



Town of Stoughton

OFFICE OF HUMAN RESOURCES

10 Pearl Street • Stoughton, Ma 02072 • (781) 341-1300 • fax (781) 341-1032

Town of Stoughton Human Resource Office

3-Person office prior to September 2017

2-Person office since 2017

- **By maintaining a 2-person office the Town has experienced a net Savings of \$635,349.00 – See HR Cost Analysis**
- **Deanna's involvement in the negotiation of CBA's has resulted in substantial legal expense savings**
- **Tracy's ability to provide health insurance cost management and analysis has resulted in minimal consulting fees to provide member services**
- **Since 2017 there has been a substantial increase in Town and School responsibilities taken on by the HR staff**

Personnel

Advertise for all employment positions within the town

Facilitate the Town's hiring and interviews as defined in the Town Manager's Hiring Process

Sit on interview panel for potential candidates for town positions

Run CORI for potential new hires

Check references for potential new hires

Prepare offer letter for town manager's signature for all new hires which is to be signed and accepted by candidate

Input "Personnel Action" into munis, along with the signed offer letter for approval by department head, HR, Town Accountant and Town Manager prior to employee starting employment – this is also done for all salary increases, buyouts, job change, stipends for town employees

Process all new hire paperwork for all town employees

Review policies and ethics training requirements with new hires

Maintain all town policies

Maintain complete and accurate personnel files, financial files, I-9 files and medical files for all town employees

Facilitate training for all town staff

Adhere to the Town Manager's Hiring Process

File new hires with the Department of Revenue

Process HIRD filing with the Mass Department of Revenue

Maintain employee self-serve system within the munis software

Completes workers comp 52-week wage schedule for injured employees

Completes employment verification forms for all town employees

Provides employee salary information to Stoughton Town Employees Federal Credit Union for loan purposes

Assists new retirees with retirement applications, Medicare enrollment and health insurance forms.

Works with Norfolk county retirement to set up retiree's deductions from their monthly retirement check

Listen to all concerns and complaints and help resolve, for all employees, retirees and town residents

HR task force - job descriptions were created under prior town manager and now we are working with HR counsel to recreate in a new format which will be approved by town manager and negotiated with unions

HR task force - evaluations created for three levels dept head, supervisors and staff under prior town manager – evaluation training provided to department heads

HR task force - social media policy draft has been created waiting for approval

Health and Wellness

Work directly with the following companies on a daily basis:

- Norfolk County Retirement Board
- Active employee health insurance company – Health Plans Inc.
- Retiree health plan - AETNA advantage
- Retiree First
- Altus vision and dental
- American Fidelity
- Empower retirement
- Boston Mutual Life Insurance
- Texas Life Insurance
- Colonial Life Insurance
- New York Life Insurance
- Stoughton Town Employee Federal Credit Union
- My Telemedicine Telehealth
- Stoughton Meds Canarx
- Gateway to Good Health – Abacus
- Pinnacle Care
- Save on
- Express Scripts – town prescription plan
- AJ Gallagher – health insurance consultant

Enroll, terminate, perform updates for all town, school and retired employees for plan listed below

Reconcile all accounts listed below with town and school deduction reports

Manage and process payments for all employee benefits including:

- Health insurance
- Life insurance (whole life and term life)

- Dental/vision insurance
- Disability insurance (short term and long term)
- Norfolk County Retirement
- Flexible spending plan
- Union dues
- Deferred compensation

Maintain a health and wellness program for all employees

Educate all town and school employees on cost saving measures for town health insurance

Schedule benefit fairs for all employees both town and school in the month of May

Schedule benefit fairs for all retirees in the month of November

Fund health insurance claims on a weekly basis for all town, school and retired employees

Submit all retiree health insurance deductions to the Norfolk County Retirement Board on a monthly basis

Track health insurance cost and credits on a weekly basis

Mail cobra letters for both town and school employees that have left employment, child no longer eligible due to age

Process 1095 forms for all benefitted employees, town school and retirees on the active plan to be mailed on an annual basis

Facilitate IAC meetings with AJ Gallagher, IAC members (a representative from each union both town and school) to review plan design, discuss cost saving measures, review financial reports

In-house Payroll and Attendance

Process in house payroll for the town and school employees through munis software

- Reconcile all payroll sheets from town departments
- Generate payroll
- Input all town employee payroll into munis software
- Print employee and vendor checks

- Update encumbrances for the town departments
- Transfer funds to cover payroll, taxes, child support
- Ensure direct deposit file is sent to the bank for processing in a timely manner
- Send check transmittal to the bank
- Process child support payments
- Pay federal and state taxes for all employees
- Send reports to accounting to update the financial system
- Prepare and submit quarterly 941 tax returns to the IRS
- Prepare state quarterly tax returns
- Prepare and print year end w-2's for all town and school employees
- File quarterly information with the department of unemployment

Input attendance for all town staff with the exception of police and fire into the munis financial system

Reconcile attendance with departments

Negotiations

- Schedule meetings with union representatives to begin negotiations
- Review proposed changes with town manager
- Meet with unions to discuss proposals
- Review proposals with counsel
- Once ready for draft proposals counsel becomes involved
- If needs assist in creating a new salary grid
- If grid exists, make updates to salary grid
- Cost out any money items negotiated

Miscellaneous

- Both Employees verify wires for Town Treasurer funding's and payments
- Board member of Stoughton Town Employees Federal Credit Union