

**DEPARTMENT HEAD REPORT**  
**HUMAN RESOURCE MANAGER**  
**AUGUST 2014**

- Interviews – Ballpark Event Helpers
- New Hires (Orientation & Paperwork) – Ballpark
- Interview – Deputy Town Clerk
- MLGHRA Committee Meeting
- AFSCME (PW) Negotiations
- Meeting with Deputy Police Chief – Set-up new Accrual Tables
- Weekly Accruals (Vacation, Sick, & Comp Time)
- Forward New Hires and Termination to DHS
- General Human Resource Duties – Benefit Management
  - 1) Health/Life/Dental/IPP Insurance Billing
  - 2) Workers Compensation
- Handled Personnel Matters

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