

Town of Ayer

Benefits and Payroll Department

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Memorandum

Date: December 19, 2018

To: Town Manager Robert Pontbriand

From: Kevin A. Johnston *KAS*

Subject: Monthly Report – November 2018

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

Harpers Payroll Electronic Timesheets – Harpers Payroll Services Time & Attendance module was implemented for the payroll dated November 8, 2018. Town Hall employees used electronic timesheets for the pay period ending on October 31st and the electronic timesheets were successfully imported to the Harpers Payroll software. The implementation went smoothly and glitches in the electronic timesheet process were addressed as they became known. This process will be rolled out to other work locations in 2019.

Senior Citizens Property Tax Work-off Program – Participants in the Senior Citizens Property Tax Work-off Program for calendar year 2018 completed their work hours in November. Work-off Program earnings will be compiled in December and will be reported to the Board of Assessors for the appropriate property tax credit and processed through payroll in compliance with the Program Guidelines.

Retiree Health Benefits Open Enrollment for Medicare Plans – A Health Benefits Fair for Medicare eligible retirees for the plan year that begins on January 1, 2019 was held on November 7th from 10:00 a.m. – 12 Noon in the Great Hall in Town Hall. Enrollment applications for retirees changing Medicare plans were processed for the new plan year.

Boston Mutual Voluntary Benefits – I met with Andrew MacLean from Boston Mutual Life Insurance and Barry Perkins, the Town's broker for voluntary benefits plans to discuss options available from Boston Mutual for voluntary employee benefits including Long Term Disability, Short Term Disability, Accident Insurance, and Whole Life Insurance. Mr. MacLean explained that since our initial voluntary benefits programs were put in place a couple of years ago Boston Mutual has more enhanced benefits programs available that may also represent some premium savings for our employees. Mr. MacLean and Mr. Perkins also explained that they would like to investigate a change to our current enrollment process, eliminating the bi-annual enrollment process currently in place and provide new Town of Ayer employees the opportunity to enroll in these benefits at the time of hire. Specific information about these proposed changes will be compiled for consideration by the Town in early 2019.