



Town of Old Orchard Beach

Human Resources
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June 2, 2016

May 2016 Monthly Update from the Human Resource Office

Human Resource Manager:

We have begun negotiations for the Patrolmen's union contract, as well as continuing with negotiations for the IAFF unit. We have been working diligently on hiring seasonal staff and contacting returning staff.

Hiring:

In May, we hired:

- Recreation Programmer
- Ballpark Assistant Field Manager
- Ballpark Concession Manager
- Ballpark Event Helper
- Finance Clerk
- Lifeguards
- Recreation Programmer

We advertised for the following positions:

- Ballpark Event Helper
- Police Dept. Part time Clerk
- Lifeguards
- Fire Chief
- Public Works Seasonal Laborer

Affordable Care Act (ACA):

Software has been tested with the IRS required format and the ACA file will be transmitted before the deadline of June 30, 2016.

Training:

Departments are working diligently to complete all the necessary training.

Wellness:

Monthly wellness tips are sent to all employees and cover various topics from cancer to healthy eating to sleep patterns.

Upcoming:

- Updating Personnel Policy
- Updating employee evaluation form
- Preparing for the changes to the overtime laws effective December 1, 2016
- Preparing for Fiscal Year End

Respectfully,

Fran Beaulieu

Human Resource Manager