

# Town of Ayer

## Benefits and Payroll Department



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## Memorandum

**Date:** June 20, 2018

**To:** Town Manager Robert Pontbriand

**From:** Kevin A. Johnston *KAS*

**Subject:** Monthly Report – June 2018

The June 2018 monthly report for the Benefits and Payroll Office includes the following:

Minuteman Nashoba Health Group (MNHG) – Enrollments for health and dental benefits for the new plan year beginning on June 1<sup>st</sup> were completed and confirmed. The Health Savings Account (HSA) with Health Equity was created and online administration was established for employees participating in the MNHG High Deductible Health Plans that are being offered for the first time in FY 2019.

Health Benefits Request for Quotes – Seven (7) Letters of Intent to Bid were received in response to the RFQ for Health Benefits, final responses are due by July 31<sup>st</sup>.

Flexible Spending Plan (FSA) – FSA enrollments were completed and confirmed for the plan year that begins on June 1<sup>st</sup>. 30 benefits eligible employees have elected to participate in the FSA.

Employee Training and Development – An employee training program, *E-Mail Etiquette*, was held on June 7<sup>th</sup> in Town Hall. The MIIA Employee Assistance Program (EAP) provided training the efficacy and etiquette of e-mail communications to improve the outcomes of e-mail exchanges.

Boston Mutual Basic Life Insurance – The Board of Selectmen authorized increasing the Basic Life Insurance benefit from \$5,000 to \$10,000 for benefits eligible employees. An open enrollment will be scheduled in July and the increase will be effective on August 1, 2018.