

**Norwood Personnel Board
Regular Meeting - Minutes
December 10, 2014**

The Regular Meeting of the Norwood Personnel Board (Board) was called to order at 7:00 PM on Wednesday, December 10, 2014 in the Finance Commission Conference Room (Room 24), 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
Cathy Carney, Contract Administrator

Absent

None

1. Meeting Minutes

November 19, 2014

There were many minor changes pointed out by different PB members – capitalization, spelling, grammar, etc. The PB went through the entire minutes and made the appropriate corrections.

On a motion by Anne Haley and seconded by Pat Riley, the minutes of the November 19, 2014 Regular Meeting were unanimously approved as corrected.

2. 7:15 PM Public Hearing – Communications and Technology Policy [#P-401] (update)

The standard public hearing advertisement was read by the Chairman and HR Director. Notice was provided via letter dated November, 2014 from Board Chairman Hajjar to every person or board empowered to employ persons to perform a service for the Town.

There were no submitted comments from the public.

It was noted that Mark Redlich, IT Director, played a significant role in assisting Jack Taylor and Chairman Hajjar in the document submitted to the full Board for review. The Board expressed its thanks to Mark.

a. Policy title was changed from “Communications & Technology Policy” to “IT Resources And Use Policy”.

b. The entire policy underwent a major rewrite, as a new policy was submitted, not just an updated of certain sections. A draft was provided with highlights and format changes.

A motion to close the hearing at 7:25 PM by Anne Haley and seconded by Will Krasnow was passed unanimously by the Board.

On a motion by Jack Taylor and seconded by Anne Haley to adopt an updated IT Resources and Uses Policy [#P-401] was passed unanimously. Chairman Hajjar will disseminate the appropriate final policy with cover letter.

3. 7:35 PM Public Hearing – Longevity Policy [#P-503] (new)

- a. Cathy Carny was present to express her concerns and ask questions.
 - i. Raised the issue of having balance between Union and non-union employees
 - ii. She believes changing the payment date is changing a benefit
 - iii. Was concerned that our planned IT enhancements will not go well and create payment problems for the payroll clerks and/or receiving employee.
 - iv. Really likes the way it is today – does not want changes
 - v. Believes individuals who break service with Town employment should not get credit for service, no matter the how short the break.

A motion to move the scheduled 8:00 PM public hearing to 8:15 PM was made by Anne Haley and seconded by Jack Taylor. The motion passed unanimously.

- vi. Asked for an explanation of Actively at Work in Section 3.6
- vii. Believes Section 3.7 should be worded better so all can understand the break in service issue.
- viii. Several members of the Board engaged Cathy about when payments were being made, the different payment methodologies being used today and why a policy was needed.

A motion to move the scheduled 8:15 PM public hearing to 8:30 PM was made by Anne Haley and seconded by Jack Taylor. The motion passed unanimously.

- ix. Cathy asked if the Board was going to hold another public hearing or approve the policy tonight. Chairman Hajjar responded that unless there was a significant change in the proposed policy or new feedback was warranted, there would not be a 4th public hearing. In addition, the policy will not be approved until an Implementation Plan is agreed upon and funding to pay back Longevity Pay was committed to.

A motion to close the public hearing at 8:25 PM by Pat Riley and seconded by Jack Taylor was passed unanimously by the Board.

4. 8:30 PM Public Hearings – format updates to 3 existing policies

- a. Vehicle Use Policy [#P-403] (updates)
 - i. Section 1 – the intro sentence was modified “The purpose of this document policy is to outline the Town’s policy with respect to: establish guidelines and standards for:”
 - 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 2.3 was modified to read “This policy is intended to be consistent with any and all applicable laws. If any part of this policy is inconsistent with the law, that part of the policy shall be considered invalid, and the remaining provisions of the policy shall be construed so as to be consistent with the law.”;
 - v. Add Section 4 – Eligibility - “This section intentionally left blank.” Other sections moved down one number;
 - vi. Section 5 title was changed from VEHICLE USES to Policy
 - vii. Add Section 5.4 - “Department Heads are required to act consistent with this policy and ensure this policy is implemented consistently within their department.”;

