

# Town of Ayer

## Benefits and Payroll Department



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## Memorandum

**Date:** November 15, 2016  
**To:** Town Administrator Robert Pontbriand  
**From:** Kevin A. Johnston  
**Subject:** Monthly Report – October 2016

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

Quarterly Reporting – Quarterly reports for the period July 1, 2016 - September 30, 2016 were completed and filed with the Internal Revenue Service, Massachusetts Department of Revenue and the Department of Unemployment Assistance.

Personnel Manual – The personnel manual update prepared by the working group was presented to the Personnel Board. Following discussion at the Personnel Board meeting, a crosswalk of changes from the current manual to the updated manual will be prepared for their November meeting as well as a timeline for approval of the updated manual.

Leave Accruals – Leave accruals are fully operational in MUNIS. All employees earning vacation, sick, and personal leave time now have their beginning balance, leave time used, leave time earned, and ending balance printed on each bi-weekly payroll check.

Group Life Insurance, Long Term Disability and Short Term Disability – Benefits counselors will be on site in various departments from November 9<sup>th</sup> through November 18<sup>th</sup> to meet with employees for updates to their Basic Life, Voluntary Life, and Short Term and Long Term Disability insurance programs.

Minuteman Nashoba Health Group (MNHG) – Calendar year 2017 rates for Medicare Supplement plans for retirees were received with the following changes:

	<u>CY 2016</u>	<u>CY 2017</u>
Tufts Medicare Preferred Supplement with PDP	\$376	\$397
Tufts Medicare Preferred HMO (Advantage Plan)	\$267	\$296
Fallon Senior Plan (Advantage Plan)	\$310	\$338

These changes were anticipated and the FY 2017 health benefits budget is able to absorb these increases.

Senior Plan Open Enrollment – An open enrollment for retirees on Medicare supplement health insurance plans was held on Monday, October 31<sup>st</sup> in the Great Hall. Several retirees attended and received information to change their supplemental health plans. In addition, the Nashoba Associated Boards of Health provided flu shots to several attendees and employees. The open enrollment period runs through November for changes effective January 1, 2017.

Employee ID Cards – Plans to issue new ID cards for all employees were finalized and supplies were ordered. Employee photos will be taken and new employee ID cards will be issued in November.