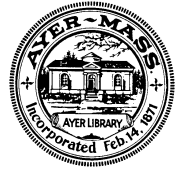


Town of Ayer

Benefits and Payroll Department

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Memorandum

Date: November 20, 2017

To: Town Administrator Robert Pontbriand

From: Kevin A. Johnston

Subject: Monthly Report – October 2017

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

Harpers Payroll Services – The Employee Forward module was activate in Harpers Payroll providing employees with secure online access to their personal payroll information including bi-weekly direct deposit vouchers. Delivery of paper copies of payroll vouchers will end beginning in November as employees use Employee Forward to receive their payroll information. Updating payroll records for the 2017 calendar year end reporting for W-2 forms and Affordable Care Act (ACA) 1095 forms has begun and will be concluded in December.

Salary Survey – A salary survey was completed and provided to the Collins Center as part of a wage survey for the Town of Groton.

Personnel Out-Processing – An Exit Interview Questionnaire was developed. This voluntary questionnaire is included in the out-processing packet delivered to employees as they separate employment from the Town.

MIIA Employee Assistance Program (EAP Webinar): On October 19th I participated in a MIIA EAP Webinar *De-escalation and Code of Conduct*. The webinar provided information about how to de-escalate high-conflict situations and the value of a Code of Conduct to help reinforce appropriate behavior among patrons helping to alleviate difficult situations.

Middlesex County Retirement System – I attended training at Middlesex County retirement for Human Resources Staff and Payroll Specialists. The training included Membership Eligibility and Group Classification, Contribution Rates, Regular Compensation and a Review of updated Employer Related Forms.

Minuteman Nashoba Health Group (MNHG) – The MNHG Directors met on October 4, 2017. The meeting included:

- A Treasurer's report through September 2017, including a fund balance of \$2.7M.
- Review of funding rate analysis reports for four months of the plan year, through September 2017 the funding rate analysis is running slightly less than projected.
- Employee education programs for High Deductible Health Plans will be offered in each MNHG member town. The schedule will include a general meeting, several local meetings, and is expected to begin in December.
- Senior Plan rates for calendar year 2018 were approved and enrollment information was mailed to eligible retirees. Open enrollment is scheduled for November 7th in Town Hall. The changes are:
 - Tufts Medicare Preferred Supplement from \$397 to \$430, increase of 8.3%
 - Tufts Medicare Preferred HMO from \$296 to \$314, increase of 6.1%
 - Fallon Senior Plan from \$338 to \$394, increase of 16.6%