- viii. Add Section 5.5 - “In the event of an error or violation of this policy, either intentional or unintentional, Human Resources must be immediately informed. Human Resources will identify and make the proper correction(s). A violation of this policy, whether intentional or unintentional, will not change this policy, nor set a precedent in any future application of this policy.
 - ix. Section 6 title change from **PROCEDURES** to **Provisions**
 - x. Sections 6.1.g.ii, 6.1.g.iii, 6.2.b, 6.2.b.iv, 6.2.c.ii, 6.3.o, 6.3.t.ii.7.2, 6.4.a (twice), 6.4.c.i, 6.4.c.iii, 6.4.d, and 6.4.e all contained references to the Fire Chief. This reference was in previous policies because the Fire Chief was the Appointing Authority under the Strong Chief Law. With the Fire Chief reporting directly to the General Manager, since Town Meeting’s removed the Strong Chief law, only the general manager has appropriate authority with respect to these referenced sections.
 - xi. Section 7 title was changed from **SANCTIONS** to **Applicable Laws / Statutes**
 - xii. The paragraph in Section 7 was deleted and the following were added:
Section 7.1 M.G.L. c 90, s 13B – use of mobile telephone or any handheld device.
Section 7.2 M.G.L. c 270, s 22 – Smoking is prohibited.
 - xiii. Add the Personnel Board signature section at the end of the policy.
- b. Employee Performance Award Policy [#P-501] (updates)
- i. Section 2.1 – 2nd sentence-delete “~~Employees whose~~” and “~~are~~”;
 - 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.”;
 - iii. Section 2.3 was modified to read “This policy is intended to be consistent with any and all applicable laws. If any part of this policy is inconsistent with the law, that part of the policy shall be considered invalid, and the remaining provisions of the policy shall be construed so as to be consistent with the law.”;
 - iv. Add Section 4 – Eligibility - “All Regular Full-time and Regular Part-time employees are eligible for consideration of an Employee Performance Award, as indicated in this policy.
 - v. Add Section 5.4 - “Department Heads are required to act consistent with this policy and ensure this policy is implemented consistently within their department.”;
 - vi. Add Section 5.5 - “In the event of an error or violation of this policy, either intentional or unintentional, Human Resources must be immediately informed. Human Resources will identify and make the proper correction(s). A violation of this policy, whether intentional or unintentional, will not change this policy, nor set a precedent in any future application of this policy.
 - vii. Section 6 title change from **Procedures** to **Provisions**
 - viii. Old Section 6 REPORTS was changed to Section 6.5 Reports
 - ix. Add new Section 7 – Applicable Laws / Statutes “This Section intentionally left blank.”
 - x. Add the Personnel Board signature section at the end of the policy.
- c. Employee Recognition Policy [#P-502] (updates)
- i. Section 2.1 – 2nd sentence-delete “~~Employees whose~~” and “~~are~~”;
 - 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.”;
- iii. Section 2.3 was modified to read “This policy is intended to be consistent with any and all applicable laws. If any part of this policy is inconsistent with the law, that part of the policy shall be considered invalid, and the remaining provisions of the policy shall be construed so as to be consistent with the law.”;
 - iv. Add Section 4 – Eligibility - “All Regular Full-time and Regular Part-time employees are eligible for consideration of an Employee Performance Award, as indicated in this policy.
 - v. Add Section 5.10 - “Department Heads are required to act consistent with this policy and ensure this policy is implemented consistently within their department.”;
 - vi. Add Section 5.11 - “In the event of an error or violation of this policy, either intentional or unintentional, Human Resources must be immediately informed. Human Resources will identify and make the proper correction(s). A violation of this policy, whether intentional or unintentional, will not change this policy, nor set a precedent in any future application of this policy.
 - vii. Section 6 title change from **Procedures** to **Provisions**
 - viii. Old Section 6 REPORTS was changed to Section 6.5 Reports
 - ix. Add new Section 7 – Applicable Laws / Statutes “This Section intentionally left blank.”
 - x. The 2 referenced documents in the section below Section 7 had reference changes: #D-121 Section **5.1.a 6.1.a**; #D-122 Section **6 6.4**

A motion to close the public hearing was made at 8:50 PM by Pat Riley and seconded by Anne Haley. Motion passed unanimously.

