

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: September 18, 2017

To: Town Administrator Robert Pontbriand

From: Kevin A. Johnston *KAD*

Subject: Monthly Report – August 2017

The August 2017 monthly report for the Benefits and Payroll Office includes the following:

Harpers Payroll Services – The conversion to Harpers Payroll Services continued in August with leave accrual balances added to the payroll process. Work continues on Middlesex County Retirement System reporting and payroll reports. The next step in the conversion will be activation of the Payroll Forward module in the first payroll in October. The Payroll Forward module will allow each employee to establish a secure portal at Harpers that will provide for electronic delivery of payroll check information.

YouthWorks Program – The DPW YouthWorks program ended in August with a total of eight high school students participating in the program in over eight weeks this summer.

Sick Leave Bank – The AFSCME DPW and Clerical Union Sick Leave Banks were updated with donations of sick leave from members of each union.

Middlesex County Retirement System – In accordance with the Public Employee Retirement Administration Commission (PERAC) annual verification of the earnings of disability retirees, salary information for disability retirees from the Town of Ayer was provided to Middlesex County Retirement System. This data is used to determine if an adjustment of a disability retiree's allowance is required when post-retirement earnings exceed specific earnings thresholds under the provisions of MGL Chapter 32, Section 91A.

Safety and Risk Management Committee – The Safety and Risk Management Committee met on August 2nd to review the MIIA Rewards Program for FY 2018, discuss safety training opportunities, review current policies, and to establish best practices for Safety and Risk Management. The Town Administrator stated that this work is a priority of the Administration and the review and update of current policies and practices reduces loss, manages premiums and earns MIIA Rewards points. MIIA Representative Greg Nickerson reviewed specific areas of concern and will assist the Town in our pro-active approach to improve Safety and Risk Management. The next meeting is scheduled for November.

Massachusetts Collectors and Treasurers Association (MCTA) Annual School – I attended the MCTA Annual Training School at UMASS in Amherst, attending classes that included Workplace Safety, The Science of Politics, Best Practices for Collectors and Treasurers, Managing Department Websites and Social Media, Trust Funds, and a Review of New Legislation.