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# Town of Old Orchard Beach

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**Human Resources**  
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## **April 2016 Monthly Update from the Human Resource Office**

### **Human Resource Manager:**

We have begun negotiations for the IAFF union contract. We have been working diligently on hiring seasonal staff and contacting returning staff. We are losing one of our Recreation Programmers in May. Nicole Welch has been hired as the Recreation Director in Buxton and we wish her the best and sincere congratulations. Also this month, Lee Ann Reed resigned to spend more time with family. We wish her the best.

### **Hiring:**

In April, we hired:

- Waste Water Assistant Operator

We advertised for the following positions:

- Ballpark Assistant Field Manager
- Ballpark Concession Manager
- Ballpark Concession Assistant Manager
- Ballpark Event Helper
- Police Dept. Part time Clerk
- Finance Clerk
- Lifeguards
- Recreation Programmer

### **Affordable Care Act (ACA):**

The software update has been installed and we should soon be able to upload the ACA tax forms to the IRS before the deadline.

### **Training:**

Departments are working diligently to complete all the necessary training.

### **Wellness:**

Monthly wellness tips are sent to all employees and cover various topics from cancer to healthy eating to sleep patterns.

### **Upcoming:**

- Hiring seasonal staff
- Updating Personnel Policy
- Updating employee evaluation form
- Preparing for the possible changes to the overtime laws

Respectfully,

*Fran Beaulieu*

Human Resource Manager