

An employee benefits fair was coordinated and attended by approximately 150 employees in March. This year, in addition to arranging representation from 11 benefit providers, HR staff engaged representatives of the police, fire, health, and community services departments to provide attendees with personal wellness and safety information. In the fall, staff worked with a representative of the Minuteman-Nashoba Health Group to explore employee wellness programs; as a result, a 6-week yoga program was offered to employees and their family members free of charge.

As part of management's efforts to increase communications and provide employees with necessary training, the HR Director assisted the Town Manager and Senior Management Team in planning the third annual forum for employees that took place in March; these meetings provide an opportunity to share information regarding goals, initiatives and programs and to address employee questions. In May, two trainings related to conducting performance evaluations and managing performance concerns were arranged, with approximately 21 supervisors attending each session. Provisions were made for 39 new employees to attend harassment prevention training in December. HR staff also ensured that summaries of the Massachusetts conflict of interest law were distributed to all new employees and that they were notified of their obligation to complete training on the law.

After several months of evaluating products, it was decided that ADP's Workforce Now software would be used to replace human resources software that is no longer supported. HR staff began the process of working with IT and Finance staff to set-up the new system, upload data, and integrate data fields with payroll. Implementation of the human resources components of the ADP system is anticipated to occur in the first quarter of 2015.

WORKFORCE ANALYSIS BY ETHNICITY

DATA ARE FROM DECEMBER 31 OF EACH YEAR AND REPRESENT REGULAR-STATUS EMPLOYEES ONLY.

Year	White		Black		Hispanic		Asian		Native American		Total
	#	%	#	%	#	%	#	%	#	%	
2014	263	95.6%	2	0.7%	3	1.2%	5	1.8%	2	0.7%	275
2013	247	95.7%	2	0.8%	3	1.2%	4	1.6%	2	0.8%	258
2012	250	95.8%	3	1.1%	2	0.8%	4	1.5%	2	0.8%	261
2011	244	94.9%	4	1.6%	2	0.8%	5	2.0%	2	0.8%	257
2010	247	96.5%	3	1.2%	0	0.0%	4	1.7%	2	0.8%	256
2009	251	96.9%	2	0.8%	0	0.0%	4	1.5%	2	0.8%	259
2008	255	96.6%	3	1.1%	0	0.0%	4	1.5%	2	0.8%	264
2007	242	96.8%	2	0.8%	0	0.0%	4	1.6%	2	0.8%	250
2006	236	96.7%	2	0.8%	0	0.0%	4	1.6%	2	0.8%	244
2005	232	95.9%	2	0.8%	1	0.4%	5	2.1%	2	0.8%	242

WORKFORCE ANALYSIS BY GENDER

Year	Male	Female
2014	61.50%	38.50%
2013	62.40%	37.60%
2012	62.50%	37.50%
2011	62.30%	37.70%
2010	62.10%	37.90%
2009	62.90%	37.10%
2008	63.60%	36.40%
2007	63.10%	36.90%
2006	63.10%	36.90%
2005	62.40%	37.60%

TOWN COUNSEL

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What follows is a description of the lawsuits by or against the Town filed or pending during 2014 handled by Town Counsel:

Cornelius Gleeson v. Town of Concord

Small claims action against Town alleging damages to vehicle. Hearing scheduled for June 2015.