



TOWN OF NANTUCKET HUMAN RESOURCES

NEW HIRES:

Human Resources would like to take a moment to welcome our most recent hire to the Town of Nantucket.

During the month of February **Maureen Coleman** joined the **Town Clerks office** as **Public Records Compliance Officer**. **Helena Hubova** joined the **Airport** as **FBO Clerk**.

WELCOME ABOARD!

QUICK LINKS:

[TOWN MANAGER NEWSLETTER](#)
[HR NEWSLETTER](#)
[EMPLOYEE ASSISTANT PROGRAM](#)
[CIVICREADY](#)



Seasonal Positions:

Do you know someone who would like a summer position with the Town? Maybe a returning college student, community service officer or reserve officer?

Now is the time to apply. Most departments are now accepting applications for their summer positions. please see the town website for more information on these opportunities and other opportunities with the town.

[SEASONAL POSITIONS](#)

March Webinar

As mentioned last month's newsletter, E4Health offers monthly webinars to all employee's in areas that may be of interest to you or your family.

This month's webinar is **Preventing Employee Harassment**. This webinar will be held on **03-20-19 at 12 pm to 1 pm and 3 pm to 4 pm**.

We hope you will take advantage of these webinars and all services offered by E4health.

Please use the link below to access

[e4 Health Webinar](#)

The logo for e4health, featuring the text "e4health" in a sans-serif font. The "e4" is in red and "health" is in grey. A small "TM" trademark symbol is to the right.

FUN FACTS: National Days for the month of March.

During the month of March there are several "National Days" that we thought would be fun to share with you;

March 1st is: **Employee Appreciation Day**

March 13th is: **Good Samaritan Day**

March 17th is: **St. Patrick's Day**

March 31st is: **Crayon Day**

YOUR HEALTH ASSESSMENT AWAITS.....

Now that you have registered with ***ahealthyme***, it time to take 15 minutes and take their health assessment.

Need a little incentive to take that assessment? Everyone that completes the assessment by **03-31-19, will be entered into a raffle to win a \$25.00 gift certificate! (up to 5 winners)**

Please see the memo and assessment flier to see more information.

[Health Assessment Info](#)

[Incentive Memo](#)

Want to access your ***ahealthyme*** on the go? There's an app for that!

[Mobile App](#)



**Everything to live
a healthier life.**

Annual Benefits Fair

Our Annual Benefits is right around the corner and now is the time to start thinking about any



changes you may need to make in your insurance or if you have anyone to be added to your insurance.

Please reach out to Michelle in HR if you have any questions regarding changes or need forms. You can also download forms from the town website.

Please keep any eye on our newsletter for date and time of our annual benefits fair.

[Michelle HR](#)

[INSURANCE FORMS](#)

Stop the Bleed Training

Come and learn simple, life saving skills from instructors of the Nantucket Fire and Police Departments.

This course is designed to train individuals on what to do as an immediate responder in a bleeding emergency

Please see the attached document below to learn more about this training and available course dates. **Each course is two hours long and runs from 6 pm to 8 pm at the Nantucket Public Safety Building located at 4 Fairgrounds Rd.**

If you require additional information you may contact **Shane Perry** at sperry@fire.nantucket-ma.gov, **Kevin Ramos** at kramos@fire.nantucket-ma.gov, or **Christopher Kelly** at ckelly@police.nantucket-ma.gov

[STOP THE BLEED](#)



Reporting a Work Injury

No body likes to think about getting hurt at work, but on occasion it does happen and when it does, it's important to be sure it is documented.

Should you or a fellow employee be injured while on duty be sure to notify your supervisor immediately and seek medical treatment immediately if necessary.

Once you are able, you must complete an injury report and have your supervisor complete their portion so it can be submitted to Human Resources.

Below is a link to the Town's website where you can access an injury report. You may also obtain the form from your supervisor.

While we hope you never have to complete this form, we want to be sure you have access to them.

If you have any questions, please contact Human Resources

[Injury/Incident Report Form \(Workers](#)

