



Human Resources

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

From: Linda Gaddy

Date: 6/7/2023

Re: Human Resources Monthly Report

Ryan,

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

New Hires:

Parker Mogck, B.L.E.T. trainee
Thomas, Jennifer, Camp Counselor
Dempsey, Emily, Camp Counselor
Stanley, Jessica, Camp Counselor
Clopton, Kayla, Camp Counselor
Vimal, Kiruthika, Camp Counselor

Resignation/Termination:

Bryan Gobey, Police Officer
Taylor Whitley, Police Lieutenant
Antionette Watkins, 911 Telecommunicator
Kameron Smith, B.L.E.T. trainee
Charles Miller, B.L.E.T. trainee

Retirements:

Richard Miller, Police Sergeant

Transfers:

None

Promotions:

None

Current Openings:

Police Officer, 3 B.L.E.T. trainees currently, seeking 6 for Fall session, 11 sworn Police Officer openings, 3 laterals in background check process
911 Telecommunicator, Police, 3 positions, interviews in progress
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 two 911 telecommunicators that just opened up, and one Systems Technician apprentice position open at PCS. All summer camp counselor positions have been filled. Police conducted a “career day” of exercises for potential new B.L.E.T. trainees.

Projects in progress:

Employee Handbook:

Due to the changing Town operations and employee expectations, we are reviewing the entire Town Employee handbook and revising policies that are outdated, unclear, or need to be added with the assistance of a professional consultant. This will be reviewed by our Town attorney before presenting to Council. The expected timeframe to present the proposed update is in August or September.

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:

All benefit offerings were reviewed and several were open to bids this year to control cost for both the Town and the employees. Final contracts were signed with our benefit providers and open enrollment began on May 26th. During the information sessions for employees, they were introduced to the two new providers for our Medical and our Dental plans. All other providers stayed the same. The changes were necessary to avoid some higher than usual increases with our current providers. We also had our rep for supplemental voluntary benefits here this year in person so that employees could meet individually with him. H.R. is very pleased that we will have a zero increase in costs on medical this year, and a slight decrease in dental plan cost, without giving up any of the benefits or quality that we have enjoyed. Work is underway to make the transition as smooth as possible for everyone.

Annual budget process/pay increases:

We are ready to implement the planned 8% COLA increase the first of the new fiscal year, and once budget is approved.

Safety:

The hearing test van came for its annual visit to monitor hearing for our equipment operators this week.

Training:

Human Resources has continued conducting live training on our polices for handling Workplace Romance and Harassment.