Pat Riley, the Board unanimously approved the updated Domestic Leave Policy once Chairman Hajjar clarifies Sections 4.1 and/or 4.2 and/or other required changes with Town Counsel.

Chairman Hajjar will disseminate the appropriate final policy with cover letter.

#### **7. Policy Reviews**

- a. Longevity Policy [#P-311] (new)
  - i. A conference call with Town Counsel was held on September 16<sup>th</sup>. Several issues were discussed/resolved while others needed additional research. CBA info from Michelle Pizzi will be sought. General agreement to make the pay-out date the week of an employee’s anniversary date. This will require making the initial policy affect only non-Bargained employees, as pay-out date is discussed in mist CBA’s.
  - ii. Chairman Hajjar had a meeting with Mark Redlich concerning a change to the pay-out date. Mark concluded that this is not a big issue. He would just need time to build a table and require implementation time.
  - iii. Chairman Hajjar and Michelle Pizzi met with Treasurer Robert Marsh to discuss the proposed pay-out date, as well as making it automated to ensure employees are paid on time. The system would still require management approval through payroll. Robert Marsh was fine with the proposals, as long as we have up front meetings with Mark Redlich and time to implement.

- iv. New added definition in Section 3 – Anniversary Date – original date of hire minus any break in service greater than 5 years..
- v. A second public hearing will be held in October to obtain feedback on the proposed changes.
- b. Sick Leave Policy [#P-304] (new)  
The Board would like to pursue options with the Board of Selectmen prior to gather any additional data/information.
- c. Communications & Technology Policy [#P-401] (updates) (Jack Taylor)  
March Redlich is marking up the existing policy document in preparation of meeting with Jack Taylor. Mark has indicated he will be meeting with John or Bernie before he meets with Jack.
- d. CORI Policy [#P-102] (updates) (Will Krasnow/David Hajjar)
  - i. The Board agreed to change the name to CORI Employment Policy
  - ii. The Board agreed to delete all references to non-hiring issues in Section 1, Section 5.2, and Section 5.3.
  - iii. Changed the following sections to match new wording or formatted sections: Section 2.1, 2.2, and the signature portion.
  - iv. Section 4 – change the word “purposely” to “intentionally”.
  - v. Section 6 – changed the word “Procedures” to “Provisions”.
  - vi. Section 7 – changed the words “Regulatory Authority and questions” to “Applicable Laws / Statutes”
  - vii. The Board agreed to hold a public hearing on October 15, 2014 at 7:15 PM.
- e. General Town-wide CORI Policy (new) (Will Krasnow)  
Being worked on by Will Krasnow

## 8. New/Unfinished Business

- a. Norwood Airport Commission Staffing Study – Chairman Hajjar to issue final document by the middle of October.
- b. Airport Assistant Manager–FLSA Determination – need discussion with Town Counsel
- c. Exempt / Non-exempt Notification letters – 70% complete. Chairman Hajjar to complete by the end of October.
- d. Policy and Procedures Document:
  - i. Updates to Section 5.1 regarding adopted policy format
    - Submitted draft reviewed and discussed.
    - One change – section 5.1.b – sentence to read ”The Board has adopted a standard policy format.”
    - On a motion by Pat Riley and seconded by Jack Taylor, the Board unanimously adopted the updated Section 5.1 as amended.
  - ii. New Section 6 deals with Employee or Independent Contractor determination, which is more detailed in adopted Administrative Procedure A-102
    - Submitted draft reviewed and discussed.
    - On a motion by Will Krasnow and seconded by Anne Haley, the Board unanimously adopted new Section 6 as submitted.
  - iii. New Section 9 deals with Classification of a Position Description



- Submitted draft reviewed and discussed. Most of what was submitted is currently under section 2.7 and section 7.3.
- Section 9.6, last sentence – change “is” to “was”.
- Section 9.7.d – reverse the order of Classification then Reclassification in the sentence.
- On a motion by Jack Taylor and seconded by Pat Riley, the Board unanimously adopted new Section 9 as amended.
- iv. New Section 11 lists the Comparable Towns
  - Submitted draft reviewed and discussed.
  - Section 11.2 – add the word “generally” after the word “Norwood”.
  - On a motion by Anne Haley and seconded by Will Krasnow, the Board unanimously adopted new Section 11 as amended.
- v. New Section 12 deals with listing General Government Appointing Authorities
  - Submitted draft reviewed and discussed.
  - Section 12.1 – delete all words after the first sentence. Represents different issue.
  - Section 12.1 – add the words “General Government” after the word “Town” in the first sentence.
  - On a motion by Anne Haley and seconded by Will Krasnow, the Board unanimously adopted new Section 12 as amended.
- e. Guidelines – to be discussed next meeting
- f. Vacation Leave Pay-out Request Form and Process Flow Charts. Updates were agreed upon with Robert Marsh, Robert Thornton and Michelle Pizzi. A copy of the new document was distributed and filed for record.
- g. Remaining ‘Policies to be Developed’ – to be discussed next meeting.
- h. St. Catherine’s School Nurse – to be discussed in the future.
- i. Format and standard language updates to 5 existing policies to be made next month after holding appropriate public hearings.

There being no further business before the PB, on a motion by Anne Haley and seconded by Will Krasnow, the PB unanimously voted to adjourn at 10:05 PM.

**Next meetings:**    Wednesday, October 15, 2014 at 7 PM – FinCom Conference Room  
                               Regular Meeting w/Public Hearing

                              Wednesday, November 19, 2014 at 7 PM – FinCom Conference Room  
                               Regular Meeting w/Public Hearing