



## Human Resources

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

**From:** Linda Gaddy

**Date:** 7/31/2024

**Re:** Human Resources Monthly Report

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Ryan,

Enclosed is the Human Resources Department Monthly Report for the month of July 2024.

### **New Hires:**

**Noah Richardson**, Police Officer  
**Ty Griswold**, B.L.E.T. trainee  
**Bryson Hooper**, B.L.E.T. trainee

### **Resignation/Termination:**

**Noah Richardson**, Police Officer  
**Hunter Patterson**, 911 Telecommunicator

### **Retirements:**

none

### **Transfers:**

**Randall Down**, Police Officer to Community Outreach Specialist  
**Timothy Jones**, Building Maintenance Technician to Building Maintenance Supervisor

### **Promotions:**

none

### **Current Openings:**

**Police Officer:** 3 openings for lateral hires, 3 in background; accepting applications for Sworn Officers  
**B.L.E.T. trainees**, 3 are starting the B.L.E.T. July/August class start session  
**911 Telecommunicator**, 3 openings, interviews in process  
**Storm Water Technician**, interviews in progress  
**Park Maintenance Technician**, accepting applications  
**Park Aide part time**, accepting applications  
**Systems Technician Apprentice, PCS**, accepting applications

## **Departmental Update:**

### **Wellness:**

We concluded the first year of reimbursements to employees through the new wellness benefit which rewards and encourages healthy living (physical, financial and lifestyle wellness). Budgeted wellness dollars reimbursed employees for approved expenses in these categories. The program is a well-received and utilized benefit. 75% of eligible employees claimed a reimbursement and most of those claimed the full \$600 maximum. Encouraging employees to take better care of themselves and to reduce lifestyle stress will benefit the employees and their employer in various ways.

### **Benefits:**

A webinar about our retirement plans and planning for retirement with our own representative from emPower and NC State Retirement Systems was offered to all staff on July 11<sup>th</sup>. We make it a point to take advantage of this webinar that is personalized to just our staff once per year, in addition to the webinars that they offer throughout the year on various retirement topics.

### **Employee Appreciation and events:**

Planning for Fall events and the annual Holiday party is underway, as well as a new way to recognize employees for outstanding achievements or performance is planned for next month. These events and the next employe newsletter will have the advantage of input from our new Communications Specialist.

### **Organizational changes:**

We have implemented the pay incentives for Police Officers who have a NC Law Enforcement Certificate, Intermediate or Advanced. Fifteen members of the force received pay increases. Pay incentives were also announced to all staff for anyone who is bilingual and fluent in one of the approved languages who also agrees to be available to use their skill for the Town as an interpreter as needed. One employee has already requested to be approved for this. An organizational change within the Public Works department created a Building Maintenance division and new supervisor position. We also finalized the plan that creates career paths for 911 Telecommunicators.

### **Performance Management:**

Annual performance reviews and goal setting are in progress for all employees (except sworn Police personnel who have their reviews on their anniversary dates). Annual merit increases for the non-sworn staff will take place the first of September.

### **Other:**

The 4% Cost of Living increase for all staff was implemented first of July.

Over the next few months we are working with Baker Tilly consultants to conduct a compensation study. We expect to have their recommendations and a plan for the future by November.