

Town of Ayer

Benefits and Payroll Department



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Memorandum

Date: November 4, 2015

To: Town Administrator Robert Pontbriand

From: Kevin A. Johnston

Subject: Monthly Report – October 2015

The October 2015 monthly report for the Benefits and Payroll Office includes:

- Senior Plan Open Enrollment – A Health Fair for Medicare plans for retirees was held on the morning of October 26th. Representatives from the Medicare health plans were present as well as Social Security Specialist Francine Kollias from Middlesex County Retirement. Ms. Kollias met with several retirees and employees about the integration of Social Security benefits and Middlesex County Retirement pensions.
- MMPA Labor Relations Seminar – I attended the annual Massachusetts Municipal Personnel Association Labor Relations training on Friday, October 30th. The seminar included a legislative update; a keynote session, Why the “Y”: How Employers are Missing Out on the Next Generation of Talent; a Labor Law Update: Major Cases Review; and a workshop on an In Depth Look at ACA Reporting Requirements. The information from the Seminar will be especially helpful in the ACA reporting process.
- MIIA Employee Wellness Webinar – I participated in an employee wellness webinar, Benefits of a Good Night’s Sleep. The webinar provided information on the value of sleep and the positive impact it can have on employee productivity.
- Host a MIIA Rewards Training Seminar – The Town hosted a MIIA Rewards Training Seminar on the Department of Transportation (DOT) Mandatory Training for Supervisors of Employees with a Commercial Driver’s License for compliance with DOT regulations. The training was held at the Ayer Fire Department Training Room and was well attended by Town of Ayer staff and guests from other cities and towns.
- ACA Look Back Policy – An Affordable Care Act (ACA) Look Back Policy was drafted and approved for use with our mandated ACA reporting for calendar year 2015.
- Boston Mutual Meeting – I met with Andrew McLean from the Boston Mutual Life Insurance Company to discuss the Town’s group life insurance program, learn about other products from Boston Mutual, and plan an open enrollment to increase employee participation in this valuable employee benefit.