



Human Resources

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

From: Linda Gaddy

Date: 1/2/2024

Re: Human Resources Monthly Report

Ryan,

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

New Hires:

Re-hire – **Jeffery Scott Stewart** retired – re-hired as Administrative Officer part time

Resignation/Termination:

Parker Mogck, Police Officer B.LE.T. trainee

Devin Buckson, Police Officer B.LE.T. trainee

Caleb Neeley, Police Officer

Retirements:

none

Transfers:

none

Promotions:

None

Current Openings:

Police Officer, four sworn Police Patrol or Investigations openings; 4 B.L.E.T. trainees graduated in December are awaiting swearing-in; two have been recruited for the January B.L.E.T. class session start, looking for two more, plus starting on the July class recruiting.

911 Telecommunicator, accepting applications, interviewing

Departmental Update:

Employee Handbook:

Revisions have been drafted to update the entire Town Employee Handbook and are under review by the Town attorney. Coordination is underway with the revisions recently made to the Police General Orders and their work with Lexipol to ensure that policies which cross over align. Several administrative procedures were removed from the Employee Handbook and will be part of a new Procedures Manual. Administrative procedures do not belong in a personnel policy handbook. The new Procedures Manual

will document all procedures and forms used in Human Resources and will become a useful tool for supervisors in their work with their employees and Human Resources.

Safety:

The Police Department is working with OSHA and our safety consultant through a voluntary program to reduce their risk of an on-the-spot inspection in the future, similar to what is already in place for Public Works.

The Town was approved for two Safety matching grants from the North Carolina League of Municipalities. The funds will help us improve safety and security in two of our departments, specifically a self-locking wheel balancer/wheel lift for the mechanic shop in Public Works, and security cameras in Parks & Recreation's Jack D. Hughes Park.

Conversations to coordinate with the MC Library facilities manager and the branch manager are underway in preparation for updating the Emergency Action Plan for Town Hall.

Live equipment safety training sessions are scheduled for the Spring, as well as First Aid/AED.

Annual online safety training courses have been assigned to all employees to be completed in the next two months.

Recruiting:

We are still seeking experienced Police Officers, Police Trainees, and a 911 Telecommunicator fulltime.

Promotions upcoming:

Several openings for promotion to Police Sergeant or Corporal are nearly filled after an extensive interview and assessment process was conducted Dec 11th – 19th. Human Resources monitored several parts of the process. Command staff met January 3rd to make a plan for promotions.

Work is underway on evaluating other positions in other departments as well, that may warrant having a senior level position or other reward for obtaining advanced certifications or training.

Wellness:

We continue to issue reimbursements to employees through the new wellness benefit that rewards and encourages healthy living (physical, financial and lifestyle wellness). Budgeted wellness dollars reimburse employees for approved expenses in these categories. They can each claim up to \$600 of reimbursement during the benefit/fiscal year. Taking care of our staff benefits the Town in many ways from lower turnover, higher productivity and less missed work, as well as lower medical claims.

Employee Appreciation and events:

The annual Holiday Party was fun for all and included a couple of additions this year like the ugly sweater contest and a food drive contest between departments which brought in nearly 900 lbs. of food donations to go to Pineville Neighbors Place. The festivities were Friday December 22 at 11:00 am at Spare Time Entertainment. Employees who reached Landmark Years of Service in the last year were recognized with a gift certificate, a certificate of achievement, and an announcement in front of their peers. We have one person who reached a landmark 20 years of service and one who reached 25 years!

As usual, every Town employee also received an engraved Holiday gift from the Town distributed by the Town Manager and the H.R. Director the week of Dec 18th.