



Human Resources

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

From: Linda Gaddy

Date: 2/7/2024

Re: Human Resources Monthly Report

Ryan,

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

New Hires:

Daniel Cameron – Police Officer B.LE.T. trainee

Jonathon Helms - Police Officer B.LE.T. trainee

Resignation/Termination:

Selene Pineda-Martinez, Part-time CSR in PCS

Retirements:

Gary Hinebaugh, Police Administrative Officer

Transfers:

none

Promotions:

name	current title	new title
Kimel	Cpl-Patrol	Sgt- Patrol
Lindsey	Cpl-CID(temp Sgt)	Sgt- CID
Gonzalez	Officer	Cpl- Patrol
Bennett	det - CID	Cpl- CID
Turner	Officer	Cpl- Patrol
Ingram	Sgt- Patol	Sgt- Training
Malin	Cpl- Patrol	Det- CID
McClure	Det - CID(temp)	Officer
Roberts	Cpl-patrol	Sgt- Patrol

Current Openings:

Police Officer, four sworn Police Patrol or Investigations openings; 4 B.L.E.T. trainees graduated in December are awaiting swearing-in; two started the January B.L.E.T. class session, recruiting for the July class session.

911 Telecommunicator, accepting applications, interviewing, 2 finalists offered

Customer Service Rep Part-time, PCS

Departmental Update:

Employee Handbook:

Revisions have been drafted to update the entire Town Employee Handbook and are under review by the Town attorney. Coordination is underway with the revisions recently made to the Police General Orders and their work with Lexipol to ensure that policies which cross over align. Several administrative procedures were removed from the Employee Handbook and will be part of a new Procedures Manual. Administrative procedures do not belong in a personnel policy handbook. The new Procedures Manual will document all procedures and forms used in Human Resources and will become a useful tool for supervisors in their work with their employees and Human Resources.

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, similar to what is already in place for Public Works.

The Town was approved for two Safety matching grants from the North Carolina League of Municipalities. The funds will help us 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.

Live equipment safety training sessions are being completed this Spring, as well as First Aid/CPR/AED.

Annual online safety training courses have been assigned to all employees to be completed in the next month.

Recruiting:

We are still seeking experienced Police Officers, Police Trainees, and a 911 Telecommunicator fulltime. Plans for moving/transferring administrative police department staff to fill/back fill openings due to the retirement of the Administrative Officer are underway. The Police recruiting team made a visit to Gaston, CPCC-N, and SPCC to talk to the current BLET classes. They held a JRPAT Sunday 1/28 at the PD. 30 people signed up, 10 people showed, and 6 of those passed both JRPAT and written exam. We have also just begun to look for a Part-time CSR for PCS.

Promotions:

Nine promotions to Police Sergeant or Corporal are complete after the extensive interview and assessment process in December, with the analysis of results and selection of promotions completed at the beginning of January. The results of the promotional process are good for one year for qualifying for any openings that may occur in the next year. Three are qualified and expected to promote in a few months.

Work is underway on evaluating other positions in other departments that may warrant having a senior level position, or other reward for obtaining advanced certifications or training, including the adding of more senior level Park Maintenance Technician roles that were presented to Council at the work session.

Wellness:

We continue to issue reimbursements to employees through the new wellness benefit that 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. 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.

Employee Appreciation and events:

Options for Team Building events are being planned so that each team can experience a fun team building event. The late winter or early Spring is a target to have these team events.

March 1st is National Employee Appreciation Day, so we are planning for that special day. Plans are also beginning for the annual spring Picnic Friday May 5th.

As usual, we also recognize achievements and special events in our employees' lives in the Pine Needle employee newsletter. The Winter edition is coming out now.

Performance Management:

Supervisors are conducting mid-year performance check-ins with their staff reviewing progress toward goals and performance for the first half of the year.

In case you missed it, a few snapshots of the fun and recognition at the Holiday party...

