



Human Resources

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To: Ryan Spitzer, Town Manager
Members of the Town Council

From: Linda Gaddy

Date: 7/6/2022

Re: Human Resources Monthly Report

Ryan,

Enclosed is the Human Resources Department Monthly Report for the month of June 2022.

New Hires:

Chelsea Fernandez, Police Trainee (B.L.E.T.)

Kayla Patone, Human Resource Assistant

Emily Simpson, Summer Camp Counselor

Valerie Murphy, Billing & Collections Coordinator, Electric

Melanie Brooke Smith, PT CSR, PCS

Resignation:

Connor Kellogg, Park Aide

Retirements:

None

Transfers:

None

Promotions:

B Jordan Williams, Special Events Coordinator, Parks & Rec

Amber Rollins, Assistant Telecommunications Supervisor, Police

Current Openings:

Parks & Recreation-F/T Park Maintenance Technician (new), offered to internal candidate(s)

PCS Telecommunications, Systems Technician, interviewing

Police: 911 Telecommunicator, interviewing and background checking

Parks & Recreation, Park Aide, posted

Departmental Update:

New staff member:

Kayla Patone joined Human Resources on June 6th bringing with her valuable experience as an HR Assistant and a degree in Business Administration. She has jumped right in and is taking over the daily aspects of human resources administration, plus organizing and documenting our processes, improving and updating tools and forms, and assisting Linda with catch up. She was instrumental in getting through the busy end of the year. She has already interacted with all departments. The addition of Kayla will allow the department to move forward with so many aspects of people management that was not possible before, but has been part of our goals and plans.

Annual Benefit renewal:

The new online benefit enrollment platform was tested by several recent new hires over the last few months. This made sure that it was ready for annual open enrollment. Everyone enrolled on the new online platform, allowing uploads by our broker to the insurance carriers without the manual creation of spreadsheets this year. This saved H.R. both time and paperwork. Employees can log in anytime and be reminded of their existing benefits. Now that everyone has had experience with this system, all employee information and their current benefits are entered, we will just keep information updated throughout the year, looking forward to next year when this will provide even more time savings, as well as use by new employees throughout the year.

We were also able to creatively adjust cost sharing with employees who have dependent coverage and effectively reduce their costs for spouse, child or family coverage, instead of experiencing an increase.

A new Employee Assistance Program was launched that offers much more in services and availability to employees at no cost to us the employer. Advantages over our previous provider are 24/7 hours, local in-person counselors, multi-state licensed, a very large staff of counselors with some that specialize, plus the addition of work life services like financial and legal, estate planning and some wellness resources, in addition to counseling services.

Employee appreciation:

We are creating a plan to have each department (or team) conduct fun, team-building events in the coming months. The event venue and date for the annual Holiday Party was reserved for December 22, 2022. Planning of details for the party will begin in the next month or two.

Performance Reviews:

Preparation has begun for this year's round of annual reviews for all employees, exclusive of sworn officers. Sworn personnel will continue to have their evals on their anniversary date throughout the year. The rest of the staff will be evaluated in July/Aug with any accompanying merit increases the 1st of Sept.

COLA:

The cost of living increase has been implemented effective for the new fiscal year.