



Town of Old Orchard Beach

Human Resources
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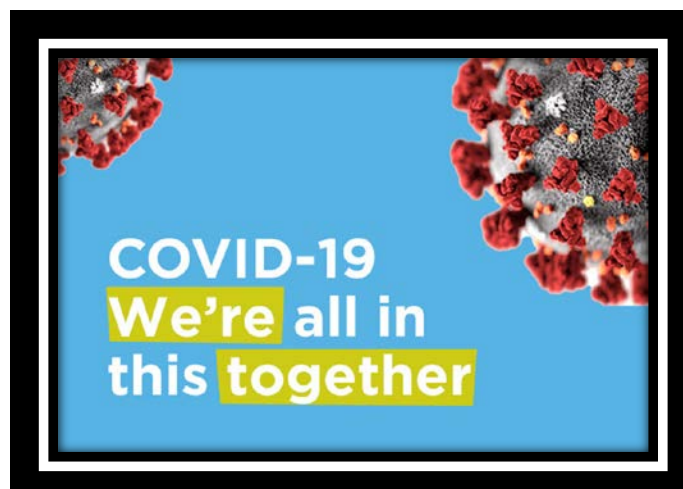
April 17, 2020

January-March 2020 Monthly Update from the Human Resource Office

Human Resource Manager:

The past three months have been very busy in the office. January was the time to wrap up 2019 and begin a new year. The 1095s were printed and sent; and new rate changes for health insurance and retirements were put into place. Letters and applications to all former seasonal staff were sent for the upcoming summer. February and March each held a Career Fair. We did pretty well, we held interviews for Parking Enforcement, laborers, Summer Camp, Ballpark and lifeguards and some were offered conditional hires. March also brought a new challenge in the form of Coronavirus or COVID-19 as we have come to know it. A response team was formed to work through how the Town would respond to various issues, such as public safety, safety of employees, finding PPE for the first responders, and the stress, anxiety and fear that this virus will create in everyone. The team met every Tuesday and Friday to discuss issues, the guidelines from both Federal and State CDC offices as well as the Governor's office. We began to close offices to the public while staff was able to continue working and responding to calls, emails and postage mail. Protective glass was installed for the 4 customer facing windows, a change in the cleaning process to keep everything disinfected was put in place and gloves and sanitizer were provided to staff. A new web page was developed to provide residents and employees accurate information regarding COVID-19 and how to best stay protected. This was not something I was well versed in creating but like others, embraced the change in duties to get the job done. All of the staff were faced with some changes in their normal duties and have all stepped up to the plate and kept things flowing to make sure the residents were taken care of. The Fire and Police made significant changes in their procedures to keep the responders as safe as possible while facing the national shortage of PPE. The hiring process was frozen until we could have a better understanding of the seriousness and the duration of the pandemic.

We follow the Social Distancing required as we and the world are in this together.



Union Contracts:

- We signed a new contract with the Police Union
- We began negotiations with the Fire Union and will continue them once we have a process for video meetings
- We will begin negotiations with Public Works once we have a process in place for video meetings

Hiring: FROZEN

We advertised for the following positions:

- Per Diem Firefighters
- Call Fire Officer
- Full time Patrol Officer
- Gull Care counselors
- (After School Care)
- Summer Camp Counselor
- Lifeguards
- Public Works Laborers
- Ballpark Event Helpers
- Reserve Officers
- Memorial Park Laborer
- Wastewater Laborer

Wellness/Safety:

Safety glass was installed on all customer facing windows.
Safety meetings are on hold until we can find a way to safely meet.

Upcoming:

- Updating Personnel Policy
- Updating employee evaluation form
- New Paid Time off law
- Negotiations begin for Teamsters

Stay Safe-Stay Healthy-Practice Social Distancing-We are in this together so you are not alone!

Respectfully,



Fran Beaulieu, Human Resource Manager