



Town of Old Orchard Beach

Human Resources
OOB Town Hall
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October 31, 2017

October 2017 Monthly Update from the Human Resource Office

Human Resource Manager:

We are also 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.

A Benefits Fair for employees has been set for November 17th and it will bring many vendors to Town Hall. This will give employees an opportunity to speak to someone regarding questions they have or to learn about benefits offered. The timing is great because the fair takes place as open enrollment begins.

Union Contracts:

We are in negotiations with 1 of our Unions:

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

We finalized a 3 year AFSCME Council 93 Public Works contract.

Hiring:

We advertised for the following positions:

- Per Diem Firefighters
- Deputy Fire Chief
- Public Works Equipment Operator Grade 1
- Gull Care Counselors

We are happy to announce that we have hired a new Deputy Fire Chief. Richard Kindelan will begin his duties on November 13th. Rich most recently served as Deputy Fire Chief for the Town of Yarmouth. He brings over 24 years of service to the position, with 10 years in a supervisory role.

Wellness/Safety:

We have completed the 3 policy items from the MMA Leader list before the deadline.

The Department Safety Administrators watched a training video on the new MMA Safety website and have begun to add policies and set up mandatory training for their departments. The Administrators will be able to run reports and ensure training is completed timely.

Upcoming:

- Updating Personnel Policy
- Updating employee evaluation form
- Year-End reporting
- Benefits Fair
- Open Enrollment

Respectfully,

A handwritten signature in black ink, appearing to read "Fran Beaulieu". The signature is written in a cursive style with a large, stylized initial "F".

Fran Beaulieu

Human Resource Manager