



Human Resources

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

From: Linda Gaddy

Date: 7/2/2025

Re: Human Resources Monthly Report

Ryan,

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

New Hires:

Charlie Williams, Police Officer Trainee (B.L.E.T.)

Joshua Heath, Police Officer Trainee (B.L.E.T.)

Gavin Reich, Part time Park Aide

Brooklyn Hoyte, Summer Camp Counselor

Resignation/Termination:

none

Retirements:

none

Transfers:

none

Promotions:

Andres Ferrer, Probationary Police Officer to sworn Police Officer

Ramon Salas, Probationary Police Officer to sworn Police Officer

Current Openings:

Police Officer: 3 openings for lateral hires

911 Telecommunicator, 3 openings, accepting applications, interviewing

Departmental Update:

Employee Appreciation and events:

We are recognizing Parks & Recreation this month. Staff will be treated to a lunch of their choice.

The employee newsletter, The Pine Needle, recognized several employees who obtained certifications or degrees in the last month.

We will be encouraging employees and their guests to join the Town Takeover of the Charlotte Knights game night 8/13/2025 by offering a discounted block of tickets.

Recruiting:

We are seeking experienced Police Officers and three 911 Telecommunicators. Quite a few candidates for both are in background checks. Also, we have a full slate of those beginning B.L.E.T. classes in June and July. The police recruiting team continues to work hard and has candidates in process for all of the available officer and BLET openings and some of the 911 TC openings.

Police Promotions:

A promotional assessment process for selecting incumbents to be promoted into two open Lieutenant positions was conducted at the end of June in preparation for the upper management/command staff position changes and leadership restructuring. Outside consulting firm Blue Chameleon was onsite to conduct the assessment center exercises. Many volunteer officers from surrounding towns and two community group leaders scored the exercises. Five candidates applied for promotion. Those who met all requirements and were recommended for promotion by their current supervisor, were invited to the assessment center. Command staff agreed on two candidates who scored well and whose experience fit the open positions well. They will each be offered a Lieutenant position. The other candidates who successfully completed the assessment will be eligible when an opening is available in the coming year.

Compensation:

The approved Cost of Living Increase was implemented for all staff on July 2nd.

The Pay and Classification Plans also increased 3.0 to 3.5%, making progress toward the goal of pay scales that match 100% of the recent market study. This makes up more than half of the progress toward closing the 5% gap to matching market that was left after implementing the increases in early March that were recommended by Baker Tilly consultants and the study data.

One of the new Police Officers has qualified as a Spanish language interpreter for the Town. They are now receiving a pay increase to reward them for being available to assist any department as needed with interpretation.

Benefits:

Our annual open enrollment changes by staff were processed with the new insurance carriers and implemented in payroll deductions July 1. Retirement contribution rate changes set by the State Treasurer's office and contributed by the Town were also updated for the year.

Each year the NC Retirement Plans increase the contribution rates that employers must contribute. The employee's contribution rate stays the same as previous years at 6%. Starting July 1, we now contribute 14.38% for general staff and 16.08% for Law Enforcement Officers as members of the NC State Treasurer's Local Government Employees' Retirement System defined benefit plan. We will also continue to match up to 5% of employees' contribution to 401(k) or 457(b), or the required 5% contribution for all law enforcement officers.

Staff enjoyed their first Juneteenth paid holiday this year!

Wellness:

The next de-stress mini-event hosted by human resources is planned later this month. This is a time for staff to intentionally de-compress and learn relaxation and stress relief techniques and resources. We plan to host an event about 3 times per year.

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 these categories. 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 no incidents or accidents in June. We had one employee experience minor illness from adjusting to the higher temperatures out in the field. Our safety captains and field supervisors have been trained in handling extreme heat conditions. They have protocols and preventive measures in place. Employees also have been trained to keep an eye out for each other and what to look for in someone experience complications from heat exposure. We also trained on guidelines for avoiding the risk of being struck by lightning.