



Town of Old Orchard Beach

Human Resources
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November/December 2016 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. Town Hall employees got into the Holiday Spirit with a friendly decorating contest. Here are a few of the pictures to share:



**Victorian
Christmas
in Assessing**

Spirit of Giving was the theme for the Clerk's Office



Santa's Bake Shop took over the Finance Office



Planning & Code Office became a Winter Wonderland



Hiring:

In November & December, we hired:

- Public Works Director
- Firefighter/Intermediate EMS

Joseph Cooper was hired as our Public Works Director. He comes to us from the City of Saco. He has worked his way through various positions in Saco and was ready to take on a new challenge.

Damion Taylor was promoted from Per Diem Firefighter to a full time Firefighter/Intermediate. He will be sitting for his Paramedic license soon.

We advertised for the following positions:

- Gull Care Counselors
- Firefighter/Paramedic
- Per Diem Firefighters
- Police Officer

Safety:

All citations from the Department of Labor have been addresses. The departments all worked very hard to ensure every item has looked into and corrected.

Training:

It is time to begin many of the required annual training videos. A list will be sent to the departments soon.

Wellness:

Monthly wellness tips are sent to all employees and cover various topics from cancer to healthy eating to sleep patterns. The Benefits Fair was a hit. Many employees had the opportunity to ask questions and learn about benefits offered. There was a chair massage that had everyone raving!

2016 Benefits & Wellness Fair



The Town also took time to celebrate the Holidays together:



Upcoming:

- Updating Personnel Policy
- Updating employee evaluation form
- Preparing year end forms-W2s, 1095-C and assist with 1099s
- Enter in all rate changes for benefits
- Updating all data in MUNIS for 2017 payroll year

Respectfully,

Fran Beaulieu

Human Resource Manager