



Human Resources

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

From: Linda Gaddy

Date: 9/4/2025

Re: Human Resources Monthly Report

Ryan,

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

New Hires:

Holly Daum, 911 Telecommunicator
Shaquille Burke, Probationary Police Officer

Resignation/Termination:

Theodore Warren, Police Officer
Charlie Williams, B.L.E.T. trainee

Retirements:

Linda Gaddy, Human Resource Director, Nov 1st

Transfers:

none

Promotions:

Police:
Adam Malin, Detective CID to Corporal CID

Current Openings:

Police Officer: 2 openings for lateral hire, receiving applications
911 Telecommunicator, 1 opening after a trainer becomes available, receiving applications
Human Resources Director, receiving and reviewing applications

Departmental Update:

Employee Appreciation and events:

Employees and their guests joined in the Town Takeover of the Charlotte Knights game night 8/13/2025. We were able to secure two blocks of discounted tickets. The Town contributed to the

cost of the already discounted tickets to make them affordable for everyone and a good time was had by all!

We are in the planning stage of the Trunk or Treat employee participation for Friday October 24.

The annual Holiday Party is planned for December 19th at Spare Time Entertainment.

We continue to reward police officers who achieve an NC Law Enforcement certificate or a education degree with additional pay, as well as those internal Spanish 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 two experienced Police Officers. We also have a full slate of those attending B.L.E.T. classes that began in June and July. We are seeking our next Human Resource Director.

Performance Evaluation

The annual performance reviews for everyone except the sworn Police Officers are complete. The associated merit increases took effect 9/3. Sworn police staff continue to receive their evaluations on their anniversary date throughout the year. Staff were scored on last year's goal achievement, and competencies, and were assigned goals for the next year.

Wellness:

We will be 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.

Safety:

We had one small incident in August, not preventable. The hearing test van will be here in September to conduct annual hearing tests for those who operate equipment that can affect their hearing. Next up is the annual mock OSHA self inspections, and safety equipment inspections by our vendor of fire equipment in all of our facilities.

We will also be requiring staff to take cyber security user safety training in the next month. This is new training for our existing staff and will be required training for new staff to reduce the risk of data breaches.

Other:

Human Resources has assisted with the audit process of our retirees and current employees' records.