



Town of Old Orchard Beach

Human Resources
OOB Town Hall
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October 2019 Monthly Update from the Human Resource Office

Human Resource Manager:

As October closes, the focus turns to year end reports and processes. Work has begun on the 1095-C forms. We are awaiting the final federal W4 form for 2020. This will bring many changes to how employees have taxes withheld.

We are actively recruiting for Summer Reserves and accepting applications for all summer positions. Everyone is working diligently to complete their annual safety training.

We congratulate Del Costello on his promotion to a full time Public Works Equipment Operator 1.

Union Contracts:

- We are in negotiations with the Police Union

Hiring:

We advertised for the following positions:

- Per Diem Firefighters
- Call Fire
- Gull Care counselors (After School Care)
- Summer Camp Counselor
- Lifeguards
- Laborers
- Ballpark Event Helpers

Wellness/Safety:

We had a meeting with Police, Fire, Dispatch and the Town Manager to review our Active Threat policy and procedures. It was a very informative meeting. We are working out how a situation would be handled by staff at Town Hall and are hoping to plan a full drill in the near future.

We held a flu clinic at Town Hall and the Fire Department on 10/21 and had an increase in participation.

Upcoming:

- Updating Personnel Policy
- Updating employee evaluation form
- Completion of mandatory training for employees
- Benefits Fair
- Employee Annual Holiday Luncheon
- Dept of Labor-Meeting on Paid Time Off Law
- MMA training on Active Threats
- LERA training on Marijuana in the Workplace

Respectfully,

Fran Beaulieu, Human Resource Manager