



JTH HADLEY

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Assistant Town Administrator Report

June 26, 2015

To: Selectboard
From: Jennifer L. Wolowicz, Assistant Town Administrator

Our new Operations Center will be “open for business” beginning July 1st (well not really as this is a secured area with access only by your employee ID badge) for our employees to use the photocopier, fax machine, postage meter and our internal mailboxes are now located in this area. This will provide a much needed layer of security for the postage meter and provide a more confidential area to copy work documents, receive faxes and deliver internal mail.

After a somewhat trying time in regards to recruitment for the Waste Water Treatment Plant we are now in a much better place in regards to staffing. Harry Dunham and Mike McMullen began employment on June 15 and are both receiving positive feedback.

We began offering discount tickets to Six Flags & Tower Theaters from the Human Resources Department. This is a great benefit for our employees that doesn't cost the town anything except in the way of administrative time and the employees appreciate the savings and convenience of purchasing them ahead of time.

The entrance closed signs have been on the front entrances since June 1st and it seems to be working out quite well. Although some people do not like change they adapt surprisingly well to it.

Julie attended Human Resources Boot Camp sponsored by the Mass Municipal Personnel Association (MMPA). This training is geared towards people who are new to the field of Human Resources and provides a good foundation for some of the more common Human Resources functions. Julie learned about hiring, termination and interview skills, job descriptions, performance evaluations, workplace violence as well as discrimination prevention.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley