

Town of Harvard
Personnel Board Meeting
March 23, 2022

Call to Order 9:02 AM

Members attending: Diana Harte, Don Ludwig, Liz Allard, Victor Normand (Chair)

Others: Marie Solbalvarro, Tim Bragan, Jared Mullane

Agenda:

1. Rate the position of Accounting Assistant

After review of members ratings, it was determined that the total points were 395 which translated to a Grade 4 position. In discussions with the Finance Director, Jared Mullane, it was discovered that similar positions in the department were rated as Grade 6 by the consultants.

We discussed the job description in more detail, and it was agreed to increase the rating for the Interpersonal Skills to a 4 which changed the overall job grade to Grade 5.

Don entered a motion to approve the job as a Grade 5 and Erin seconded the motion. Vote was unanimous in favor.

2. Discussion of the Federal Juneteenth Holiday

Liz brought forth the notion that we should discuss the new Federal Juneteenth Holiday and whether we should adopt this as a town holiday. It was agreed that further discovery on how this is being implemented in other towns would be required to decide whether to adopt this holiday or look to implement a floating holiday schedule and include this. Liz agreed to do some discovery and we agreed to table this discussion at a future meeting.

Vote to adjourn at 9:50 AM

Submitted by D. Ludwig