



JTH HADLEY

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## **Assistant Town Administrator Report**

December 26, 2016

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

In our continued effort to enhance the HR function we are now including more employee information in our Harpers payroll system. We have begun to collect emergency contact information from our employees. This may seem unnecessary 99% of the time but we have had an occasion or two where an employee became ill at work and a family member needed to be notified. By retaining the information in our payroll system Jackie Iskander or myself would be able to access it offsite at any time.

We have begun to work with Chief Parentela in his decluttering efforts. We will be receiving all employee files that were previously stored at the Police Station. All files will be boxed and transported to the HR office and we will review them and store them appropriately.

This process will also be done with the DPW & the COA over the next few months. This task was completed with the Library Director when they moved to the new building.

We continued with the onboarding for Chief Parentela with trainings by our labor counsel Sullivan & Hayes. They recently completed a thorough review of the collective bargaining agreement, discipline pursuant to the Civil Service Laws, and laws related to the topics contained in the CBA. They also reviewed parts of the Unit A CBA because the Dispatchers are covered by the Unit A contract. In January they will conduct a review of diversity and discrimination topics.

Respectfully,

Jennifer L. Wolowicz  
Assistant Town Administrator, South Hadley