



Town of Old Orchard Beach

Human Resources
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December 2017 Monthly Update from the Human Resource Office

Human Resource Manager:

December brings with it many things: preparations for the Affordable Care tax forms, winter weather, holiday joys and budget season.

Work has begun on the 1095-C tax forms (Affordable Care Act). The process is extensive with regards to determining eligibility and hours employees worked within specific periods.

Open enrollment closed with many employees taking the opportunity to make changes to their coverage.

All changes were entered to be in place for the first payroll issued in January.

Budget prep has begun and benefits and wages are the first items to be tackled in this office.

Winter brings many concerns for safety and health. Snow, ice and cold bring with them slips, falls, accidents, illness, early sundown and the blues. Best practice reminders will begin to go out to employees to remind them of safe practices and to stay healthy.

Union Contracts:

We are in negotiations with 1 of our Unions:

- Teamsters Local 340 (Town Hall Clerical & Maintenance)-mediation

Hiring:

We advertised for the following positions:

- Per Diem Firefighters
- Public Works Equipment Operator Grade 1
- Gull Care Counselors
- Finance Clerk

We hired Sally Frongillo as a Crossing Guard, Peter Doane as a member of the Per Diem Fire Fighter crew and Steven Aiken as a Public Works Equipment Operator.

Wellness/Safety:

Wellness this month focused on celebrating the holidays with our "work" family. Town Hall had a breakfast potluck with a fun gift swap. The laughter made the day bright. Town Employees shared a potluck luncheon with gift raffles. The luncheon gives employees a chance to talk to others they may only see a few times a year. It was the biggest turnout to date. Employees who have reached a milestone anniversary during the year are recognized by the Town Manager and their peers. It is a wonderful way to close out the year and begin a new one.

Upcoming:

- Updating Personnel Policy
- Updating employee evaluation form
- Year-End reporting

Respectfully,

Fran Beaulieu, Human Resource Manager