

**Norwood Personnel Board
Regular Meeting - Minutes
January 21, 2015**

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
Patterson (Pat) Riley
John (Jack) E. Taylor

Other Attendees:

None

Absent

Willard (Will) Krasnow

1. Meeting Minutes

December 10, 2014

There were no proposed changes to the meeting minutes.

On a motion by Jack Taylor and seconded by Anne Haley, the minutes of the December 10, 2014 Regular Meeting were unanimously approved as submitted.

2. 7:15 PM Public Hearing – Equal Employment Opportunity Policy [#P-201] (update)

The standard public hearing advertisement/notice was read by Chairman Hajjar. Notice was provided via letter dated December 18, 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 and there was no-one there from the public.

- a. Pat Riley requested that Section 1.2 include the phrase “gender identification and expression” instead of “gender identity”. Chairman Hajjar will include and run it by Town Counsel.
- b. Section 2.1 – 2nd sentence-delete “Employees whose” and “are” and add the word “a” before “Collective Bargaining” in the same sentence;
- c. Added 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.”;
- d. Current Section 2 becomes new Section 3. The word “any” is added in the 1st sentence after “with” and before “and”. The words “so as” are added in the 2nd sentence after “construed” and before “to”;
- e. Add new Section 5.4 - “Department Heads are required to act consistent with this policy and ensure this policy is implemented consistently within their department.”;

- f. Add new 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.”;
- g. Current Section 5 is changed Section 6 and titled “Provisions”;
- h. Current Section 6 is changed to Section 7 and titled “Applicable Laws / Statutes”;
- i. Current Sections 7 and 8 were merged into new Section 7; and,
- j. New Document #D-143 – EEO Policy Acknowledgement was added.

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

On a motion by Pat Riley and seconded by Jack Taylor to adopt an updated Equal Employment Opportunity Policy [#P-201] was passed unanimously. Chairman Hajjar will disseminate the appropriate final policy with cover letter after Town Counsel input regarding Section 1.2.

3. Reports / General Correspondence

- a. A copy of the 2014 Year-end Activity Report was distributed and filed for record. The PB completed 80.5% (33 of 41) of assigned tasks for the year. A year-end letter will be sent to the Personnel Board’s Appointing Authority.
- b. A copy of the adopted three (3) policies (Vehicle Use Policy [#P-405], Employee Performance Award Policy [#P-501], and Employee Recognition Award Policy [#P-502] that were updated for format and standard language, and cover letter to all Appointing Authorities and Department Heads that was disseminated on December 12, 2014 was provided and filed for record.
- c. A copy of the PB letter dated 12/11/14 to the Board of Selectmen regarding the Town’s Hiring Policy and the Town Manager’s adherence to it was provided and filed for record.
- d. A copy of Chairman Hajjar’s 12/11/14 letter to the Town Manager recommending Mark Redlich for a Recognition Award for his role in assisting the PB in adopting a ne IT Resource and Use Policy was provided and filed for record.
- e. A copy of the adopted IT Resources and Use Policy that was completely rewritten, and cover letter to all Appointing Authorities and Department Heads that was disseminated on December 11, 2014 was provided and filed for record.

5. Policy Reviews

- a. General Town-wide CORI Policy (new) (Will Krasnow)
This is being worked on by Will Krasnow. Will sent an e-mail to Chairman Hajjar that the draft is not ready.
- b. Seasonal/Temporary Employment Policy [#P-103] (updates)
Michelle Pizzi will be asked for a draft definition for Seasonal and Temporary Employee. Chairman Hajjar will work with Town Counsel. The policy is complete with the exception of the updated definition.

- c. Longevity Policy [#P-503] (new)
 - i. An updated draft was reviewed based on feedback from the 12/10/14 public hearing
 - ii. There were 2 additional changes needed:
 - 5.c.ii.i Add the interval table for when Longevity Pay amounts change based on Creditable Service after Section 6.1.
 - 5.c.ii.ii Change the wording in Section 6.2 to better define the formula.
 - iii. The draft letter to affected employees was reviewed with the following changes made:
 - 5.c.iii.i In the 4th paragraph, 2nd sentence, change "...dependent upon what department you work for." To "...dependent upon the department in which you work."
 - 5.c.iii.ii In the 5th paragraph, last sentence, add "As a single employer" at the beginning of the sentence.
 - 5.c.iii.iii On page 2 in the 4th paragraph, change the sentence from "...provide consistency on when employees get paid, and that once a Longevity Pay is earned you..." to "...provide consistency regarding when an employee gets paid, and once Longevity is earned you..."
 - iv. A copy of the PB letter sent to John Carroll in response to his 3 proposed alternatives was provided and filed for record.
 - v. A copy of the developed presentation document to be reviewed with the Finance Commission was provided and filed for record. Anne Haley and Chairman Hajjar will be reviewing the document with the Finance Commission in an attempt to obtain funding to make all employees whole prior to the proposed policy effective date of 7/1/15.

6. New/Unfinished Business

- a. Airport Assistant Manager–FLSA Determination – need discussion with Town Counsel. Chairman Hajjar to ask Kevin Bresnahan to attend our next meeting to review.
- b. 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.
- c. St. Catherine’s School Nurse – to be discussed in the future. Chairman Hajjar to ask Kevin Bresnahan and Sigalle Reiss (Health Director) to attend our next meeting to review.
- d. NPD Policy Development for Chief Brooks - see 11/20/14 e-mail from Chairman Hajjar to Chief Brooks. A NPD Selection Policy and Procedures document was completed earlier today by Police Chief Brooks, Chairman Hajjar and HR Director, Michelle Pizzi.
- e. The Implementation Rule regarding reclassifications was again discussed. It was determined that the current Operating Policy and Procedures document has the correct language. The \$3,000 limit only applies if the rating is based on a newly adopted or completely updated Classification and Compensation Plan. See sections 8.2.j.1 and 8.2.j.ii of PB Administrative Procedure A-101.
- f. Michelle Pizzi has submitted a request to Chairman Hajjar to discuss the minimum wage issue. The PB will request current and proposed rates for the Library and Rec. Dept.

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 8:35 PM.

Next meeting: Wednesday, February 18, 2015 at 7 PM
FinCom Conference Room (Room 24) of Town Hall