



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: 4/6/2023

Re: Human Resources Monthly Report

Ryan,

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

New Hires:

None

Resignation/Termination:

Austin Moore, Police Officer

Retirements:

None

Transfers:

Jon Beauchamp, from B.L.E.T. trainee to 911 Telecommunicator

Promotions:

Jakayla Kelley, from B.L.E.T. trainee to Police Officer (FTO)

Current Openings:

Police Officer, 5 B.L.E.T. sponsored Spring 2023, seeking more B.L.E.T. recruits for Fall, 6 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, 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. We were able to revamp how we classify and compensate B.L.E.T. sponsored recruits to make the opportunity more attractive and soften the effect on us of the usual dropout rate from B.L.E.T.

Projects in progress:

Employee Handbook:

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 Over the coming months, policies that are outdated, unclear or need to be added due to the changing Town operations and employee expectations will be examined with the assistance of a professional consultant,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

Recognition, rewards, appreciation, wellness:

Human Resources has been researching, and beginning 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:

National Employee Appreciation Day was March 3rd and was celebrated by treating each department to a lunch of their choosing. Other employee events in various planning stages include: the Spring Picnic May 5th at the HUT including the annual cornhole tournament beginning that week, a Softball Game in August 19th in cooperation with Parks & Rec and the public, the annual Holiday employee party Dec 22nd at Spare Time Entertainment, and wellness challenges. Employees' accomplishments and special announcements are now published in the employee newsletters, and sworn officers are being recognized at Town Council meetings. Staff and leadership are looking into ways to increase recognition and rewards throughout the year. 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 have started work on 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 1 to 3% of the last few years. It is still early and there remains a lot of negotiating work to be done over the next few weeks.

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. We still have a few more forms or departments to convert from paper to digital.

Safety Highlights:

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 2022 compared to others in the same category throughout the State. Safety Committee members who serve faithfully throughout the year, will be treated to a lunch and awards ceremony with the Honorable Josh Dobson, NC DOL Commissioner of Labor.

Training:

Human Resources has begun training all staff, both live and online, on our polices for handling Workplace Romance and Anti-Harassment training. This will become part of new hires' initial training and will be required to be taken every two years by all staff and supervisors.