



Town of Old Orchard Beach

Human Resources
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July 2018 Monthly Update from the Human Resource Office

Human Resource Manager:

July became a safety themed month by default. The majority of the month was spent gathering information from departments to submit to MMA for our annual Safety review. The rest of the month was hosting training for employees and working on updating our various safety policies and procedures.

Union Contracts:

- The Wastewater contract expired on 6/30/18.

Hiring:

We advertised for the following positions:

- Per Diem Firefighters
- Lifeguards
- Call Fire
- Ballpark Event Staff
- Parking Enforcement
- Public Works Seasonal Laborer
- Waste Water Seasonal Laborer

Wellness/Safety:

In May the Safety Chair and I met with Lance from MMA to go over the new format of the annual Safety review and our preliminary score was in the 70s. We all worked hard to correct items to increase our score in July. On July 24th, Lance reviewed all of our documentation and we seem to have done much better. We are waiting on the final score to be sent to us.

On July 26th, we had training on Prevention of Sexual Harassment for employees. We used our new DVD training materials and had some very productive conversations and scenario training.

Upcoming:

- Updating Personnel Policy
- Updating employee evaluation form
- Looking into Supervisor training programs
- Setting up mandatory training for employees

Respectfully,

Fran Beaulieu, Human Resource Manager