



Human Resources

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

From: Linda Gaddy

Date: 5/8/2024

Re: Human Resources Monthly Report

Ryan,

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

New Hires:

Jerrel Baldwin, Police Officer Probationary
Latricia Clark, 911 Telecommunicator
Shy'Kim Powell, Police Officer Probationary
Che Wilson, Police Officer Probationary

Resignation/Termination:

Logan Hulst, Police Officer
Guillermo Alvarez, P/T Park Aide
Danielle Stamps, 911 Telecommunicator

Retirements:

Christopher Delux, Detective (D.E.A.), April 1st

Transfers:

Gary Hinebaugh - from retiree to PT Administrative Technician

Promotions:

John Frye, Police Trainee to sworn Police Officer
James Walker, Police Trainee to sworn Police Officer
Theodore Warren, IV, Police Trainee to sworn Police Officer
Eric Hazard, Police Trainee to sworn Police Officer

Current Openings:

Police Officer, four sworn Police patrol or investigations openings, final backgrounds and offers in progress, always accepting applications

B.L.E.T. trainees, three expected to graduate in May and June and will be sworn-in in the summer; 4 candidates lined up for the B.L.E.T. August class start session.

911 Telecommunicator, 2 openings, finalists in final background check or offer extended

P/T Park Aide, offer accepted

Customer Service Rep Part-time, PCS, accepting applications

Community Relations and Communications Specialist, reviewing applications

Departmental Update:

Employee Handbook:

The updates to the Town Employee Handbook took effect May 1, 2024. The most important changes were reviewed with groups of employees during the last week of April. The administrative procedures that were removed from the Employee Handbook will be part of a new Procedures Manual. That work is underway expected to take the next few months. The new Procedures Manual will document all procedures and forms used in Human Resources and will become a useful tool for supervisors when working with their staff and Human Resources. Meanwhile, we continue to add resources for both managers and employees to the HR Public Drive.

Safety:

The NC Health and Safety Council and the NC Department of Labor held this year's NC Safety Awards banquet for the greater Charlotte area in April. The following Departments received a Gold Award: Administration, Public Works, Parks & Recreation, and PCS, based on days of work missed and their incident reports in 2023 compared to others in the same category throughout the State. Members of our Safety Committee from each town dept. attended the banquet and received certificates and plaques for how many consecutive years each department has received a GOLD award. For some this will be the 10th consecutive year. *

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.

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

Risk Management: Anyone who works where gym equipment is located inside two of the Town buildings that is there for the voluntary use by employees within their department were required to sign a waiver ensuring that they understand the use of the equipment is at their own risk and it will not be covered under our workers compensation insurance, unless they are a sworn Police Officer who is given on-the-clock time to "work out" as part of their job. This was not necessary for employees who use the Belle Johnston center, because the Center already has a waiver in place that employees must sign before using the facility.

Recruiting:

We are still seeking experienced Police Officers, Police Trainees, and two 911 Telecommunicators fulltime. The Police recruiting team has continued to talk to the current BLET classes, hold JRPAT days and interview potential B.L.E.T. students for sponsorship who showed promise in the JRPAT/written exam. These are currently in our background process. We also have had interviews with several possible lateral hires that are moving through the process. The efforts of Sgt Ingram have accelerated our ability to land qualified candidates. We are also receiving resumes and applications for the Community Relations and Communications Specialist.

Wellness:

We continue to issue 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 are nearing the end of the first year and 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. 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. Use of this benefit has ticked upward and is becoming popular among staff.

Benefits:

Annual open enrollment period begins May 21st. Most all renewals with providers have been finalized and open enrollment informational webinars are scheduled for the last week in May. No major changes are planned.

Retirement System benefits: each year the NC Retirement Plans increase the contribution rates that employers must contribute. The employee's contribution rate stays the same as previous years. This takes effect July 1.

Employee Appreciation and events:

Team Building events are under way in each dept. and each team. Each has chosen a fun team building event and some have already experienced a great time together. Looking forward to hearing all of the reports (and hopefully seeing some great pictures).

The annual employee spring Picnic on Friday May 10th at the Belle Johnston Center. This allows us to add the option of a pickleball competition in addition to the cornhole competition and rotating trophies. Plenty of prizes and a food and dessert truck to enjoy.

We have also been recognizing special recognition weeks like National Public Safety Telecommunicators Week, Public Works Week, etc. Many of these occur in the late Spring and Summer. Our opportunity to treat each dept. to a lunch of their choosing.

Other:

HR and payroll continue to find ways to utilize our current software systems for more efficiency, accuracy and implementing any employee use features.

* pics from the Safety Awards banquet with the Commissior of Labor ...

