



Human Resources

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

From: Linda Gaddy

Date: 10/2/2024

Re: Human Resources Monthly Report

Ryan,

Enclosed is the Human Resources Department Monthly Report for the month of September 2024.

New Hires:

Ronnie Humphrey, 911 Telecommunicator
Summer Lingerfelt, 911 Telecommunicator

Resignation/Termination:

none

Retirements:

none

Transfers:

none

Promotions:

none

Current Openings:

Police Officer: 3 openings for lateral hires

B.L.E.T. trainees, one is attending the B.L.E.T. Fall session, beginning recruiting for January start

911 Telecommunicator, 1 opening, accepting applications

Assistant Town Manager, interviewing internal applicants

Departmental Update:

Employee Appreciation and events:

Planning for Fall events including Trunk or Treat and the annual Holiday party is underway, as well as a new way to recognize employees for outstanding achievements or “above and beyond” performance just launched. H.R. has partnered with our Communications Specialist on rolling these out and producing the first electronic version of the employee newsletter.

“Caught in the Act” is our chance to recognize our peers for going above and beyond or giving exemplary service to each other. It is a more public way of thanking our co-workers and encouraging recognition of acts of service. This will be an ongoing program. Submission forms and boxes have been placed in each department’s common area and can be submitted online as well. Recipients will receive a shout out in the employe newsletter, a certificate, and a gift card for lunch on us.

Trunk or Treat in conjunction with Parks & Rec is Friday 10/25 at 5:00 pm. Each department will decorate and staff a trunk, and compete for a prize for best decorated trunk. We expect an even larger attendance than the hundreds of children and their families that attended last year.

The Holiday Party is Friday Dec 20 at 11:00 am at Spare Time Entertainment. There will be an employee contest for ugliest sweater, lots of door prizes, arcade game play cards, party food, a cash bar for beer or wine, bowling on our private lanes, awarding of landmark years of service awards, recognition of employees “caught in the act” and more. *Please plan to join us!*

Performance Management:

Annual performance reviews and goal setting that were completed in August for all employees (except sworn Police personnel who have their reviews on their anniversary dates) were translated into annual merit increases that were effective 9/4/2024. The next formal check-in of performance and goals will be the mid-year check-ins in January/February.

Safety:

The Town is beginning the process of applying for Safety matching grants from the North Carolina League of Municipalities. If all requests are approved, the funds will help us improve safety and security in several of our departments.

Annual fire equipment and safety inspections are scheduled for early October. Every building, fire extinguisher, and AED unit will get a yearly inspection. This is in addition to the monthly building inspections that we conduct ourselves every month.

All non-essential personnel were instructed to stay home on Friday 9/27 during the storm and stay safe.

No incidents to report this month.

Recruiting:

We are still seeking experienced Police Officers, and one more 911 Telecommunicator when we have a trainer available again. All trainers are occupied with training the most recent hires. We are interviewing internal interested candidates for Assistant Town Manager. All other departments are fully staffed.

Compensation Study:

Work continues with Baker Tilly consultants who are completing a compensation study over the next few months. The Baker Tilly team has collected managers’ and H.R. input, collected market survey data, and analyzed job descriptions so far. They will review our pay plans and produce final recommendations. We expect to have their recommendations as well as a plan for the future by November/December.

Benefits:

All staff are receiving individualized Total Compensation Summaries that show the total value of all of the compensation and benefits that they receive. In addition to their base pay, many earn overtime, plus many valuable benefits that we provide, and very generous retirement matching. Not including training provided by their department. It adds up to often 30% to 55% on top of their base pay. This not a historical statement, but carefully calculated current picture of their total compensation to make their “hidden paycheck” visible.



NEW PROGRAM

“Caught in the Act”



Now you can “catch” your colleagues doing outstanding work and they get rewarded!

Here are some examples:

- Express appreciation for taking time to help you or another employee
- Recognize someone for a project well done
- Acknowledge them for a rough or tough situation/call
- Displaying role model worthy actions
- Project or team initiative and forward thinking
- Career achievements - certifications, trainings, education, etc.

and so much more! If you think it deserves to be shared and recognized –
SUBMIT IT!

To recognize someone in your department or another, fill out the “Caught in the Act Submission Form” located in newly distributed HR submission inboxes at your department or the link below.

Submission collection deadlines will be the last Friday of each month.
(subject to change based on holidays)

The colleague you are recognizing will receive

1. A shout-out in the HR Newsletter “the Pine Needle”
2. A certificate for being “caught in the act” and
3. A \$15 gift card for lunch!

We're so excited to see all the ways our employees are amazing, hardworking and contributing to our town!

Friday October 25

Trunk or Treat



Trunk or Treat 5:00-6:30 PM
Hocus Pocus 2 begins at 6:45 PM



FOOD TRUCKS, MOVIE, DJ, CANDY

**PINEVILLE LAKE PARK
1000 JOHNSTON DRIVE
PINEVILLE NC 28134**

**Bring your blankets and lawn chairs
for Hocus Pocus 2 at 6:45!**



**Last year's
winner...PCS**





SAVE THE DATE

ANNUAL EMPLOYEE

HOLIDAY PARTY

We can't wait to celebrate with you all!

DEC 20th | 11am-2pm