



Human Resources

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

From: Linda Gaddy

Date: 5/4/2023

Re: Human Resources Monthly Report

Ryan,

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

New Hires:

Landon Parker, B.L.E.T. sponsored Police Officer trainee
Charles Miller, B.L.E.T. sponsored Police Officer trainee
Devin Buckson, B.L.E.T. sponsored Police Officer trainee
Kameron Smith, B.L.E.T. sponsored Police Officer trainee

Resignation/Termination:

Brendan Coates, Police Officer

Retirements:

None

Transfers:

None

Promotions:

Jakayla Kelley, Police Officer newly certified and sworn in

Current Openings:

Police Officer, 4 B.L.E.T. trainees for August 2023, 7 certified Police Officers, 2 laterals in background check process

PCS Telecommunications, Systems Technician Apprentice, accepting applications

Departmental Update:

Recruiting:

All departments, except the Police Department sworn officers, are now fully staffed with the exception of one Systems Technician apprentice position open at PCS. Human Resources continues to give

assistance to the Police Recruiting committee to support and accelerate their efforts to hire sworn officers and officer trainees. There are now 6 recruits in B.L.E.T. classes, one of which will finish this month. Referral and signing bonuses have been implemented.

All summer camp counselor positions have been filled.

Projects in progress:

Employee Handbook:

Work is underway on the update to the entire Handbook of personnel policies. Over the coming months, policies that are outdated, unclear or need to be added due to the changing Town operations and employee expectations will be examined with the assistance of a professional consultant, and will be reviewed by our Town attorney. The expected timeframe to present the proposed update is in August or September.

Recognition, rewards, appreciation, wellness:

Human Resources has been conducting research in order to create plans for increasing Employee Recognition, Employee Appreciation, and Wellness programs. This will be informed by a newly formed employee resource group (think tank) of members from different departments, as well as other resources knowledgeable about the most successful and popular programs.

Employee Appreciation:

The Spring Picnic was May 5th at the HUT including the annual cornhole tournament, other games, prizes, food and Kona Ice. A Softball Game is planned in August 19th in cooperation with Parks & Rec and the public. For info on how to sign up to participate in the Softball Game see the attached Newsletter or flyer.

Annual benefit renewal and enrollment:

H.R. and our broker are in the later stages of any changes needed to benefit plans or providers in order to continue to offer a valuable benefit package for employees and control rising costs. On average, most municipalities and smaller companies are experiencing a 7% increase in medical coverage costs. This is primarily a “rebound effect” from COVID. Factor in our individual group claims experience last year which was on the high side, and we believe that we will keep increases this year under 10%, but not nearly the 0% to 3% of the last few years. It is still early and there remains more negotiating work to be done over the next week.

Annual budget process:

We continue the final stages of the plan to implement the proposed 8% COLA increase planned for the first of the new fiscal year. Our compensation consultant is assisting H.R. and Finance with the details of the new plan.

Audit of retirement plans:

H.R. supplied the auditors with information on retirees and retiree benefits as part of the annual retirement audit.

Improvements:

We continue to move forms and processes from paper-based to more digital and online accessible forms and information. We have launched a single Public HR Drive where both supervisors and employees will go to get the tools and information that they need to interact with human resources and payroll, and to get answers to FAQs. Forms that require multiple signatures are now using digital signatures for a much faster process. We still have a few more forms or departments to convert from paper to digital.

Safety Highlights:

We are once again 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 2022 compared to others in the same category throughout the State. Safety Committee members who serve faithfully throughout the year, were treated to a lunch and awards ceremony with the Honorable Josh Dobson, NC DOL Commissioner of Labor sponsored by the NC Health and Safety Council and the NC Department of Labor.

Training:

Human Resources has conducted online anti-harassment training with all staff this month, as well as begun conducting live training on our policies for handling Workplace Romance and Harassment. This will become part of a new hire's initial training and will be required to be taken no less than every two years by all staff and supervisors.