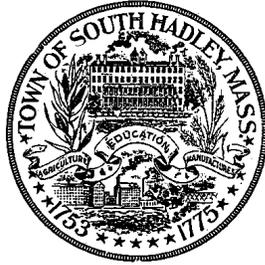


TOWN OF SOUTH HADLEY



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Personnel Report

September 8, 2014

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

The initial training for Time & Attendance was well attended and we are refining the “rules” of the system to match with our pay policies. We will be using a small group of employees to test the new system before we go “live” to make sure all is working properly. This is a project that will be going on for the next few months into the early winter with the installs of the card readers at all of our facilities. Julie Gentile, Payroll & Benefits Coordinator has done an outstanding job with this project!

We have started taking the pictures of department heads for our new employee ID Badges and again we will be rolling this out in phases.

We have continued to work on the revisions to the Personnel Policy Manual as well as the creation of some new policies. This can be a tedious process but always worth the effort when we present more refined policies for all to understand.

We have been working on the design for the long overdue renovation for the Assessors’ office and that work will begin shortly. Work will include painting, carpet, electrical upgrades as well as a new countertop. We have received positive feedback from staff & residents about the renovations that we have made to offices.

Exterior lighting has been installed at the entrances to Town Hall which will come on at dusk and turn off at dawn.

Respectfully,

Jennifer L. Wolowicz
Assistant Town Administrator, South Hadley