



Human Resources

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

From: Linda Gaddy

Date: 4/8/2022

Re: Human Resources Monthly Report

Ryan,

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

New Hires:

Sophia Sepulveda, Seasonal Parks Grounds Worker

Haley Pate, 911 Telecommunicator

Eleazer Lopez, Jr, Police Officer

Kenneth Phipps, Fleet Manager

Christopher Tucker, Finance Director

Resignation:

Shelia Rollerson, Finance Director

Retirements:

none

Promotions:

Shelby Basham, Police Officer

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

Current Openings:

Parks & Recreation-Park Aide, posted

Parks & Recreation: Summer Camp Counselors (2), interviewing

Telecommunications, Systems Technician, posted

Telecommunications, Billing & Collections Coordinator, interviewing

Telecommunications, Part-time CSR, interviewing

Police: 911 Telecommunicator, one offer accepted, interviewing for 1 more

Public Works Storm Water Technician – internal transfer from Fleet Manager

Departmental Update:

Safety training:

Online safety training has been completed by almost all employees as required. In-person trainings are completed for the year except for First Aid/CPR/AED that had to be rescheduled. Required FIT testing for S.W.A.T. team is complete.

Safety Awards:

Our safety record, as measured by factors like days of work lost, was excellent for calendar year 2021. All departments have qualified to receive Gold or Silver awards from the State DOL and NC Health and Safety Council once again this year. Representatives from all departments will attend the NC Safety Awards banquet again this year in April to be recognized, along with an address by the NC DOL Commissioner.

Salary Study:

The recommended pay adjustments resulting from the salary market study are taking effect this week based on the revised Pay Plan for FY23 that was approved by Council. All together 27 employees were classified as compensated below market and are receiving a market pay adjustment.

Employee appreciation:

Plans are underway for the employee Spring Picnic on Friday May 6th at the Hut. Plans include a Cornhole Tournament, door prizes, a grill operated by Pineville Church, and Kona Ice. Planning has begun for a summer outing, and team building events.

Annual Benefit renewal:

Our broker is receiving and evaluating renewal proposals for FY23. Also, as a step toward a smoother, less paper-based annual open enrollment, our broker has set up the “Bernie portal”, an online benefit enrollment site for all staff to utilize. It will be tested out with new hires this month and ready for annual enrollments in June. Informational meetings/webinars for all staff regarding Annual Open Enrollment will be Tuesday May 24th.