



Human Resources

Linda Gaddy, PHR SHRM-CP MSHR
lgaddy@pinevillenc.gov
(704) 889-2362

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

From: Linda Gaddy

Date: 3/3/2022

Re: Human Resources Monthly Report
Ryan,

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

New Hires:
none

Resignation:
Kristin Mercer, Billing & Collections Coordinator, Electric

Retirements:
none

Promotions:
none

Current Openings:
Public Works Storm Water Technician – internal transfer planned
Fleet Manager, interviewing (open due to planned internal transfer)
Part time Park Aide, interviewing
Seasonal Park Grounds Worker, planned start 3/16/2022 Sophia Sepulveda
Billing & Collections Coordinator, receiving and reviewing applications
911 Telecommunicator (2) – screening and interviewing applicants
Police Officer – receiving applications

Departmental Update:

Employee Engagement survey(s):

A town-wide Employee Engagement survey, as well as a department “change” survey for just the Police Dept. Reports of results have been shared with all staff. The Town-wide engagement survey results have also been reviewed by Department Heads, the Town Manager and H.R. Together they have identified three focus areas for the entire town. Departments are working on identifying ways they can support those focus areas in each department, and identifying any other focus area for improvement for their individual department, based on the results. They have shared some of their initial ideas and plans with

the Town Manager and HR Director. We will continue to create action plans and follow up on their implementation.

Performance Management:

Using the emPerform platform, managers are now conducting six-month introductory period evaluations online in addition to annual reviews. Also, they are conducting, for the first time, mid-year check-ins with their individual staff members to evaluate their progress to date on the goals for each person that were set back during the annual review process completed in July/Aug 2021. This applies to non-sworn personnel.

Safety training:

Online safety training has been completed by most all employees as required. “Learners” are signing on to the new platform (LEARN) and taking the courses that they complete each year during the winter months.

Required in-person trainings have been scheduled for dates in Feb and March with First Aid/CPR to come in April. Required FIT testing for S.W.A.T. team is scheduled.

Safety:

Our safety record, as measured by things like days of work lost was excellent for calendar year 2021. All departments have qualified to receive Gold or Silver awards from the State DOL and NC Health and Safety Council once again this year.

Salary Study:

The salary market study is complete. The results and recommendations were presented to Town Council at the February 28th work session by our consultant Susan Manning. Next step is approval of the revised Pay Plan for FY23 by Council.

Staffing Study:

A Staffing Study of positions and headcounts in similarly situated municipalities in the region was completed by Centralina Regional Council in February. The data will be utilized as we consider our staffing levels and help determine which positions may be needed in the future.

Employee appreciation:

Plans are beginning for the Spring Picnic, a summer outing, and team building events. Also, beginning to investigate ways to recognize employee achievements in front of the entire organization throughout the year.

Annual Benefit renewal:

The process of working with our broker is beginning. As a step toward a smoother, less paper-based annual open enrollment, our broker is setting up the “Bernie portal”, an online benefit enrollment site for all staff to utilize. It will be tested out with new hires this Spring and ready for annual enrollments in June.

COVID response:

Cases have slowed since the recent peak. We continue to encourage everyone to be cautious in matters of cleanliness and when they do not feel well.