



Town of Old Orchard Beach

Human Resources
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November 2, 2016

October 2016 Monthly Update from the Human Resource Office

Human Resource Manager:

Negotiations are in process with the Fire Dept. and the newly formed Teamster Unit for Town Hall clerical and maintenance. The Teamster contract is starting from a blank page; it will be some time before we have a signed agreement. Town Hall was overtaken by Haunted Halls for Halloween. The departments decorated their windows in a friendly competition.

Here are a few of the pictures to share:

Séance in Assessing



Crime Scene in Code & Planning



Dungeon of unpaid Taxes





**Manager's
Mayhem**



Hiring:

In September, we hired:

- Crossing Guard
- Temporary Public Works Laborer

We advertised for the following positions:

- Gull Care Counselors
- Firefighter/Paramedic
- Per Diem Firefighters
- Police Officer
- Public Works Director
- Crossing Guard
- Temporary Public Works Laborer

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 all accidents to date and to set the guidelines for future reviews. A mission statement was set:

No Accidents, No Personal Injuries, and No Property Damage

The Committee began discussing a way to teach employees to think before acting (when situations allow). We came up with a 3 step process (A-I-R):

1. Analysis-look for job hazards
2. Investigate-any alternative options to perform job
3. Report-decide on best and safest approach

If an employee uses these 3 steps, employees would be more aware of their surroundings and potential hazards to help prevent injuries. We understand that some emergencies may hinder this process.

We discussed having uniform steps for all departments on the reporting process.

All departments should ask: Who, What, When, How and Where. We discussed changing the reporting form to a uniform format for injuries and property damage involving an employee. We will work more on this during the next Safety Committee meeting.

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 in 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
- Benefits Fair for employees
- Planning for a Christmas Window competition
- Planning for the Employee Christmas Luncheon

Respectfully,

Fran Beaulieu

Human Resource Manager