



Town Council

100 Old River Road
Lincoln, RI 02865

SCHEDULED

Meeting: 07/25/17 07:00 PM
Department: Personnel
Category: Internal
Prepared By: Joanne McManus
Initiator: Joanne McManus
Sponsors:
DOC ID: 4655

COMMUNICATION 2017-37

Director of Personnel

To: The Honorable Town Administrator, T. Joseph Almond

From: Joanne McManus, Director of Personnel

Date: July 3, 2017

RE: Monthly Departmental Report -June 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 June 6, 2017, the Town Administrator and I met with LIUNA, Local 1033 to begin contract negotiations.

On June 9, 2017, I met with our Delta Dental representative to review information.

On June 26, 2017, there was a Rescue swearing-in for two new fire medics.

On June 29, 2017, I arranged a safety training for our summer highway employees.

Throughout June, I have attended both board and regular Cumberland-Lincoln Rotary Meetings.