

Town of Ayer

Benefits and Payroll Department

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Memorandum

Date: July 19, 2016
To: Town Administrator Robert Pontbriand
From: Kevin A. Johnston
Subject: Monthly Report – June 2016

The June 2016 monthly report for the Benefits and Payroll Office includes the following:

Personnel Manual – The personnel manual working group met in June to continue reviewing and updating the Personnel Manual. Recommendations completed through July will be provided to the Personnel Board at their August 3rd meeting.

Sexual Harassment Policy – The Prevention of Sexual and Unlawful Harassment Policy approved by the Selectmen in June was distributed to the staff and incorporated into the In-processing packets.

Leave Accruals – Initial conversation with the MUNIS payroll training and support staff to discuss the implementation of leave accruals on paychecks began in June. Discussion included data collection and planning for the MUNIS staff on-site visit during the summer; training dates will be confirmed in July.

Health and Dental Benefits – The new plan year for Minuteman Nashoba Health Benefits and Altus Dental Benefits began on June 1st. The health benefits plans increased by 5.9% and dental benefits decreased (4.62%); changes from the annual open enrollment were effective June 1, 2016.

Flexible Spending Account (FSA) – The employee FSA plan year began on June 1, 2016; 28 employees take advantage of this benefit that provides tax-exempt payroll deductions for out-of-pocket medical expenses. Employees are issued debit cards to pay for a maximum of \$2,550 in out-of-pocket medical expenses during the plan year.

Assistant Treasurer - Since becoming appointed as Assistant Treasurer, I have met with the Treasurer to discuss Treasury Operations and to identify specific responsibilities of the position. I met with our account representative from Unemployment Tax Management Corporation, our third party administrator for unemployment benefits to become the primary point of contact for unemployment management and to review the current unemployment tax liability.

MIIA Rewards Program – I participated in the MIIA Rewards Webinar – “Energy Drainers: From Exhausted to Energized”. The webinar included discussion of techniques to help revitalize employees during the work day and tips to find motivation from within.