



Town of Old Orchard Beach

Human Resources
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February 2016 Monthly Update from the Human Resource Office

Human Resource Manager:

We are currently in contract negotiations with The OOBWWEA.

A new employee evaluation form is being reviewed by Department Heads. Some adjustments will be made for specific skills. We hope to have the new format in use sometime in March.

Hiring:

In February, we hired:

- 1 Summer Camp Counselor
- 1 Summer Camp Coordinator/Bus Driver

We advertised for the following positions:

- Recreation Gull Care Counselors
- Summer Camp Maintenance
- Summer Camp Junior Counselor
- Summer Camp Counselor
- Summer Camp Coordinator
- Summer Reserve Officers
- Waste Water Assistant Operator

Affordable Care Act (ACA):

We have been working with MMEHT to inform employees when they should expect to receive the 1095-B forms. At this time the forms are expected to be mailed sometime in March.

Training:

Departments are working diligently to complete all the necessary training.

Wellness:

The Wellness Committee met and we decided to begin our program with a "Biggest Loser" competition, where the winner will receive a FitBit! We are offering Wellness Lunch & Learns beginning in March. We are looking to work with employees who would like to participate in a marathon. We are working to set up a walking group.

The Wellness Committee also received a grant for \$1110, to be used for wellness events, classes, etc.

Upcoming:

- Hiring seasonal staff
- Updating Personnel Policy
- Updating employee evaluation form

Respectfully,

Fran Beaulieu

Human Resource Manager