

# Town of Ayer

## Benefits and Payroll Department

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## Memorandum

**Date:** April 21, 2020  
**To:** Town Manager Robert Pontbriand  
**From:** Kevin A. Johnston *KAS*  
**Subject:** Monthly Report – March 2020

The March 2020 monthly report for the Benefits and Payroll Office includes the following:

### Harpers Payroll

- Harpers payroll electronic submission criteria and format was provided to IMC for the Public Safety electronic payroll project. A quotation and timeframe for completion of IMC programming is expected by April.
- A timeline for implementation of Harpers Time & Attendance for the Parks Department Summer Staff was developed.
- Affordable Care Act (ACA) information was updated with FY 21 health benefits rates.
- The payroll database was updated to track COVID-19 leave time and payroll expense.

DPW YouthWorks Program – Information for the Summer 2020 YouthWorks program at the DPW was updated.

Boston Mutual Life Insurance – On March 5<sup>th</sup> I met with the Town's broker for voluntary benefits programs Barry Perkins and Stephaney Santiago from Boston Mutual about changes to the administrative process for voluntary benefits and a new group Accident Insurance plan from Boston Mutual; plan design for the group Accident Insurance plan has been delayed due to COVID-19 and will be delivered for open enrollment later in 2020.

### Minuteman Nashoba Health Group (MNHG) –

- I attended an MNHG Benefits Administrators meeting on March 4<sup>th</sup>.
- In response to the COVID-19 outbreak the MNHG took the following actions:
  - MNHG waived co-payments for COVID-19 testing and treatment.
  - Information about the free MyTelemedicine benefit was provided to employees.
  - Health benefits fairs are cancelled; open enrollment will be handled by local benefits administrators.

Families First Corona Virus Response Act (FFCRA) – In preparation for implementation of the FFCRA on April 1<sup>st</sup>, FFCRA leave tracking documents, Leave Request, and Leave Approval forms were created. FFCRA information will be provided to employees in April.