



## Human Resources

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

**From:** Linda Gaddy

**Date:** 10/4/2023

**Re:** Human Resources Monthly Report

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Ryan,

Enclosed is the Human Resources Department Monthly Report for the month of September 2023.

**New Hires:**

**Christopher Jackson**, Police Officer

**Resignation/Termination:**

**Brian Denny**, B.L.E.T. trainee

**Retirements:**

**Detective Russell Bennett**, 11/01/2023

**Transfers:**

none

**Promotions:**

**Thomas Galuski**, Police Lieutenant, Patrol Division

**Current Openings:**

**Police Officer**, 3 B.L.E.T. trainees graduated Aug 18, 7 B.L.E.T. trainees started classes August 15, 2 sworn Police Patrol or Investigations openings assuming all BLETs graduate and are certified.

**Park Maintenance Technician**, interviews in progress, offer extended

**Storm Water Technician**, accepting applications, interviews beginning

**Departmental Update:**

Employee Handbook:

Work continues on updating the entire Town Employee Handbook and revising policies that are outdated, unclear, or need to be added. Coordination with Police General Orders and their work with

Lexipol is next. Then, this will be reviewed by our Town attorney before presenting to Council. The expected timeframe to present the proposed update is in November or December.

**Safety:**

The Police Department is working with OSHA and our safety consultant through a voluntary program to reduce their risk of an on-the-spot inspection in the future.

The Town is applying this month for Safety matching grants from the North Carolina League of Municipalities. If all requests are approved, the funds will help us improve safety and security in several of our departments, specifically safety equipment in Public Works and security cameras in Parks & Recreation.

**Recruiting:**

We are still seeking experienced Police Officers, a Parks & Rec Maintenance Technician (replacement) and a Storm Water Technician (new position). All other departments are fully staffed.

**Wellness:**

This month we implemented a new wellness benefit to encourage healthy living (physical, financial and lifestyle wellness). Budgeted wellness dollars will reimburse employees for expenses in these categories. A fall Flu vaccination campaign is underway encouraging employees to get vaccinated.

**Employee Appreciation:**

We are planning another Trunk or Treat for Oct 27<sup>th</sup>, this time combined with a Parks & Recreation public event. Employees will have contests among themselves and will participate by department.

Planning for the annual Holiday Party are underway with a ugly sweater theme. A save-the-date announcement was included in the Fall Employee newsletter. It will be Friday December 22 at 11:00 am at Spare Time Entertainment.