

Town of Ayer

Benefits and Payroll Department

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Memorandum

Date: July 8, 2015

To: Town Administrator Robert Pontbriand

From: Kevin A. Johnston *KAS*

Subject: Monthly Report – June 2015

The June monthly report for the Benefits and Payroll Office includes:

- Employee Benefits – Secure Online Access was established with Fallon Health Care and the Boston Mutual Life Insurance Company. The Secure Online Access provides the ability for the Town and the benefits provider to communicate via password protected e-mail about specific employee benefits. This enhancement to the Town's Life and Health Benefits programs will help expedite the benefits administration process.
- Massachusetts Teachers Retirement System (MTRS) MyTRS Access – Access to MyTRS Online Administration via the MTRS website was established with the assistance of the Administration of the Ayer-Shirley Regional School District. Using MyTRS will allow direct management of MTRS retirees (retired Teachers from the Ayer Public Schools) health benefits deductions and will streamline the Retiree Benefits administrative process.
- Payroll and Personnel Management – An In-processing packet for new hire part-time employees at the Police Department was developed. In addition, the New Hire Form and Employee Change Form used by all departments for personnel administration were re-formatted and distributed to Department Heads. This marks the beginning of an effort to streamline and standardize the personnel management and payroll process during FY 2016.
- Enhance Your Resilience Webinar – I participated in a webinar about Stress Management presented by the Massachusetts Interlocal Insurance Association (MIIA) Employee Assistance Program (EAP) on June 18th. The webinar included information about the physical and psychological consequences of chronic stress, understanding and recognizing stress before it becomes a problem, and stress reduction techniques that can be applied at work and home.