



Town of Old Orchard Beach

Human Resources
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March 2016 Monthly Update from the Human Resource Office

Human Resource Manager:

We are in the final steps of negotiations with the OOBWWEA contract. The new employee evaluation form is still being updated for some department specific items. We have been working diligently on hiring seasonal staff and contacting returning staff.

Hiring:

In February, we hired:

- 4 Summer Camp Counselors

We advertised for the following positions:

- Waste Water Assistant Operator
- Ballpark Assistant Field Manager
- Ballpark Concession Manager
- Ballpark Concession Assistant Manager
- Ballpark Event Helper
- Police Dept. Part time Clerk

Affordable Care Act (ACA):

Employees have received all ACA related tax forms. We are currently on hold to submit to the IRS (deadline is June 30, 2016) due to software issues.

Training:

Departments are working diligently to complete all the necessary training.

Wellness:

The "Biggest Loser" competition is still running. It has been a crazy few weeks to get people to stop in! The winner will receive a FitBit. Our first lunch and learn was held on March 10th and employees learned how to work with a yoga ball.

Upcoming:

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

Respectfully,

Fran Beaulieu

Human Resource Manager