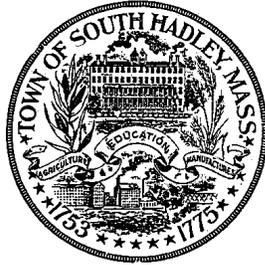


TOWN OF SOUTH HADLEY



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Personnel Report

October 16, 2014

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

Professional Development Day was held on October 10th and we learned about Record Retention from Terry French who works for the Secretary of State's office and also learned about the codification project of our General Bylaws from Pat Smith who works for General Code. We also received an update on the work that is being done for the town's new website, view permit, capital plan and town hall upgrades.

We have completed our work on the Personnel Policy updates as well as the creation of the Workplace & Benefits Policies. These were discussed at the Professional Development Day.

Julie Gentile, Payroll & Benefits Coordinator & I attended the MMPA Annual Conference at Holy Cross which included legislative updates, an overview of the unemployment system as well as a presentation on FMLA.

The renovation of the Assessors' office has been completed and we have received many compliments from residents about the improvements to Town Hall and the quality of the work.

The ID badge project has been progressing and all non-union employees that work in Town Hall have received their ID as well as a Town of South Hadley lanyard. If you visit the building you will be sure to notice employees wearing them.

Paula Katz began with us in the Clerk's office in a casual administrative role. Paula will be working a limited amount of hours to provide additional coverage when needed at busier times.

Julie Gentile, Payroll & Benefits Coordinator attended the Annual Client Update from UTCA. UTCA is our unemployment insurance provider.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley