



Town of Old Orchard Beach

Human Resources
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October 2015 Monthly Update from the Human Resource Office

Human Resource Manager:

We have begun the negotiation process with the Old Orchard Beach Waste Water Employees Association

Hiring:

In October, we hired:

- Finance Clerk
- Public Works Mechanic
- Promoted 1 Lieutenant to Deputy Chief

We advertised for the following positions:

- 2 Full time Firefighter/Paramedic
- Per Diem Firefighter/EMT
- Full time Patrol Officer
- Recreation Gull Care Counselors
- Director of Public Works

Benefits:

Open Enrollment notice has been sent out to employees for the 2016 year.

Affordable Care Act (ACA):

The Summary of Benefits packet has been sent to all eligible employees with a confirmation receipt. This is the first step in the Affordable Care Act process.

We have been working to ensure that the Town is compliant with the regulations of the Affordable Care Act. We are working closely with Maine Municipal Employees Health Trust, our benefit provider, to verify all coverage meets or exceeds the standards set in the Affordable Care Act. The information is required to be submitted to the Internal Revenue Service for the 2015 tax year. There have been many trainings, and webinars to ensure we are prepared and ready to file the necessary forms.

Training:

We are working a setting up a training matrix to ensure all required safety trainings are completed timely.

Departments are continuing to have employees complete required training.

Safety:

We have begun to correct issues recommended to us by both Maine Municipal Association and Department of Labor.

Upcoming:

- Additional Affordable Care Act implementation
- Forming of a Wellness Committee for staff
- Meeting with the Safety Committee regarding all safety recommendations

Respectfully,

Fran Beaulieu

Human Resource Manager