



Town of Old Orchard Beach

Human Resources
OOB Town Hall
1 Portland Avenue
OOB, ME 04064

Fran Beaulieu
Telephone: (207) 934-5714 Ext. 1532
Fax: (207) 934-0755
Email: fbeaulieu@oobmaine.com

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March 2017 Monthly Update from the Human Resource Office

Human Resource Manager:

Negotiations are in process with the Fire Dept. and the newly formed Teamster Unit for Town Hall clerical and maintenance. The Teamster contract is progressing slowly and it will be some time before we have a signed agreement.

The kitchen is just about complete! We are waiting on the table and shelving for the closet area.



Budget information has been turned in and now it is time to begin preparing for seasonal hiring and fiscal year end updates.

Hiring:

We advertised for the following positions:

- Firefighter/Paramedic
- Per Diem Firefighters
- Police Officer
- Reserve Police Officers
- Summer Camp Junior Counselors
- Summer Camp Senior Counselors
- Summer Camp Coordinators
- Beach Cleaners
- Ballpark Help
- Public Works Seasonal Laborer
- Lifeguards

Interviews have begun for Recreation Summer Camp and for Police Summer Reserve Officers.

Training:

We are looking to combine many of the necessary trainings into a day so all departments can attend the session they need.

I attended meeting on the laws legalizing recreational marijuana and the workplace. There are still many unknowns in the phrasing of the law and what is considered "under the influence", employment testing and the federal laws.

Wellness:

Monthly wellness tips are sent to all employees and cover various topics from cancer to healthy eating to sleep patterns. We are looking to set up quarterly wellness lunch & learns.

Upcoming:

- Updating Personnel Policy
- Updating employee evaluation form
- Seasonal hiring begins
- Fiscal Year End prep

Respectfully,

Fran Beaulieu

Human Resource Manager