



## Human Resources

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

**From:** Linda Gaddy

**Date:** 6/9/2022

**Re:** Human Resources Monthly Report

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Ryan,

Enclosed is the Human Resources Department Monthly Report for the month of May 2022.

### New Hires:

**Connor Kellogg**, Park Aide  
**Chelsea Fernandez**, Police Trainee (B.LE.T.)  
**Kayla Patone**, Human Resource Assistant  
**Emily Simpson**, Summer camp Counselor

### Resignation:

**Shelia Walker**, 911 Telecommunicator  
**Christian Mitchell**, Police Detective

### Retirements:

None

### Transfers:

none

### Promotions:

**Jason Williams**, Sr Systems Technician/Assistant to Tech. Supervisor

### Current Openings:

**Parks & Recreation-F/T** Park Maintenance Technician (new)  
**Telecommunications**, Systems Technician, posted  
**Telecommunications**, Billing & Collections Coordinator, interviewing  
**Telecommunications**, Part-time CSR, offer accepted  
**Police**: 911 Telecommunicator, interviewing and background checking  
**Police Detective**, internal applications being reviewed

## **Departmental Update:**

### Annual Benefit renewal:

After a bidding process, small increases in both medical and dental were incurred, while preserving our strong benefit offerings that are provided by quality providers and networks. With some creative planning, we were able to keep the cost for those with dependents on our medical plan costs down. Dental did go up in cost for employees with dependents, after no increase last year. Vision and other benefits remain the same.

Informational meetings/webinars for all staff regarding Annual Open Enrollment were held Tuesday May 24<sup>th</sup> to kick off open enrollment. Enrollments are being completed through the online “Bernie portal”, an online benefit enrollment site. The process is nearly paperless now.

A new Employee Assistance Program was chosen that offers much more in services and availability to employees at no cost to us the employer. Advantages over our previous provider are 24/7 hours, local in-person counselors, multi-state licensed, a very large staff of counselors with some that specialize, plus the addition of work life services like financial and legal, estate planning and some wellness resources, in addition to counseling services.

### Employee appreciation:

We celebrated employees at the Spring Picnic on Friday May 6<sup>th</sup> at the Hut. This included a Cornhole Tournament, door prizes, a grill operated by Pineville Church, and Kona Ice treats. Planning has begun for future events with the input of the newly formed Employee Appreciation “think tank” group, as well as team building events.

### New staff member:

Kayla joined us June 6 with experience as an HR Assistant and a degree in Business Administration. She is eager to jump in and take over the daily aspects of human resources administration.