



Town of Old Orchard Beach

Human Resources
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September 2016 Monthly Update from the Human Resource Office

Human Resource Manager:

Negotiations have reconvened with the Fire Union. Departments are working on their notes from the Department of Labor safety tour. The summer season has officially ended and we are back to our post season employee count of 87.

Hiring:

In September, we hired:

- Recreation Programmer
- Part time Police Department Clerk

We advertised for the following positions:

- Gull Care Counselors
- Firefighter/Paramedic
- Per Diem Firefighters
- Police Officer
- Public Works Director

Safety:

Departments are working to correct items found during the Department of Labor safety tour. There are lots of changes that need to be addressed and staff is working diligently to correct them. The Safety Committee met to review the findings of the Department of Labor and to assist with help departments might need. The committee also set a date of 10/20/16 for accident reviews.

Training:

There are trainings that the Department of Labor has stated that some departments were missing; they are working to complete the required courses. We are nearing the time of year that much of our annual training, a list of those trainings in being prepared to send to departments.

Wellness:

Monthly wellness tips are sent to all employees and cover various topics from cancer to healthy eating to sleep patterns. A couple of lunch and learn classes were set but there were not enough attendees to hold the classes. A look into how to convince employees to attend the classes will

be done. A Benefit/Wellness Fair is in the works, this will allow employees to meet with various program representatives, such as Maine Municipal Employees Health Trust to ask about medical insurance or MainePERS to ask about retirement. We will also have a chair massage and skin cancer screenings offered.

Upcoming:

- Updating Personnel Policy
- Updating employee evaluation form
- Finalizing plans for a Benefits Fair for employees
- Planning for the Employee Christmas Luncheon

Respectfully,

Fran Beaulieu

Human Resource Manager