

**DEPARTMENT HEAD REPORT**  
**HUMAN RESOURCE MANAGER**

**August 2013**

- Interviews for Finance Clerk
- AFSCME (Public Works) & MAP (Police) negotiations
- Town Council Meeting – Executive Session – PW Contract
- MMA Safety Audit
- Interviews for Gull Care
- Worked with Rite Aid to schedule to set Flu Shot Clinic for Employees scheduled for September 18<sup>th</sup> & 19<sup>th</sup>
- Set up a committee & planned an Employee Appreciation Barbecue for September 13<sup>th</sup>
- Oversaw and processed payroll weekly. (Wired weekly payroll and retirement). Processed vacation and sick accruals. Faxed weekly documentation to DHS on new hires and terminations
- Processed new hires; including verifying all paperwork, background checks, setting up pre-employment physicals, and inputting the data into the MUNIS System (Seasonal Staff & Town Council).
- General Human Resource Duties – Benefit Management
  - 1) Health/Life/Dental/IPP Insurance Billing
  - 2) Workers Comp