

**Norwood Personnel Board  
Regular Meeting - Minutes  
May 25, 2016**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, May 25, 2016 in the Thornton Conference Room (Room 24), located on the 1<sup>st</sup> floor of Town Hall, by David Hajjar, Chairman.

Present:

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

Other Attendees:

Michelle Pizzi, HR Director

Absent

None

**1. Election of Officers**

a. Chairman

- i. Jack Taylor nominated and Will Krasnow seconded the nomination of David Hajjar for Chairman. David Hajjar accepted.
- ii. There being no further nominations, nominations were closed and David Hajjar was unanimously elected Chairman.

b. Vice-chair

- i. Jack Taylor nominated and Will Krasnow seconded the nomination of Pat Riley for Vice-chairman. Pat Riley accepted.
- ii. There being no further nominations, nominations were closed and Pat Riley was elected Vice-chair.

**2. Meeting Minutes**

a. April 27, 2016 – Regular Meeting

No corrections submitted.

On a motion by Pat Riley and seconded by Jack Taylor, the PB unanimously approved the meeting minutes as submitted.

**3. 7:15 PM Assessor's Office Reclassification**

- a. Due to a family matter with the employee, Tim McDonough requested the PB push out the hearing date one month, which was granted. The new hearing date is scheduled for Wednesday, June 22, 2016 at 7:45 PM.
- b. Ms. Pizzi provided the typical survey data, which shows Norwood above the 75<sup>th</sup> percentile.
- c. Chairman Hajjar to provide current department org chart for comparison purposes, as well as the current Administrative Assistant position description (C6).

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

- a. A copy of the May 18, 2016 PB letter to the Town Assessor, Timothy McDonough, concerning his scheduled reclassification hearing was distributed and filed for record purposes.
- b. A copy of the April 28, 2016 PB letter to the PB Appointing Authority regarding the replacement for member Anne Haley was disseminated and filed for record purposes.
- c. A copy of the May 4, 2016 PB letter to the Town Manager, John Carroll, concerning his schedule reclassification hearing for June 15, 2016 was distributed and filed for record purposes.
- d. A copy of Chairman Hajjar's e-mail to Ms. Pizzi concurring with the request from Town Clerk and Accountant, Thomas McQuaid, to hire above step 3 in the Accounting Office was disseminated and filed for record purposes.
- e. A copy of the monthly Activity Report through April 2016 was distributed and filed for record purposes.

#### **5. Classification/Reclassification Status**

- a. TC&A Office Reclassification / Elections and Census Administrator
  - i. PB members reviewed the updated position description. There were several additional changes made. On a motion by Jack Taylor and seconded by Pat Riley, the PB approved an updated position description. Chairman Hajjar will provide HR and the appropriate parties with the new position description for their records/files.
  - ii. PB members agreed there were enough changes to warrant a re-rate of the position description. Using the adopt HRS Position Classification and Rating Manual and the updated methodology of the point-factor rating system, the PB agreed that the position should be rated a C7 with 304 points. On a motion by Jack Taylor and seconded by Will Krasnow, the PB voted approval of the 304 points and rating of C7.
  - iii. Chairman Hajjar shall write the appropriate letter to all parties.
- b. TC&A Office Reclassifications (2) / Senior Office Assistant
  - i. Due to the length of time required and the hour of the night, the PB postponed its review of this request until its June Regular Meeting. Members want to be fair by giving these requests their due time and not rushing the review.
  - ii. Members are asked to keep all the provided information concerning these requests and bring it with them to the next June meeting.
- c. Light Department Classification (1) – the PB sent a letter to James Collins asking for updated information and to use the appropriate Classification form to resubmit to the PB for review. HR Director Pizzi should follow up with Mr. Collins. The PB asked Ms. Pizzi to make the next contact to Mr. Collins for the requested documentation.
- d. Assessor's Office (1) – hearing changed to June 15<sup>th</sup> at 7:45 PM.
- e. General Manager's Office (1) – hearing scheduled for June 15<sup>th</sup> at 7:15 PM.

#### **6. Policies**

- a. Social Media Policy [#P-410]
  - i. PB members reviewed the draft submitted by Sarah Catignani of Town Counsel's Office.

- ii. Member Krasnow would like to see Section 2.1 clarified concerning “All Town board and committee members...”
  - iii. Should Section 3.2 require Department Head approval or AA approval?
  - iv. Chairman Hajjar, HR Director Pizzi will have a conference call with Town Counsel to go over the policy language and to fill in other needed sections.
- b. Sick Leave Policy [#P-304]
- i. Chairman Hajjar and HR Director Pizzi met and agreed on a 2-part strategy:
    - 1. Move forward on a policy that deals with the current Town arrangement, but formalize it in a policy, similar to what was done with the Vacation Policy. We can utilize the survey data obtained by HR regarding the critical issues of days to be paid, as well as the number of days allowed to be accumulated. Chairman Hajjar will also speak with members of the BOS to get them more involved.
    - 2. Ms. Pizzi will gather some data regarding insurance coverage for a possible discussion of a change in the future. She will, over the summer, speak with Towns that have converted from a sick leave day policy to a short-term disability insurance coverage policy to review the pros and cons.
- c. Injury Leave of Absence Policy [#P-306] – to be developed.
- d. Worker’s Comp and Safety Policy [#P-408] – to be developed.

**7. Unfinished Business**

- a. Document #D-115 – Performance Agreement Template – need update from HR Director Pizzi for final PB approval.
- b. Employee Performance Objectives Guideline – no movement on this document.
- c. St. Catherine’s/ToN Hourly Nurse Position – Chairman Hajjar to arrange a conference call with Town Counsel’s Office, Michelle Pizzi and Sigalle Reiss to finalize document. Chairman Hajjar has already spoken with Town Counsel, John Flynn.
- d. State approval of submitted CORI Check and Fingerprint Policy for Non-employees – DCJIS has approved what was submitted. Waiting for State Police approval. Additional information was requested, unrelated to the actual policy wording.
- e. Business Continuity Planning – no movement on this document. Chairman Hajjar to speak with individual members of the BOS to move forward on this issue.

**8. New Business**

- a. Legal Alert regarding FLSA Exempt Test Changes was received from Town Counsel’s Office. The PB will take this matter up next meeting

There being no further business before the PB, on a motion by Jack Taylor and seconded by Will Krasnow, the PB unanimously voted to adjourn at 10:00 PM.

**Next meetings:** **Wednesday, June 15, 2016 at 7 PM** – Regular Meeting  
 Robert Thornton Conference Room (Room 24) of Town Hall  
**Wednesday, August 17, 2016 at 7 PM** – Regular Meeting  
 Robert Thornton Conference Room (Room 24) of Town Hall