

DEPARTMENT HEAD REPORT
HUMAN RESOURCE MANAGER

September 2014

- Interviews – Secretary (Minute Taker), Gull Care (Recreation), Deputy Town Clerk & Event Helpers @ Ballpark
- New Hires (Orientation & Paperwork) – Gull Care, Secretary, Patrol Officer, Ballpark Helpers & Deputy Town Clerk
- AFSCME (PW) Negotiations
- Meeting with Deputy Police Chief – Set-up new Accrual Tables
- Weekly Accruals (Vacation, Sick, & Comp Time)
- Forward New Hires and Termination to DHS
- General Human Resource Duties – Benefit Management
 - 1) Health/Life/Dental/IPP Insurance Billing
 - 2) Workers Compensation
- Handled Personnel Matters

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