

## **Personnel Board**

Town of Harvard, Massachusetts

Wednesday, February 7, 2018

Volunteers Room, Harvard Town Hall

Minutes

1. Overview of the Human Resources Study Process to-date (Tim B / Marie S)
2. Overview of HRS work products from the Human Resources Study (Sandy S, HRS Consulting):
  - a. New Classification and Rating manual (aka 'The Rating Manual')
  - b. Proposed Classification Plan
3. Next steps regarding HR Study
4. Fire Chief request for COLA incorporated into stipend schedule for Fire Department members.
5. Other Items

Present: Victor Normand, Diana Harte, Stu Sklar, Don Ludwig, Liz Allard

Others Present: Marie Sobalvarro, Assistant Town Administrator/Human Resource Director, Tim Bragan, Town Administrator and Sandy of HRS

Review of HRS Study to-date. Discussion of gaps within job descriptions and minor future edits required.

Next steps: Finalize job descriptions, get edits from Department Heads, HRS to compile and revise.

Discussion of COLA basis for future meetings.

Fire Chief discussion of applying PB-voted COLA to the HFD positions on stipend schedule. Moved to apply PB-determined COLA to HFD stipend positions. (5-0)

Meeting adjourned 9:20 (5-0)