



Human Resources

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

From: Linda Gaddy

Date: 11/6/2023

Re: Human Resources Monthly Report

Ryan,

Enclosed is the Human Resources Department Monthly Report for the month of October 2023.

New Hires:

Vincent Eggleston, Parks Maintenance Technician

Resignation/Termination:

Colin Soper, Police Officer

Shannon Powell, 911 Telecommunicator

Retirements:

Detective Russell Bennett, 11/01/2023. He is planning to rejoin us in December as a civilian working part time.

Transfers:

none

Promotions:

Devin Buckson, B.L.E.T. trainee to Police Officer

Landon Parker, B.L.E.T. trainee to Police Officer

Parker Mogck, B.L.E.T. trainee to Police Officer

Current Openings:

Police Officer, 7 B.L.E.T. trainees started classes in August to graduate in December; one sworn Police Patrol or Investigations opening; accepting applications/completing interviews for the January B.L.E.T. session start.

Storm Water Technician, accepting applications, interviews in progress

Systems Technician / Cable Installer Apprentice, accepting applications

Departmental Update:

Employee Handbook:

Work continues on updating the entire Town Employee Handbook and revising policies that are outdated, unclear, or need to be added. Coordination with Police General Orders and their work with Lexipol is next, including the recent work on updates to the Police General Orders. Then, this will be

reviewed by our Town attorney before presenting to Council. The expected timeframe to present the proposed update is in January 2024.

Safety:

The Police Department is working with OSHA and our safety consultant through a voluntary program to reduce their risk of an on-the-spot inspection in the future, similar to what is already in place for Public Works.

The Town was just approved for two Safety matching grants from the North Carolina League of Municipalities. The funds will help us 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.

The annual mock OSHA safety inspection was completed by our consultants of all Town buildings and equipment. Any found issues are being remedied in November.

All fire extinguishers and AED units were inspected by our vendor/supplier who will report back any needed fixes or updates to equipment in the next few weeks.

Conversations to coordinate with the MC Library facilities manager and the branch manager are underway in preparation for updating the Emergency Action Plan for Town Hall.

Recruiting:

We are still seeking an experienced Police Officer, and a Storm Water Technician (new position). All other departments are fully staffed.

Wellness:

This month we issued the first reimbursements to employees for the new wellness benefit to encourage 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, and in lower medical claims.

Also, a fall Flu vaccination campaign is underway encouraging employees to get vaccinated.

Employee Appreciation and events:

Employees were a part of another successful Trunk or Treat on Friday Oct 27th, this time combined with a Parks & Recreation public event. Hundreds of kids in their costumes and their families came for the treats and a kids movie in the park afterward. Employees worked as departmental teams on their trunk themes and costumes. A contest among departments was judged by Amelia Stinson-Wesley. The PCS ladies came in first place with a **Dia de los Muertos** themed trunk and costumes to match! Several other trunks came in close behind as favorites. We had 5 vehicles from our town departments, plus the Fire truck came by for visit: Parks & Rec, Town Hall, Public Works, PCS/Telephone, & Police. We also had 5 community businesses participate.

Planning for the annual Holiday Party is underway with a ugly sweater theme. A save-the-date announcement was included in the Fall Employee newsletter and announcements are currently being distributed about the ugly sweater contest and hints about all of the great door prizes. The party will be Friday December 22 at 11:00 am at Spare Time Entertainment. Awards for Landmark Years for Service will also recognized at this event with a small gift certificate and an announcement in front of their peers.

As usual, each employee will also receive an engraved gift from the Town distributed by the Town Manager and the HR Director the week of Dec 19th.





SAVE THE DATE

Ugly Sweater

HOLIDAY PARTY

★
THE FLUFFIEST, UGLIEST,
★ AND, FUNNIEST SWEATER
★ WILL BE CROWNED THE
★ UGLY SWEATER CHAMPION

Friday, December 22nd
Spare Time Entertainment



Food, Games &
Door Prizes