

DEPARTMENT HEAD REPORT
HUMAN RESOURCE MANAGER

January 2014

- Fire Fighter's Negotiations
- Police Negotiations
- Weekly Accruals (Vacation, Sick, & Comp Time)
- Forward New Hires and Termination to DHS
- Ergonomic Training
- Meeting with Lance Lemieux – Risk Management Goals
- Safety Committee Meeting
- Processed New Hire (AP/Payroll Clerk) for the Finance Department
- Attended Phone System Training
- General Human Resource Duties – Benefit Management
 - 1) Health/Life/Dental/IPP Insurance Billing
 - 2) Workers Compensation
- Handled Personnel Matters

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