

**Norwood Personnel Board
Regular Meeting
June 22, 2016**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, June 22, 2016 in the Thornton Conference Room (Room 24), located on the 1st floor of Town Hall, by David Hajjar, Chairman.

Present:

David E. Hajjar, chairman
Patterson (Pat) Riley, vice-chair
Gregg Giambianco
Willard (Will) Krasnow
John (Jack) E. Taylor

Other Attendees:

Michelle Pizzi, HR Director
Bernie Cooper, Assistant General Manager
Sharon Carter, EA to the Assistant GM

Absent

None

1. Meeting Minutes

a. May 25, 2016 – Regular Meeting

No corrections submitted.

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

2. 7:15 PM General Manager's Office Reclassification Request

- a. Both Mr. Cooper and Ms. Carter provided PB members with some insight regarding the level of responsibilities associated with the position description.
 - i. Approximately 50% of the position pertains to Workers' Comp. Position handles the entire Town. WC used to be handled by a 3rd party, but position handles all today.
 - ii. Position is cross trained to handle EA to the GM position, but not vice versa.
 - iii. 10% or less of the responsibilities are associated with Unemployment Insurance.
- b. PB members questioned the distinction between the position description language, which seems to be comprehensive and the differences cited by Bernie and Sharon
- c. Chairman Hajjar indicated to Mr. Cooper that the PB has yet to receive a support letter from the Appointing Authority, John J. Carroll, Town Manager.
- d. Ms. Pizzi indicated that more work needs to be completed regarding the proposed position description. She will work with Bernie and Sharon
- e. Chairman Hajjar indicated that the PB has yet to determine whether this is a new Classification Request or a Reclassification Request. That determination will be made later, but as of today, there is no existing position description to move Sharon into, leading to a possible Classification determination.
- f. All members thanked Bernie and Sharon for attending the hearing. The hearing closed at 8:15 PM.

3. Reports/General Correspondence

- a. A copy of Chairman Hajjar's e-mail to Town Assessor, Timothy McDonough, and Town Manager, John Carroll, concerning their rescheduled reclassification hearing dates were distributed and filed for record purposes.
- b. A copy of the April 28, 2016 PB letter to the 3 PB Appointing Authority members concerning the PB vacancy replacement was distributed and filed for record purposes.
- c. A copy of the draft letter to be sent to Town Clerk and Accountant, Thomas McQuaid, and others regarding the Census and Elections Administrator Reclass decision was distributed, reviewed and marked up for sending by the Chairman.
- d. A copy of the monthly Activity Report through May 2016 was distributed and filed for record purposes.

4. Classification/Reclassification Status

- a. TC&A Office Reclassifications (2) / Senior Office Assistant
 - i. PB Members reviewed the latest proposed position description. On a motion by Jack Taylor and seconded by Pat Riley, the PB adopted the position description and agreed to rerate it in accordance with our established practice..
 - ii. After reviewing and rating each of the 14 point factors, the rating came out at 250.5 points which is a C5. On a motion by Jack Taylor and seconded by Pat Riley, the PB approved the Clerk's Office Reclassification Request from C3 to C5. Chairman Hajjar will send out the appropriate documents.
- b. Light Department Classification (1) – the PB sent a letter to James Collins in April, asking for updated information and to use the appropriate Classification form to resubmit to the PB for review. The PB asked Ms. Pizzi to make the next contact to Mr. Collins.
- c. Assessor's Office (1) – hearing changed to August 17th at 7:45 PM.

5. Policies

- a. Social Media Policy [#P-410]
 - i. Chairman Hajjar had a conference call with Sarah Catignani of Town Counsel's Office to review the couple of issues brought up by the PB last month.
 - ii. Section 2.1 will be clarified
 - iii. Section 3.2 - Department Head approval or AA approval? Policy matter. PB will wait to obtain feedback during the hearing process.
 - iv. Chairman Hajjar, HR Director Pizzi will have a follow-up conference call with Town Counsel to go over the policy one more time before a public hearing is scheduled.
- b. Sick Leave Policy [#P-304]
 - i. No updates at this time.
 - ii. Will be ready for Selectmen involvement in the Fall, as Chairman Hajjar spoke with 2 BOS members in an attempt to get more input.
 - iii. Chairman Hajjar and HR Director Pizzi previously 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.
 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.

6. 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. Submitted CORI Check and Fingerprint Policy for Non-employees – DCJIS, Mass State Police and the FBI have all approved what was submitted – e-mail received from Sarah Catignani of Town Counsel's Office. Chairman Hajjar shall send notification to the Board of Selectmen.
- e. Business Continuity Planning – no movement on this document. Chairman Hajjar spoke with individual members of the BOS to move forward on this issue.
- f. Deputy Police Chief position description – Town Counsel's office reviewed the Physical Requirements and made language change recommendations, which were accepted by the PB. On a motion by Will Krasnow and seconded by Jack Taylor, the position description for Deputy Police Chief was unanimously approved. Chairman Hajjar will send out the formal notification letter.
- g. Police Chief position description – It was also recommended that the Physical Requirements language for the Deputy Police Chief be used in the Police Chief's position description. On a motion by Will Krasnow and seconded by Pat Riley, the updated position description for Police Chief was unanimously approved. Chairman Hajjar will send out the formal notification letter.

7. New Business

- a. Legal Alert
 - i. FLSA Exempt Test Changes were received from Town Counsel's Office. The PB will take this matter up next meeting.
- b. BOH Classifications
 - i. The BOH is expecting a grant as part of Impact Norwood to fund 2 positions for 7 years.
 - ii. Need positions descriptions and ratings for Program Director and Program Coordinator.
- c. Conflict of Interest
 - i. HR Director Pizzi handed out the latest Conflict of Interest statement, which must be signed by each member and handed in.
 - ii. Ms. Pizzi also indicated that each member must take the on-line certification, print it out when complete, and hand it in to her office.

There being no further business before the PB, on a motion by Gregg Giambanco and seconded by Will Krasnow, the PB unanimously voted to adjourn at 10:30 PM.

Next meetings: **Wednesday, August 17, 2016 at 7 PM** – Regular Meeting
Robert Thornton Conference Room (Room 24) of Town Hall
Wednesday, September 21, 2016 at 7 PM – Regular Meeting
Robert Thornton Conference Room (Room 24) of Town Hall