

**Norwood Personnel Board
Regular Meeting - Minutes
October 15, 2014**

The Regular Meeting of the Norwood Personnel Board (Board) was called to order at 7:00 PM on Wednesday, October 15, 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

Absent

NONE

1. Meeting Minutes

September 17, 2014

There were the following changes approved by the Board:

- a. In the last sentence of Section 2, added the date of September 21, 2014 to the Sunday indication;
- b. Section 7.a.ii – change the word “has” to “had”;
- c. Section 7.a.iii – change “Bob” to “Robert Marsh”

On a motion by Anne Haley and seconded by Pat Riley, the minutes of the September 17, 2014 Regular Meeting were unanimously approved as updated.

2. Classification / Reclassification Rating & Summary Sheet

Board members signed the sheet approving last month’s DPW PW6 Reclassification Appeal. A copy will be sent to the HR Director for the employee’s personnel file.

3. 7:15 PM Public Hearing – CORI Policy [#P-102] (update)

There were no individuals from the public present or comments submitted. Notice provided via letter dated September 22, 2014 from Board Chairman Hajjar to every person or board empowered to employ persons to perform a service for the Town. The following updates were approved by the Board:

- a. Sections 1, 2.1, 4, 5.2, 5.3, 6, 7 and the signature section were updated per the 9/22/14 notice;
- b. The policy name was changed to “CORI EMPLOYMENT POLICY”
- c. Section 3.1 – delete “licensee”;
- d. Section 6.1.c.v – delete “of licensing decision”;
- e. Sections 6.3.b and 6.3.e – delete “or license”;
- f. Add modified old Section 5.3.b as new Section 5.2; and,

- g. Document #D-108 – change “Acknowledgement Form” to “Consent Form” and any references within the policy.

A motion to close the hearing at 7:30 PM was made by Anne Haley, seconded by Jack Taylor and was passed unanimously by the Board.

On a motion by Anne Haley and seconded by Pat Riley, the Board unanimously approved the CORI Employment Policy as updated. Chairman Hajjar will send out the appropriate letter and final policy and upload to the Town’s website.

4. 7:30 PM Public Hearing – Longevity Policy [#P-503] (new)

There were no individuals from the public present or comments submitted. Notice provided via letter dated September 22, 2014 from Board Chairman Hajjar to every person or board empowered to employ persons to perform a service for the Town. This was the 2nd public hearing held on this draft policy prior to the Board approving.

- a. Michelle Pizzi and Chairman Hajjar reviewed the discussion held with Town Counsel (Cathy Murphy and Kevin Bresnahan) about this policy.
- b. Chairman Hajjar also met with March Redlich, IT Director, to obtain feedback on the proposed change of when payments are made – no issues.
- c. Michelle Pizzi and Chairman Hajjar also had a meeting with Town Treasurer & Collector, Robert Marsh, about the payout date issue and making them automatic.
- d. The language in Section 2.1 concerning employment agreements was language the Board wanted in all policies going forward.
- e. There was discussion about the payment method to be used in making a longevity payment - %, lump sum, part of weekly wages, etc.. The Board and Ms. Pizzi requested Chairman Hajjar speak with Town Counsel about potential language that would limit payouts to lump sums, not a % built into an employee’s base pay. The Board is not interested in whether the BOS agrees to a % amount. The Board would like all amounts converted to a lump sum, not included as base pay, and paid out as a single figure.

A motion to close the hearing at 7:30 PM was made by Pat Riley, seconded by Jack Taylor and was passed unanimously by the Board.

Michelle Pizzi asked that the Board hold off on approving pending further feedback from employees, as she sent out a reminder notice earlier today. The Board concurred.

5. 7:45 PM Public Hearings – format updates to 5 existing policies

- a. Hiring Policy [#P-101]
 - i. Sections 2.1, 3, 4, 5.7, 6 (heading), 7 and the signature section were updated per the 10/10/14 packet notice;
 - ii. Section 2.1 – 2nd sentence-delete “Employees whose” and “are”;
 - iii. Section 2.1 was modified to separate the individual employment agreement language to new Section 2.2: “To the extent permitted by law, individual employment agreements (new, updated or extensions) entered into after the effective date of this policy, with employees whose positions are subject to this policy, must follow all of the provisions of this policy.”;
 - iv. Section 5 – reorder to the following: 5.1 to 5.3, 5.2 to 5.5, 5.3 to 5.4, 5.4 to 5.1, and 5.5 to 5.2;

