



Town Council

100 Old River Road
Lincoln, RI 02865

Meeting: 05/16/17 07:00 PM
Department: Personnel
Category: Internal
Prepared By: Joanne McManus
Initiator: Joanne McManus
Sponsors:
DOC ID: 4611

ADOPTED

COMMUNICATION 2017-29

Director of Personnel

To: The Honorable Town Administrator, T. Joseph Almond

From: Joanne McManus, Director of Personnel

Date: April 25, 2017

RE: Monthly Departmental Report -April 2017

On a daily basis, I work on the processes of the Personnel Office (benefits, IODs, Risk Management, accepting applications, explaining contractual language, Workers Compensation, Unemployment Insurance, Temporary Disability Insurance, John Hancock Pension Fund, State Pension Funds, job postings, advertisements, and numerous employee questions).

In addition to the above:

On April 11, 2017, I met with a representative with the NRI Collaborative regarding a volunteer for the Town Hall.

On April 12, 2017, a screening committee and I interviewed Rescue Director candidates.

Throughout April, I have facilitated our surplus vehicle auction.

Throughout April, I have attended Cumberland-Lincoln Rotary meetings and functions, both during the day and in the evenings.

RESULT:	ACCEPTED BY CONSENT VOTE [UNANIMOUS]
MOVER:	James Jahnz, Council Vice President
SECONDER:	Bruce Ogni, Councilman
AYES:	James Jahnz, Keith Macksoud, Kenneth Pichette, Bruce Ogni