

Town of Ayer

Benefits and Payroll Department



1 Main Street – Ayer, Massachusetts - 01432
Kevin A. Johnston, Benefits and Payroll Manager

Tel: (978) 772-8248
Fax: (978) 772-3017

Memorandum

Date: October 12, 2016

To: Town Administrator Robert Pontbriand

From: Kevin A. Johnston *KAS*

Subject: Monthly Report – September 2016

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

Personnel Manual – The personnel manual working group held its final working session, reviewing the recommended changes to the Personnel Manual. Additional recommendations from the Town Administrator will be included prior to presentation to the Personnel Board for their consideration.

Leave Accruals – A MUNIS trainer was on site September 15th. During the visit employee leave balances were imported into MUNIS and testing of the leave accrual process was completed. Leave accruals for DPW employees were provided in the payroll of September 29th. Leave accruals will be available for all other employees on the payroll of October 13th.

Group Life Insurance, Long Term Disability and Short Term Disability – A meeting was held on September 1st about Basic Life, Voluntary Life, and Short Term and Long Term Disability insurance programs for benefits eligible staff. The program will move forward in October with benefits counseling for all employees with a projected effective date of December 1st.

Middlesex County Retirement System (MCRS) Education Program – The Town of Ayer will hosted a public retirement education program presented by Middlesex County Retirement on Thursday, September 22, 2016 from 4:00-6:00 p.m. in the Great Hall at Town Hall with 85 in attendance. The program will provide information about the Middlesex County Retirement System, pension eligibility and calculations and information about Massachusetts public pensions and Social Security. The session was well received by those in attendance.

Minuteman Nashoba Health Group (MNHG) – The MNHG Directors met to begin planning for FY 18. Medicare supplement rates will be released in October for January 1, 2017 implementation. The MNHG fund balance is at the recommended amount and excess funds will not be available to help with FY 18 rates. More info about FY 18 health insurance rates will be available in October.

Senior Plan Open Enrollment – An open enrollment for retirees on Medicare supplement health insurance plans is scheduled for Monday, October 31st in the Great Hall. Representative from the Town's Medicare supplement insurance providers will be present to assist retirees with enrollments and to answer questions. Medicare renewal rates for January 1, 2017 are expected in early October.

Employee Training – The Massachusetts Interlocal Insurance Association (MIIA) Employee Assistance Program (EAP) provided a training program on Preventing Workplace Harassment. This presentation included examples of workplace harassment, information on how to handle these situations if one is a victim of harassment or witness harassment, and provided resources to assist employees in these situations. This program is the first of four scheduled for this fiscal year.