



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

December 8, 2017

November 2017 Monthly Update from the Human Resource Office

Human Resource Manager:

We are preparing some year-end items, such as Affordable Care Act data for forms 1095-B and 1095-C. It has been very busy with interviews, year-end preparations, and open enrollment.

Open Enrollment for medical, vision, dental and Flex spending programs began on November 15th and will end on December 7th.

A Benefits Fair for employees was held on November 17th. Employees had an opportunity to speak to someone regarding questions they had or to learn about benefits offered.

Union Contracts:

We are in negotiations with 1 of our Unions:

- Teamsters Local 340 (Town Hall Clerical & Maintenance)-mediation

Hiring:

We advertised for the following positions:

- Per Diem Firefighters
- Public Works Equipment Operator Grade 1
- Gull Care Counselors
- Finance Clerk

Wellness/Safety:

A breakfast Mason jar meal class was held at the end of November. Employees learned how to prep various breakfast meals in jars for the week.

The 4th quarter Safety Committee meeting was held. We have many new programs and purchases on the way to improve the safety of our employees.

Upcoming:

- Updating Personnel Policy
- Updating employee evaluation form
- Year-End reporting

Respectfully,

Fran Beaulieu
Human Resource Manager