- v. Add Section 5.6 “Department Heads are required to act consistent with this policy and ensure this policy is implemented consistently within their department.”;
 - vi. Change Section 6.1 to 6.3;
 - vii. Add Section 6.1 – Department Heads must follow procedures in place and seek approval from the appropriate Appointing Authority to hire;
 - viii. Add Section 6.2 – Department Heads must review the current position description on file to ensure it is current and accurate for posting and/or advertisement purposes;
 - ix. Section 6.1.d - delete the word “Town”. Add “and/or advertise” after the words “...will post...”;
 - x. Section 6.2.c – change sentence to read “No candidate will be considered without a complete application package, which may include an employment application, resume with cover letter and any other applicable materials, as defined/indicated in the job posting and/or advertisement;
 - xi. Add note under Section 6.3.b.vii – All hiring procedures conducted by a Town Board or Commission are subject to the open meeting laws, where applicable. Please see the HR Department for assistance; and,
 - xii. Section 6.3.b.vi – add “e-mail” to the list.
- b. Policy Against Harassment [#P-202]
- i. Sections 2.3, 4, 5.7, 6 (heading), and the signature section were updated per the 10/10/14 packet notice;
 - ii. References made to the “State Public Employee Ethics Laws” throughout the policy were modified to delete the word “State”.
 - iii. Section 2.1 was modified to separate the individual employment agreement language to new Section 2.2: “To the extent permitted by law, individual employment agreements (new, updated or extensions) entered into after the effective date of this policy, with employees whose positions are subject to this policy, must follow all of the provisions of this policy.”
 - iv. Section 5.11 – change the state law reference to read “M.G.L c. 268B, section 5”;
 - v. Make Section 5.15 Section 6.4
 - vi. Add Section 5.16 “Department Heads are required to act consistent with this policy and ensure this policy is implemented consistently within their department.”;
 - vii. Associated document #D-120 – add the check-off section at the bottom if employee refuses to sign the policy acknowledgment sheet per the 10/10/14 packet notice.
- c. Vacation Policy [#P-302]
- i. Sections 2, 3.6, 4.2, and the signature section were updated per the 10/10/14 packet notice;
 - ii. The policy name was changed to “VACATION LEAVE POLICY”;
 - iii. Move Section 1.2 to Section 3 to better fit the Definition section.;
 - iv. Section 1.3 – add “Workplace Violence Prevention, and Professional Conduct” after “Equal Employment Opportunity”;
 - v. Section 2.1 was modified to separate the individual employment agreement language to new Section 2.2: “To the extent permitted by law, individual employment agreements (new, updated or extensions) entered into after the effective date of this policy, with employees whose positions are subject to this policy, must follow all of the provisions of this policy.”
 - vi. Section 3.4.d – change “...rolling year.” to “...calendar year.”;

- vii. Add Section 5.13 “Department Heads are required to act consistent with this policy and ensure this policy is implemented consistently within their department.”; and,
 - viii. Associated document #D-126 – add the first paragraph and add the check-off section at the bottom if employee refuses to sign the policy acknowledgment sheet per the 10/10/14 packet notice.
- d. Professional Conduct Policy [#P-406]
- i. Sections 2.3, 4, 5.17, 6 (heading), and signature section were updated per the 10/10/14 packet notice;
 - ii. Throughout the policy references made to “State Public Employee Ethics Law” was reduced to “Public Employee Ethics Law”;
 - iii. Section 2.1 delete “full and part-time” in the first sentence;
 - iv. Section 2.1 was modified to separate the individual employment agreement language to new Section 2.2: “To the extent permitted by law, individual employment agreements (new, updated or extensions) entered into after the effective date of this policy, with employees whose positions are subject to this policy, must follow all of the provisions of this policy.” Move Sections 2.2 and 2.3 down one;
 - v. Section 5.11 – change reference “268 MGL, section 5” to “M.G.L c. 268B section 5”
 - vi. Section 5.15 – move to new Section 6.4; and,
 - vii. Add Section 5.15 “Department Heads are required to act consistent with this policy and ensure this policy is implemented consistently within their department.”.
- e. Workplace Violence Prevention Policy [#P-407]
- i. Sections 2.2, 4 (heading), 5.6, 6 (heading), 6.8 (heading), 7 (heading), signature section, and associated document #D-119 were updated per the 10/10/14 packet notice;
 - ii. Section 2.1 was modified to separate the individual employment agreement language to new Section 2.2: “To the extent permitted by law, individual employment agreements (new, updated or extensions) entered into after the effective date of this policy, with employees whose positions are subject to this policy, must follow all of the provisions of this policy.” Move Sections 2.2 and 2.3 down one;
 - iii. Add Section 5.5 “Department Heads are required to act consistent with this policy and ensure this policy is implemented consistently within their department.”; and,

A motion to close the hearing at 9:10 PM by Pat Riley and seconded by Jack Taylor passed unanimously by the Board.

