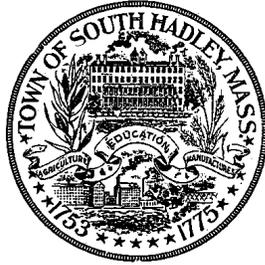


TOWN OF SOUTH HADLEY



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Personnel Report

March 14, 2014

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

We recently conducted an ergonomics assessment for employees who wanted to have their work stations evaluated. Joan Griswold is affiliated with the Wellness Initiative which is sponsored through the COG and she conducted the assessments and we had 16 employees participate. Joan was able to provide some helpful recommendations to us and the employees to help facilitate a healthy working environment.

The Town Administrator, Payroll & Benefits Coordinator, IT Specialist and myself met with a representative from Harpers Payroll to learn more about the Time & Attendance systems that they offer. This meeting was extremely helpful to us in many ways and reinforced that this is the type of system that would be of great value to us in Administration as we continue to develop better ways of managing our most valued assets, our employees.

Our Wellness Committee received a \$430.00 mini grant from the Hampshire County Group Insurance Trust to fund our Worksite Wellness programs. This grant funds employee wellness programs for the town employees and the continued Bulletin Board quiz drawings. I would like to thank Debbie Baldini, Sharon Hart, Maureen Cronin and Veronique Blanchard for serving on this committee and for completing the mini grant application.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley