



## Human Resources

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

**From:** Linda Gaddy

**Date:** 2/8/2023

**Re:** Human Resources Monthly Report

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Ryan,

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

### **New Hires:**

**Jon Beauchamp**, B.L.E.T. Police Officer trainee  
**Samuel Gwin**, B.L.E.T. Police Officer trainee  
**Lucknerson Jean-Pierre**, B.L.E.T. Police Officer trainee  
**Michael Soto**, B.L.E.T. Police Officer trainee  
**Duong "William" Tran**, B.L.E.T. Police Officer trainee  
**Brendan Coates**, Lateral Transfer Police Officer

### **Resignation/Termination:**

**Samuel Gwin**, B.L.E.T. Police Officer trainee  
**Chelsea Fernandez**, B.L.E.T. Police Officer trainee  
**Lucknerson Jean-Pierre**, B.L.E.T. Police Officer trainee  
**Alaina Parks**, 911 Telecommunicator  
**Kemuel Durr**, Reserves Officer

### **Retirements:**

None

### **Transfers:**

None

### **Promotions:**

**Logan Hulst**, BLET Police Officer Trainee to sworn Police Officer  
**Kristi Beers**, Billing & Collections Coordinator (PCS)  
**James Daley**, Equipment Operator (Public Works)

### **Current Openings:**

**Police Officer**, one certified officer in conditional offer/background, 3 more B.L.E.T. to be sponsored, 4 certified Police Officers  
**PCS Telecommunications**, Systems Technician Apprentice, accepting applications

PCS CSR fulltime, candidate selected in background check, Danna Harb  
PCS CSR part-time, interviewing

### **Departmental Update:**

#### Humans Resources Newsletter:

Improving communication is a goal, and to that end we issued our third Employee Newsletter from Human Resources that was distributed via email and paper. For this newsletter we went bigger, containing now 4 pages worth of information. This was a Winter theme edition that included Black History Month and Women's History Month fun facts, Employee Recognition sections for promotions/achievements/life moments/new hires. Announcements included LEARN online safety training reminder, the upcoming workplace romance & harassment training teaser, and mid-year performance check ins. Each publication also includes reminders of some of the resources and benefits available to employees. The next quarterly newsletter will be published in April, the Spring edition.

#### Safety Highlights:

The annual online safety training launched in December. All employees will complete the courses assigned to them by the end of February. These are either required or recommended by OSHA and our safety consultant to be taken once a year. Live trainings for Public Works and Parks & Rec crews are also taking place this Spring, along with First Aid/CPR/AED as usual. Completing these, and keeping safety forefront in our minds, are factors that contribute to our excellent safety record year after year.

#### Other upcoming training:

In the coming month all staff will receive training, both live and online, on our polices for handling Workplace Romance and Anti-Harassment training.

#### Projects in progress:

Human Resources has been researching, and creating plans for increasing Employee Recognition, Employee Appreciation events, and Wellness programs. This will be informed by a newly formed employee resource group (think tank) of members from different departments. Work has also begun on updating the entire employee Handbook.

#### Mid-year performance reviews:

All managers and supervisors are currently evaluating and discussing with each staff member their performance to date mid-year, as well as their progress toward their goals.

#### Improvements:

We continue to move forms and processes to less paper-based to more digital and online accessible forms and information. We are launching 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.