

DEPARTMENT HEAD REPORT
HUMAN RESOURCE MANAGER

December 2014

- Meeting with Eric Swales for AED's for Town Hall
- Attended Council Meeting for AFSCME Contract
- Drafted & Reviewed Job Descriptions
- AFSCME (PW) Negotiations
- MMEHT Invoice Reconciliation
- 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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