

Human Resources Bi-Annual Report

July 1, 2020 – December 31, 2020

Human Resources/Safety and Wellness

- Launched the redesign of the **Town of Windham Website** and developed policy for website practices going forward – including assigning a designated Website Coordinator.
- Accepted Maine Municipal Association's invitation to participate in the **Worker's Compensation Safety Incentive Program (WCSIP)**.
 - Developed five (5) new policies¹ as part of participation in the program.
- Developed three (3) new policies² in response to the COVID-19 Pandemic.
- Developed a new Earned Paid Leave Policy and built new tables in the Payroll software.
- Reviewed/Revised/Amended all existing Human Resources and Safety policies.
- Developed and distributed Safety Policy Manuals to all departments.
- Recruited/Interviewed/Hired candidates for open positions and provided orientation for all new hires.
- Held Employee Open Enrollment for Health, Dental and other benefits (November 15th – December 15th).
- Developed the *Windham's Quarterly Safety Newsletter* and distributed it to all employees.
- Developed *Windham's Way to Wellness* Quarterly Newsletter and encouraged employees to set their own personal goals for Wellness while providing tips and suggestions to stay healthy; scheduled and held a Flu Clinic.
- Successfully defended a claim of discrimination before the Maine Human Rights Commission (MHRC).
- Renewals were completed for Property and Casualty and Worker's Compensation Insurances.
- Developed/Negotiated MOU's with all three unions regarding Christmas and New Year's Eve.
- Partnered with Department Heads on resolving personnel issues/concerns and provided assistance with policy interpretation, as needed.

Social Services (General Assistance and the Food Pantry)

- Fiscal Year-to-Date Expenses/Donations
 - Direct general assistance provided: 07/01/20 – 12/31/20: \$ 6,658.09
 - Food Pantry monetary donations: 07/01/20 – 12/31/20: \$ 81,530.95
 - Food Pantry expenses: 07/01/20 – 12/31/20: \$ 2,643.51
- 1,435 households were served through the Food Pantry.
- The Town received 236 applications for General Assistance; 23 applicants qualified for financial assistance.

In Progress

- Succession Plan Study
- Manpower Study
- Union negotiations with the Teamsters and a Grievance with M.A.P.
- Develop 2021-2022 Budgets for all Insurances, Safety, Wellness and Social Services
- Review/Rewrite of the Personnel Policy Handbook
- Annual required trainings for all departments.
- Continue to work in conjunction with the Town Manager and the Fire Chief to provide information to employees regarding COVID-19 and develop additional procedures for keeping employees safe at work during the on-going pandemic.

¹ Return-to-Work Policy; Back Injury Prevention and Safe Lifting Policy; Personal Protection Equipment (PPE) Policy; Slips, Trips and Falls Prevention Policy; and Incident Investigation and Reporting Program

² Families First Coronavirus Policy; COVID-19 Quarantine, Testing, and Return to Work Policy; and Windham COVID Screening Algorithm