

HUMAN RESOURCES DEPARTMENT

Martha S. Roy, Director

The Human Resources Department updates and maintains the County's job descriptions and provides all in and out processing to County employees which educates them on the County benefit options as well as Personnel Policies and Procedures. Training is provided to all employees with regard to applicable state and federal law. Support is provided for personnel issues and facilitation is supplied to the Employee Advisory Committee, Joint Loss Management Program (Safety) Committee, Wellness Team, and County Management Team. All employee personnel files are maintained in the Human Resources Department.

Annually, the Human Resources Department conducts many training programs for employees with regard to applicable state and federal law, benefits issues and Personnel Policies and Procedure review. An Administrative Professionals' Training day was held in the spring. The County employees were also trained on changes to federal law regarding Family Medical Leave Act and the Americans with Disabilities Act. The Healthy Lunch lecture series was continued in 2009, offering employees opportunities to enjoy a health conscious lunch with a Wellness topic lecture. In a joint effort with the Engineering and Maintenance Department, a series of computer training courses were held in the summer with topics ranging from Office 2007 to Excel.

In 2009 the Wellness Committee reviewed the consultant feedback and implemented some changes based on their recommendations. Due to budget concerns, a few components of the 2008 program were eliminated while others were enhanced. We strived to simplify the program to gain participation. The HRA and Wellness Nurse were eliminated as the impact from those services was not producing results. New initiatives were added such as wellness activities, incentives (including funds towards preventative care and screenings), a quarterly newsletter, and a County sponsored walk to benefit residents at the Nursing Home while encouraging participation in a healthy activity.

The County continued with the Harvard Pilgrim network of health care providers, using Health Plans Incorporated as our self-insured health insurance plan third party administrator. Delta Dental continued as our self-insured dental plan administrator and network in 2009.

We welcome any suggestions to better serve the County.