

TOWN OF SOUTH HADLEY



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Personnel Report

August 8, 2014

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

We have been working on a review of our Personnel Policy Manual and will be bringing some updates as well as some new policies forward at the October Professional Development Day.

Russ Ducharme, Jr. began working with us in early August as the Assistant Building Inspector. This is an important Assistant position to have filled so that we have a backup to assist during heavy workloads or during special assignments. I have seen Russ a few times this week and he always has a smile on his face so that's a good sign!

We are making progress on the employee ID badges and the Time & Attendance systems. Julie Gentile, Payroll & Benefits Coordinator has learned the ID badge system and has used her creative skills in developing the style, color & layout of the badges & lanyards.

Time & Attendance is also making small steps forward. We have installed the card reader machine at the Town Hall as this building will serve as our "pilot" for the system. Training will be happening over the next few weeks for employees & supervisors. We plan to roll out the card readers at our other locations over the next several months. Administration has been busy working with the implementation team to customizing the system for our work schedules, employee designations, contract language etc.

We have been advertising more items on Municibid and getting some good responses from potential buyers. As the saying goes..."one man's junk is another man's treasure"...the items that we are selling have been unused by the Town for several years and have just been taking up space.

We have been busy with the launch of Everbridge, our new Reverse 911 communication system and will go "live" on August 11th. I want to thank Jaime Doolittle, IT Specialist for his efforts and assistance with this project.

We have been busy with procurements as well lately and just recently received responses to our RFP for new voting equipment. Clerk Hamlin and I reviewed & scored the response and will be moving forward with the purchase from LHS Associates.

In the world of Facilities Management the men's room on the 1st floor of Town Hall is getting a much needed new paint job so the men will not need sunglasses anymore when they use the facility as the bright yellow paint has been painted over.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley