



Town of Old Orchard Beach

Human Resources
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August 2018 Monthly Update from the Human Resource Office

Human Resource Manager:

August signals the last month of summer & getting ready for back to school. We begin to prepare for the departure of our seasonal staff and transition to our fall programs. We will be reviewing the seasonal hiring process and find ways to improve it.

Union Contracts:

- The Wastewater contract expired on 6/30/18.

Hiring:

We advertised for the following positions:

- Per Diem Firefighters
- Call Fire
- Ballpark Event Staff
- Waste Water Seasonal Laborer
- Building Maintenance/Custodian
- Gull Care counselors (After School Care)
- Associate Code Enforcement (shared with Saco)

Wellness/Safety:

We held employee trainings to discuss the following:

- Sexual Harassment training for employees
- Sexual Harassment training for Supervisors
- Alcohol and Drug Abuse in the Workplace
- Global Harmonization/Hazardous Communications training

Upcoming:

- Updating Personnel Policy
- Updating employee evaluation form
- Holding training for employees

Respectfully,

Fran Beaulieu, Human Resource Manager