



Human Resources

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

From: Linda Gaddy

Date: 10/7/2025

Re: Human Resources Monthly Report

Ryan,

Enclosed is the Human Resources Department Monthly Report for the month of September 2025.

New Hires:

none

Resignation/Termination:

Harley Wallace, Public Works Maintenance Technician

Emma-Claire Zecchini, B.L.E.T. trainee

Jawan Jones, B.L.E.T. trainee

Retirements:

Linda Gaddy, Human Resource Director, Nov 1st

Transfers:

none

Promotions:

none

Current Openings:

Police Officer: 3 openings for lateral hire, receiving applications

911 Telecommunicator, 1 opening after a trainer becomes available, receiving applications

Human Resources Director, completed interviews, making offer

Public Works – Maintenance Technician, interviews in progress

Parks & Rec – P/T Recreation Assistant

Public Works – Building Maintenance Supervisor, posting job opening

Departmental Update:

Employee Appreciation and events:

All staff have been invited to a showing of the movie “Roofman” that was filmed in Pineville last year. One complimentary ticket was provide to each employee for Friday October 10th at the AMC Theater Pineville

The town’s Trunk or Treat event is Friday October 24 from 5:00 – 6:30 pm. Employee groups are planning their trunks and costumes.

The annual Holiday Party is planned for Friday, December 19th at 11:00 am at Spare Time Entertainment. Please plan to join us!

Employees were invited to consider donating to the Safe Alliance Domestic Violence Shelter during their campaign this month due to our Police Department’s close relationship with the Shelter.

We continue to reward police officers who achieve an NC Law Enforcement certificate or an education degree with additional pay, as well as those internal second language interpreters with additional pay, and recognize all kinds of staff achievements in the employee newsletter The Pine Needle every month.

Recruiting:

We are seeking three experienced Police Officers and B.L.E.T. trainees for the next class session. We also have a few trainees attending B.L.E.T. classes that began in June and July. We are seeking our next Human Resource Director, a Public Works Maintenance Technician, a Parks & Rec P/T Recreation Assistant, and a Public Works – Building Maintenance Supervisor.

Wellness:

We are encouraging employees to get influenza vaccinations in the next two months by providing paid time to go get the vaccination nearby. We do not have a large enough group to get a provider to offer these on-site, but health insurance does cover the cost.

We continue to issue reimbursements to employees through the wellness benefit which rewards and encourages healthy living (physical, financial and lifestyle wellness). Budgeted wellness dollars reimburse employees for approved expenses in a wide range of categories to fit all lifestyles. They can each claim up to \$600 of reimbursement during the benefit/fiscal year. This has been a popular program, therefore we have continued it this year. This encourages the staff to take care of themselves, which also benefits the Town in many ways from lower turnover, higher productivity and less missed work, as well as lower medical claims.

We are also planning a new employee resource group that will be formed to get employee feedback and ideas for wellness and appreciation needs and ideas. Representatives of each employee group would meet once a month to develop plans for both wellness and appreciation and how best to communicate and involve all staff. Various staff have shown interest in different wellness initiatives, so this group will focus on finding out what is top priority for our staff.

The next Destress and Refresh event is planned for November.

Safety:

We had two incidents in September, one deemed not preventable and one deemed preventable by practicing safer driving habits.

The hearing test van was here in September which conducted annual hearing tests for those who operate equipment that can affect their hearing. Everyone who tested is receiving their results and any recommendations for follow up. Our safety consultant conducted our annual mock OSHA self-inspections. Safety equipment inspections by our vendor are scheduled for October 9th at all of our facilities.

All staff are completing cyber security user safety training this month. This is new training for our existing staff. It will also be required training for all new hires to reduce the risk of data breaches.

The Town is beginning the process of applying for Safety matching grants from the North Carolina League of Municipalities. Any approved grant funds will help us improve safety and security in one or more of our departments.

Performance Management:

Annual performance reviews and goal setting that were completed in August for all employees (except sworn Police personnel who have their reviews on their anniversary dates) were translated into annual merit increases that were effective 9/3/2025. The next formal check-in of performance and goals will be the mid-year check-ins in January/February. Sworn officers and Firefighters continue to receive annual reviews on their anniversary dates throughout the year.