On a motion by Anne Haley and seconded by Jack Taylor to adopt the amended Vehicle Use Policy [#P-405] was passed unanimously. Chairman Hajjar will disseminate the appropriate final policy with cover letter.

On a motion by Anne Haley and seconded by Pat Riley to adopt the amended Employee Performance Award Policy [#P-501] was passed unanimously. Chairman Hajjar will disseminate the appropriate final policy with cover letter.

On a motion by Anne Haley and seconded by Pat Riley to adopt the amended Employee Recognition Award Policy [#P-502] was passed unanimously. Chairman Hajjar will disseminate the appropriate final policy with cover letter.

3. Reports / General Correspondence

- a. A copy of the 2014 YTD Activity Report was distributed and filed for record. The PB stands at 78% complete through November.
- b. A copy of the adopted three (3) policies (Family Medical Leave Policy [#P-301], Americans With Disabilities Policy [#P-303], Military Leave Policy [#P-305] and Personnel Records Policy [#P-402]) that were updated for format and standard language, and cover letter to all Appointing Authorities and Department Heads that was disseminated on December 2, 2014 was provided and filed for record.

- c. A copy of the letter to all Appointing Authorities and Department Heads that indicated the deletion of the FLSA Salary Basis Policy [#P-105] was disseminated on December 1, 2014 was provided and filed for record.
- d. A copy of the November 26, 2014 letter sent from John Carroll to the Board of Selectmen and the Personnel Board regarding adherence to the Town's Hiring Policy was distributed and filed for record. Chairman Hajjar will send a letter back to all acknowledging the letter with a few more details.

5. Policy Reviews

- c. General Town-wide CORI Policy (new) (Will Krasnow)
This is being worked on by Will Krasnow. Will indicated that he should have a draft ready by the January 2015 Meeting.
- d. Seasonal/Temporary Employment Policy [#P-103] (updates)
Chairman Hajjar asked Michelle Pizzi to send her a draft definition for Seasonal and Temporary Employee and he will work with Town Counsel. The policy is complete with the exception of the updated definition.
- e. Work continues on a Sick Leave Policy [#P-304]. Michelle's office shall look into the Towns that have switched from a Sick Day Leave to a Short term Disability policy in early 2015. Chairman Hajjar has met with each BOS member and they would like to see the data prior to having a more formalized meeting about Sick leave.
- f. Social Media Policy [#P-410] (new)
This policy will be discussed in 2015.

6. New/Unfinished Business

- a. Norwood Airport Commission Staffing Study – Chairman Hajjar to issue final document by the end of December.
- 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 2014.
- d. Guidelines – the Board approved the concept of having Guidelines to cover issues where a policy may not be appropriate. There are 2 proposed Guidelines; G-101 Employee Goals and Objectives and G-102 Business Continuity Planning. More discussion next meeting
- e. St. Catherine's School Nurse – to be discussed in the future.
- f. NPD Policy Development for Chief Brooks. Need to address in early 2015. See 11/20/14 e-mail from Chairman Hajjar to Chief Brooks.

There being no further business before the PB, on a motion by Jack Taylor and seconded by Pat Riley, the PB unanimously voted to adjourn at 9:55 PM.

Next meetings: Wednesday, January 21, 2015 at 7 PM
FinCom Conference Room (Room 24) of Town Hall
Regular Meeting w/Public Hearing