



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: 3/13/2024

Re: Human Resources Monthly Report

Ryan,

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

New Hires:

none

Resignation/Termination:

none

Retirements:

Christopher Delux, Detective (D.E.A.), April 1st

Transfers:

Amanda McKenzie - from Property & Evidence Technician to Administrative Technician (replace G Hinebaugh)

Kara Scott – from 911 Telecommunicator to Property & Evidence Technician

Promotions:

Stacy Cook - Parks Maintenance Technician to Senior Parks Maintenance Technician

Charlton Lindsay - Parks Maintenance Technician to Senior Parks Maintenance Technician

Current Openings:

Police Officer, five sworn Police Patrol or Investigations openings; 4 B.L.E.T. trainees graduated in December and will be sworn-in in March; two started the January B.L.E.T. class session, recruiting for the July class session is underway.

911 Telecommunicator, accepting applications, interviewing, 1 finalist in final background check

Customer Service Rep Part-time, PCS, accepting applications

Departmental Update:

Employee Handbook:

Revisions and updates have been completed to the Town Employee Handbook, have been reviewed with our attorney and Council, and are ready to be approved to be adopted on May 1, 2024. The administrative procedures that were removed from the Employee Handbook will be part of a new Procedures Manual, first draft to be ready May 1st. The new Procedures Manual will document all

procedures and forms used in Human Resources and will become a useful tool for supervisors in their work with their employees and Human Resources. Meanwhile, we continue to add resources for managers and employees of the HR Public Drive.

Safety:

The Police Department proactively arranged a voluntary visit from OSHA March 12th to participate in a voluntary program to reduce their risk of on-the-spot inspections in the future, similar to what is already in place for Public Works. This will protect them for two years from impromptu inspection visits by OSHA and can be renewed going forward.

We are awaiting checks for the Safety matching grants from the North Carolina League of Municipalities. The funds will help offset the cost to improve safety and security in two of our departments, specifically a self-locking wheel balancer/wheel lift for the mechanic shop in Public Works, and security cameras in Parks & Recreation's Jack D. Hughes Park.

Annual live First Aid/CPR/AED training is 3/14/2024.

Annual online safety training courses have been completed by almost all employees, so will be closed out soon until next year. This also included anti-harassment training. The next planned training is on the topic of the safe use of technology and cyber security.

The NC Health and Safety Council and the NC Department of Labor have announced this year's NC Safety Awards recipients. The following Departments received a Gold Award: Administration, Public Works, Parks & Recreation, and PCS, based on days of work missed and their incident reports in 2023 compared to others in the same category throughout the State. We will be receiving certificates and plaques for how many consecutive years each department has received a GOLD award sometime in April. For some this will be the 10th consecutive year. *

The Town also had an inspection by the County Fire Marshal and completed any remedies sought.

Recruiting:

We are still seeking experienced Police Officers, Police Trainees, and two 911 Telecommunicators fulltime. The Police recruiting team has continued to talk to the current BLET classes, hold JRPAT days and interview potential B.L.E.T. students for sponsorship who showed promise in the JRPAT/written exam. These are currently in our background process. We also have had interviews with several possible lateral hires that are moving through the process.

Promotions:

With the approval of the more senior level Park Maintenance Technician roles that were presented to Council, we were able to promote two of long serving Technicians into the Sr. Park Maintenance Technician role. This allows them to continue being eligible for merit increases for a few more years before topping out and recognizes the multiple certifications that they hold.

Wellness:

We continue to issue reimbursements to employees through the new 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.

Employee Appreciation and events:

Team Building events are under way in each dept. and each team. Each has chosen a fun team building event and some have already experienced a great time together. Looking forward to hearing all of the reports (and hopefully seeing some great pictures).

March 3rd was National Employee Appreciation Day. To recognize our staff, coffee and Dunkin Donuts and treats were delivered to each team on Sunday May 3 and Monday May 4th by the H.R. team.

Plans are underway for the annual employee spring Picnic on Friday May 10th at the HUT.

As usual, we also recognized achievements and special events in our employees' lives in the Pine Needle employee newsletter Winter edition.

Performance Management:

Mid-year performance check-ins between staff and their supervisors are complete.

Other:

Employees, human resources and payroll staff have all navigated the transition of our retirement plans servicer to a new platform/website. We also began investigating additional features of our payroll software that have never been implemented that could benefit us or our employees.

* pics from a prior year's Safety Awards banquet with the Commissior of Labor ...



Parks & Recreation-GOLD
4th consecutive year



Public Works-GOLD
2nd consecutive year



Police - SILVER
2nd consecutive year



Administration-GOLD
8th consecutive year