



Town of Old Orchard Beach

Human Resources
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August 2016 Monthly Update from the Human Resource Office

Human Resource Manager:

We are in the final stages of a new Police contract. We have begun meeting with the Fire Union to negotiate a new contract. Departments have an opportunity to complete items before his return in October. We are beginning the transition from summer staff to fall staffing levels.

Hiring:

In August, we hired:

- Police Department Part Time Clerk

We advertised for the following positions:

- Gull Care Counselors
- Firefighter/Paramedic
- Per Diem Firefighters
- Police Officer
- Recreation Programmer

Safety:

We had a Safety tour from the Department of Labor, we have some work ahead of us; staff have already begun making the corrections and updates as directed. Maine Municipal began their Safety Tour and will conclude in October.

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:

- Updating Personnel Policy
- Updating employee evaluation form
- Planning for a Benefits Fair for employees
- Planning for the Employee Christmas Luncheon

Respectfully,

Fran Beaulieu

Human Resource Manager