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- 5.1 A motion by Anne Haley and seconded by Pat Riley to adopt the updated Hiring Policy was passed unanimously. Chairman Hajjar will disseminate the appropriate final policy with cover letter.
 - 5.2 A motion by Anne Haley and seconded by Jack Taylor to adopt the updated Policy Against Harassment Policy was passed unanimously. Chairman Hajjar will disseminate the appropriate final policy with cover letter.
 - 5.3 A motion by Pat Riley and seconded by Will Krasnow to adopt the updated Vacation Leave Policy was passed unanimously. Chairman Hajjar will disseminate the appropriate final policy with cover letter.

- 5.4 A motion by Pat Riley and seconded by Anne Haley to adopt the updated Professional Conduct Policy was passed unanimously. Chairman Hajjar will disseminate the appropriate final policy with cover letter.
- 5.5 A motion by Will Krasnow and seconded by Pat Riley to adopt the updated Workplace Violence Prevention Policy was passed unanimously. Chairman Hajjar will disseminate the appropriate final policy with cover letter.

6. Correspondence / Reports

- a. A copy of the 2014 YTD Activity Report was distributed and filed for record. The PB stands at 54% complete through September.
- b. A copy of the adopted Domestic Violence Leave Policy [#P-313] and cover letter to all Appointing Authorities and Department Heads that was disseminated on September 30, 2014 was provided and filed for record.
- c. A copy of the letter to Kerri McCarthy, Senior Center Director, concerning changes to the Outreach Worker position description was provided and filed for record.
- d. A copy of the decision letter to Mark Ryan, DPW and Engineering Director, concerning the PW4 Reclassification Appeal was distributed and filed for record.
- e. The PB reviewed the idea of renaming the updated PB Operating Policies and Procedures document to an Administrative Procedures document.

On a motion by Anne Haley and seconded by Pat Riley, the Board unanimously approved Administrative Procedures Booklet A-101.

- f. A copy of the updated Documents/Forms list was distributed and filed for record. All listed documents are viewable from the Town's website. Significant updates were made to #D-100 – Personnel Definitions.
- g. Michelle Pizzi brought forth information that indicated we are using the wrong job title for C06 employee John McDonough regarding the position of Senior Maintenance Craftsman. The position title was changed in 2005 to Facilities Maintenance Craftsman, but the PB did not notify Mr. McDonough, who is planning his retirement in January 2015. Ms. Pizzi asked for the PB to send her and Mr. McDonough a correction letter.

On a motion by Anne Haley and seconded by Pat Riley, the Board unanimously approved the sending of letters by Chairman Hajjar.

7. Policy Reviews

- a. Updates to Policies for format changes and standard language changes:
 - *Family Medical Leave Policy [#P-301]*
 - *Americans with Disabilities Policy [#P-303]*
 - *Military Leave Policy [#P-305]*
 - *Personnel Records Policy [#P-402]*
 - *Alcohol and Drug Policy [#P-404]*

A public hearing is scheduled for November 19, 2014 at 7:45 PM in the FinCom Room.

- b. FLSA Salary Basis Policy[#P-105]
The Board will hold a public hearing on November 19, 2014 at 7:15 PM to delete this policy, as it has now been converted to approved Administrative Procedure A-103.

- c. General Town-wide CORI Policy (new) (Will Krasnow)
Being worked on by Will Krasnow
- d. Seasonal/Temporary Employment Policy [#P-103] Updates
Michelle Pizzi is working with Town Counsel on the Seasonal and Temporary Employee definitions.

8. New/Unfinished Business

- a. Norwood Airport Commission Staffing Study – Chairman Hajjar to issue final document by the end of October.
- b. Airport Assistant Manager–FLSA Determination – need discussion with Town Counsel
- c. Exempt / Non-exempt Notification letters – 75% complete. Chairman Hajjar to complete by the end of October.
- d. Guidelines – to be discussed next meeting
- e. Remaining ‘Policies to be Developed’ – to be discussed next meeting.
- f. St. Catherine’s School Nurse – to be discussed in the future.
- g. There is a vacancy in a PW4 (Laborer) position within the DPW. Per the discussion and understanding with Mark Ryan, DPW and Engineering Director, from 2013 that all PW2 positions will be upgraded to either PW4 or PW5, depending on need. The PW2 position is a grandfathered position, as the current position holder is not qualified to be upgraded.

On a motion by Jack Taylor and seconded by Pat Riley, the Board unanimously approved the reclassification Appeal to PW4 pending the receipt of a recommendation letter from the Appointing Authority, John Carroll.

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 10:00 PM.

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