



## Town Council

100 Old River Road  
Lincoln, RI 02865

SCHEDULED

Meeting: 08/15/17 07:00 PM  
Department: Personnel  
Category: Internal  
Prepared By: Joanne McManus  
Initiator: Joanne McManus  
Sponsors:  
DOC ID: 4686

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### COMMUNICATION 2017-49

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## Director of Personnel

To: The Honorable Town Administrator, T. Joseph Almond

From: Joanne McManus, Director of Personnel

Date: August 1, 2017

RE: Monthly Departmental Report -July 2017

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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 July 17, 2017, July 24, 2017 and July 31, 2017, the Town Administrator and I met with representatives of Local 1033 to continue contract negotiations.

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