

Town of Harvard
Personnel Board Meeting
November 2, 2021

Call to Order 3PM

Members attending: Liz Allard, Diana Harte, Don Ludwig, Erin McBee, Victor Normand, Chair

Agenda:

Minutes of March1, 2021 Meeting

Approved, as amended, by majority vote.

Grading of Administrative Assistant for Sustainability and Energy. Tally of members' individual ratings gave it a total 262.5 points, which is equivalent to a Grade 2 [noted equivalency to COA Program Coord. position].

Approved by majority vote.

Grading of Administrative Assistant Board of Health. Job description has been upgraded [from current grading of grade 4]. After brief question and answer period pertaining to particular details of upgraded job description, tally of members' individual ratings gave it a total 415 points, which is equivalent to a Grade 5.

Approved by majority vote.

Grading of Administrative Assistant for Planning Board and ZBA. Tally of members' individual ratings gave it a total 280 points, which is equivalent to a Grade 2 [noted equivalency to Admin. Asst. Sustainability position, and similar to positions at the Library, positions at the COA].

Approved by majority vote.

360 Degree Reviews and Exit Interview Process. Members briefly outlined and discussed details of these processes, including MMM best practices. Erin clarifies that this is part of strategic planning in light of competition for candidates versus other towns. Homework assignment is for the Board to be aware of [and watch video of] the MMM best practices. To be further discussed in a subsequent meeting.

Stipend Schedule. Members to check our calendars for our availability in preparation of future discussion of stipend schedule. Set for next Monday, November 8, at 8AM. Marie to prepare materials for the meeting.

Vote to adjourn at 3:51 PM

Respectfully submitted by D. Harte