



Human Resources

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

From: Linda Gaddy

Date: 7/1/2024

Re: Human Resources Monthly Report

Ryan,

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

New Hires:

Jane Plummer, Telia Stewart, Jennifer Thomas, re-hired Summer Camp Counselors
Kecia Mackey, Nevaeh Palmer, Thomas Calkins, Kate Johnson, Melanie Robinson, new Summer Camp Counselors

Riley George, Community Relations and Communications Specialist

Michael Caverly, Police Officer

Cameron Ozol, B.L.E.T. trainee

Elginn Britt, Police Officer

Resignation/Termination:

Jasmine Covington, Police Officer Probationary

John Frye, Police Officer

Vincent Eggleston, Parks Maintenance Technician

Matthew Monkowski, 911 Telecommunicator

Retirements:

none

Transfers:

Daniel Cameron, to Police Officer from B.L.E.T. trainee

Jonathan Helms, to Police Officer from B.L.E.T. trainee

Promotions:

none

Current Openings:

Police Officer: 3 openings for lateral hires, 4 in background; accepting applications for Sworn Officers

B.L.E.T. trainees, 2 are lined up for the B.L.E.T. July/August class start session

911 Telecommunicator, 2 openings, interviews in process

Storm Water Technician, interviews in progress

Park Maintenance Technician, accepting applications

Departmental Update:

Safety:

The annual hearing test van was here June 10th, awaiting results to share with all Techs.

We have already received one check for the Safety matching grants from the North Carolina League of Municipalities and expect the other soon. The funds will help offset the cost to 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.

Hot weather safety tips were reviewed and handed out at the May Safety Committee meeting and reviewed again to check on what everyone is doing to prevent health related illness.

Two "not preventable" incidents this last month, minor in nature.

Training: the next planned training will cover the topic of the safe use of technology and cyber security for all staff.

Recruiting:

We are replacing resignations and the occasional termination as they occur, which recently have been normal attrition. We continue to stay close to fully-staffed across the Town. We have seen a slight uptick in the number of applicants to job openings.

Police continue to sponsor JRPAT career days, attend law enforcement local job fairs, as well as recruit and sponsor new officers through Basic Law Enforcement Training.

Wellness:

We are winding up this first year of reimbursements to employees through the new wellness benefit which rewards and encourages healthy living (physical, financial and lifestyle wellness). Budgeted wellness dollars reimburse employees for approved expenses in these categories. We will continue the popular program next year with one small modification. They can still each claim up to \$600 of reimbursement during the benefit/fiscal year, but the full amount is available from day one this year making it easier for employees to purchase larger wellness items or services early in the year.

Benefits:

The annual open enrollment period ended June 12th. All changes have been processed and the payroll adjustments made. There are no major changes to plans this year, but after years of very low rate increases, we saw some increases to rates this year that will be felt mostly by staff who have a spouse or children on our plans, as well as the Town. We were able to keep the plans and stay with the same providers from which we have experienced good service in the last year.

Retirement System benefits: each year the NC Retirement Plans increase the contribution rates that employers must contribute to the State LGERS pension plan, while the employee's contribution rate stayed the same as previous years at 6%. Starting July 1, the Town will be required to contribute 13.63% for most staff, and 15.05% for Law Enforcement Officers. That is a nearly 1% increase this year.

All staff are invited to a webinar about our retirement plans and planning for retirement with our own representative from emPower and NC State Retirement Systems on July 11th. We offer this personalized to our Town webinar once a year in addition to the webinars that they offer to staff throughout the year.

Employee Appreciation and events:

We have been acknowledging special recognition weeks like National Public Safety Telecommunicators Week, Public Works Week, Parks & Recreation month, etc. Many of these occur in the late Spring and Summer. This is our opportunity to treat each dept. to a lunch of their choosing.

Planning for Fall events and the annual Holiday party is underway.

Other:

H.R. has laid out the plans to give pay incentives for law enforcement certifications to Police Officers, second language incentives to all Town employees who agree to use their skill for the Town as needed, an organizational change within the Public Works department creating a Building Maintenance division, and career paths for 911 Telecommunicators.

We have also contracted with Baker Tilley to conduct a compensation study to start in August.