



## Human Resources

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

**From:** Linda Gaddy

**Date:** 9/7/2023

**Re:** Human Resources Monthly Report

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Ryan,

Enclosed is the Human Resources Department Monthly Report for the month of August 2023.

### **New Hires:**

**John Frye**, B.L.E.T. police officer trainee  
**Michael Soublet**, Part time Recreation Assistant  
**Amanda Stamey**, 911 Telecommunicator  
**Matthew Monkowski**, 911 Telecommunicator

### **Resignation/Termination:**

**Alaina Parks**, 911 Telecommunicator Call-in

### **Retirements:**

None

### **Transfers:**

**Barbara Anderson**, Part time Recreation Assistant to temp status Recreation Assistant weekends

### **Promotions:**

**Conner Furr**, 911 Telecommunicator Assistant Supervisor  
**Harris, Malik**, Police Officer sworn  
**Neeley, Caleb**, Police Officer sworn  
**Soper, Colin**, Police Officer sworn

### **Current Openings:**

**Police Officer**, 3 B.L.E.T. trainees graduated Aug 18, 7 B.L.E.T. trainees started classes August 15, 2 sworn Police Patrol or Investigations openings assuming all BLETs graduate and certified, 1 lateral in background check process, accepting applications

**Park Maintenance Technician**, accepting applications, interviews in progress

**Storm Water Technician**, accepting applications

## **Departmental Update:**

### Employee Handbook:

Work continues on updating the entire Town Employee Handbook and revising policies that are outdated, unclear, or need to be added. Coordination with Police General Orders and their work with Lexipol is next. Then, this will be reviewed by our Town attorney before presenting to Council. The expected timeframe to present the proposed update is in October or November.

### Performance Management:

Annual performance reviews and goal setting are complete for all employees (except sworn Police personnel who have their reviews on their anniversary dates). Annual merit increases for the non-sworn staff are ready to take place the first of September.

### Safety:

The Police Department is working with OSHA and our safety consultant through a voluntary program to reduce their risk of an on-the-spot inspection in the future.

The Town is applying this next month for Safety matching grants from the North Carolina League of Municipalities. If all requests are approved, the funds will help us improve safety and security in several of our departments.

### Recruiting:

We are still seeking experienced Police Officers, a Parks & Rec Maintenance Technician (replacement) and a Storm Water Technician (new position). All other departments are fully staffed.

### Wellness:

We are close to implementing a benefit to encourage healthy living (physical, financial and lifestyle wellness). A fall Flu vaccination campaign is underway. New wellness benefits and options that are now available through our new healthcare provider CIGNA are being communicated to employees.

### Employee Appreciation:

We are planning another Trunk or Treat for Oct 27<sup>th</sup>, this time combined with a Parks & Recreation public event. Employees will have contests among themselves and will participate by department.