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# Town of Old Orchard Beach

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**Human Resources**  
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September 4, 2015

## **August 2015 Monthly Update from the Human Resource Office**

### **Human Resource Manager:**

The office has been very busy with the seasonal staffing transitions. As summer winds down, our seasonal staff begins to return to school or the positions end with beginning of fall.

### **Hiring:**

In August, we hired:

- 1 Lifeguards
- 1 Part Time Assistant Planner
- 1 Parking Enforcement
- 1 Per Diem Firefighter/EMTs
- 1 Crossing Guard

We advertised for the following positions:

- Finance Clerk
- Per Diem Firefighter/EMT
- Recreation Gull Care Counselors
- In-House for 2 Full Time Firefighter/EMTs
- Crossing Guard

### **Benefits:**

August brings enrollment into the Group Dynamic Flexible spending program. This allows employees to put pre-tax funds into an account for use on medical and/or dependent care. The plan year begins on September 1, 2015.

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

We have been working to ensure that the Town is compliant with the regulations of the Affordable Care Act. We are working closely with Maine Municipal Employees Health Trust, our benefit provider, to verify all coverage meets or exceeds the standards set in the Affordable Care Act. The information is required to be submitted to the Internal Revenue Service for the 2015 tax year.

### **Training:**

We are in the process of completing mandatory training in Global Harmonization Hazardous Communications and Visual Display Terminal (VDT).

Departments are steadily working to have job related training completed timely.

### **Upcoming:**

- Wastewater Union negotiations
- End of Season staff changes
- Additional Affordable Care Act implementation
- Forming of a Wellness Committee for staff
- Safety Tour with Maine Municipal Association

Respectfully,

*Fran Beaulieu*

Human Resource Manager