



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: 4/1/2025

Re: Human Resources Monthly Report

Ryan,

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

New Hires:

Tim Hayes, P/T Park Aide

Resignation/Termination:

Daniel Cameron – 911 Telecommunicator in training

Tyler Griswold – BLET Trainee

Kyle McClure – Police Officer

Retirements:

Mitchell Creech, Systems Technician Supervisor, May 1st

Transfers:

none

Promotions:

none

Current Openings:

Police Officer, five sworn Police Patrol or Investigations openings; 2 B.L.E.T. trainees in school; recruiting for the July class session is underway.

911 Telecommunicator, three openings, accepting applications, interviewing, checking backgrounds

Crime Analyst, interviews complete, offer accepted

Departmental Update:

Employee Appreciation and events:

March 7 was National Employee Appreciation Day. To recognize our staff, coffee and Dunkin Donuts and treats were delivered to each team on March 6 and 7th by the H.R. team.

The Employee Spring Picnic date has been set for Thursday May 8th at the Hut with a Hawaiian Luau theme. Fun entertainment, contests, food and prizes and a great time to hang out and wear our best tropical outfits!

Safety:

Four minor incidents to report this month due to non-preventable and preventable normal police officer operations that resulted in just minor property damage.

Annual First Aid/CPR/AED class was held Thursday 3/6 for 20 participants (police dept. conducts theirs separately).

Funds have been coming in from approvals for NC Safety grants for Public Works and Parks & Rec.

The NC Health and Safety Council and the NC Department of Labor announced this year's NC Safety Awards. Safety representatives from each department will attend the awards banquet on April 8th to recognize their achievements and meet the new Dept. of Labor Insurance Commissioner, the honorable Luke Farley. The following Departments received a Gold Award: Administration, Public Works, Parks & Recreation, and PCS, based on days of work missed and their incident reports and DART rate in 2024 compared to others in the same category throughout the State. For these departments, this represents multiple consecutive years that they received a GOLD award. For some this will be the 11th consecutive year.

Recruiting:

We are seeking experienced Police Officers, B.L.E.T. police trainees for the summer class start, and three 911 Telecommunicators. An offer has been accepted for the open law enforcement Crime Analyst position with a planned start date in early May. We also began the search for three Summer Camp Counselors to round out our team of returning counselors.

Compensation Study:

Baker Tilly consultants completed a compensation study for the entire Town in January. The recommended and approved plans were executed effective March 5, 2025. Staff received pay increases indicated by the new plans on March 5th. Policies and procedures surrounding the changes to compensation plans have been implemented and shared with staff. Internal staff have been trained in maintenance of the pay structures. The tools are being utilized to plan future changes to keep up with market changes and any new or revised positions.

Wellness:

A morning event is planned for April 10th and hosted by human resources will be a time for staff to intentionally de-compress and learn relaxation and stress relief techniques and resources.

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. Taking care of our staff benefits the Town in many ways from lower turnover, higher productivity and less missed work, as well as lower medical claims.

Pics from last year's Safety Awards banquet with the Commissioner of Labor ...



Parks & Recreation-GOLD



Public Works-GOLD



PCS - GOLD



Administration-GOLD



Aloha! Let's celebrate with a Hawaiian

LUAU PARTY

MAY 8TH 11:00 AM TO 2:00 PM AT THE HUT

*Contests *Prizes *Delicious buffet
*Refreshing Tropical drinks *Kona Ice
*****Hula dance show, learn dances, get
pictures with the dancers*****

GET YOUR BEST HAWAIIAN SHIRT OR SKIRT READY
GET YOUR TEAM TOGETHER TO WIN TUG-OF-WAR!
AND COME JOIN THE FUN!!



Camp Pineville *We're Hiring*

SUMMER CAMP COUNSELORS

Are you at least 18-years-old?
Looking for a summer job?
Do you enjoy working with kids?
Love having lots of fun?

Part time (20 hrs.) & Full-Time (40 hrs.)

\$14-\$15 per hour

This is a 9-week camp
(June 16th-August 15th)

Email your resume to Shi Cain at:
scain@pinevillenc.gov

We would love to have you join our team!

DE-STRESS & REFRESH EVENT

LOOKING FOR A WAY TO DE-STRESS
FOR STRESS AWARENESS MONTH?

**APRIL 10TH
9 AM - 11 AM
TOWN HALL COUNCIL
CHAMBERS**



WHAT WILL BE AT THE EVENT?



1
Coffee, tea station, bagels, &
other delicious breakfast
items



2
Guided meditation with Noel
Hall from Parks & Rec Yoga.

10:15 am- 11 am

3
Resources for wellness,
coloring pages, mindfulness
prompts

