



Human Resources

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

From: Linda Gaddy

Date: 6/4/2025

Re: Human Resources Monthly Report

Ryan,

Enclosed is the Human Resources Department Monthly Report for the month of May 2025.

New Hires:

Charlie Williams, part time Park Aide

Summer Camp Counselors:

Emily Viers

Kathryn Kirby

Kristen Mulrain

Brinley Keith

Resignation/Termination:

none

Retirements:

William Wright, Police Sergeant, June 1st

Transfers:

none

Promotions:

Mario Vergara Quiroz, Probationary Police Officer to sworn Police Officer

Ben Engel, Park Maintenance Technician I to Park Maintenance Technician II

Current Openings:

Police Officer: 3 openings for lateral hires

B.L.E.T. trainees, conditional offers to 5 for next class sessions starting 6/9/2025 and July 2025

911 Telecommunicator, 3 openings, accepting applications, interviewing

Departmental Update:

Employee Appreciation and events:

The Employee Spring Picnic was Thursday May 8th at the Hut with a Hawaiian Luau theme including entertainment, a tropical buffet, contests, prizes and Kona Ice.

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

The employee newsletter, The Pine Needle, recognized several employees who obtained certifications or degrees in the last month.

Recruiting:

We are seeking experienced Police Officers, B.L.E.T. police officer trainees, and three 911 Telecommunicators. Quite a few candidates for both are in background checks. The police recruiting team continues to work hard and has candidates in process for all of the available officer and BLET openings and some of the 911 TC openings.

Police Promotions:

A new promotional assessment process for selecting candidates in order to fill upcoming Corporal, Sergeant and Lieutenant positions is planned for late June in preparation for anticipated upper management/command staff promotions, position changes and restructuring. Outside firm Blue Chameleon will be onsite to conduct the assessment center exercises. Eight candidates have applied for promotion. Those who score above the minimum and are recommended for promotion by their current supervisor, will be eligible for promotion in the coming year when an opening is available, even if not promoted into an open position now.

Compensation:

Work continues to get ready for implementing the COLA on July 3rd for all staff.

Benefits:

Our annual open enrollment period began 5/22/25 and ends 6/5/25. Employee open enrollment informational webinars were conducted the last week in May. All renewals with providers have been out for bid, negotiated, and contracts are finalized. For years now, we have managed to keep our health benefit rates low compared to other municipalities, therefore some rates are catching up this year, particularly noticeable in medical plan rate increases. These major increases to health insurance renewal rates necessitated that we compare and change providers to both our medical and dental plans to keep cost increases to a minimum. Even so, increases will be significant this year.

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 at 6%. Starting July 1, we must now contribute 14.38% for general staff and 16.08% for Law Enforcement Officers as members of the NC State Treasurer's Local Government Employees' Retirement System defined benefit plan. We will also continue to match up to 5% of employees' contribution to 401(k) or 457(b), or the required 5% contribution for all law enforcement officers. Our emPower representative conducted an informational webinar for all Pineville staff about retirement May 13th.

Wellness:

We are planning the next de-stress mini-event hosted by human resources. This a time for staff to intentionally de-compress and learn relaxation and stress relief techniques and resources. We plan to host an event once per quarter. A group 30-minute walk was also held this month.

We continue to issue reimbursements to employees through the wellness benefit which 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. This has been a popular benefit. 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.

We are also planning a new employee resource group that would be formed to get employee feedback and ideas for wellness and appreciation needs and ideas. Representatives of each employee group would meet once a month to develop plans for both wellness and appreciation and how best to communicate and involve all staff. Various staff have shown interest in different wellness initiatives, so this group will focus on finding out what is top priority for our staff.

Employee Newsletter

Our employee newsletter is now digital, published monthly and packed with information about upcoming changes, events, programs, benefits, and employee recognition. It has turned out to be a source of employee feedback via short pulse surveys. Communication and H.R. partner to make this happen.

Retirements:

In the last two months, we were happy to help send off two recent long-time members of our team into retirement. Both qualified for paid health insurance, each having dedicated over 25 years of service to our Town, and our retiring Police Sergeant also qualified for the Special Separation Allowance for Law Enforcement Officers. We will miss them and their contributions to our Town, but wish them a very happy retirement!



Luau employee picnic

