



JTH HADLEY

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Assistant Town Administrator Report

June 21, 2016

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

We hosted two Time & Attendance training sessions for the employees who work in town hall in preparation for a go “live” date of July to be using the card swipe system for recording worked time. This will be our first step in moving towards all departments being on the system by the end of FY17. The time is automatically uploaded into the system for their supervisors’ approval. We will also be utilizing the online time off request feature which will then load to an online calendar that Administration will be able to view. We will also be reducing the amount of paper that is currently used for tracking of hours and for time off requests by implementing this system.

We had four employees complete the spring session of the Massachusetts Municipal Personnel Association (MMPA) program titled Supervisory Leadership Development Program for local government managers and employees. The course focused on managing self, managing others, managing the work, and managing the system. It covered communication, team building, organization, delegation, coaching and performance management, labor relations, and supervising in a unionized environment. Thank you to Debbie Baldini, Treasurer/Collector Andy Rogers, Recreation Director, Joe Rodio Library Director and Carlene Hamlin, Town Clerk for attending.

Our college & high school interns have returned for the summer and we are already assigning projects to them. Nicole Casolari and Maeve Fitzgerald have been with us for several summers now and it is very helpful to many departments.

We have begun advertising for the Chief of Police position through the MMA website, local newspapers as well as the South Hadley website. We will be advertising for through the month of July with interviews to be conducted in August.

Jackie Iskander, Payroll & Benefits Coordinator attended the MMPA’s HR Boot Camp in May. This program covered core and basic functions of a municipal HR office including overall responsibilities and accountability. This also provided participants with an understanding of the positive impact a progressive and up-to-date HR office has on the overall community.

The new Administration office renovation has been completed. We are continuing to work on plans for FY17 which will include the Accounting Department as well as Planning & Conservation.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley