



Human Resources

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

From: Linda Gaddy

Date: 6/4/2024

Re: Human Resources Monthly Report

Ryan,

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

New Hires:

William Townsend, Parks Aide
TreJess Williams, Police Officer
Jasmine Covington, Police Officer Probationary
Hunter Patterson, 911 Telecommunicator

Resignation/Termination:

Justice Hammond, Storm Water Technician

Retirements:

none

Transfers:

Michael Soto, Police Officer to Reserve Officer

Promotions:

Jerrel Baldwin, Police Officer
Shy'Kim Powell, Police Officer
Che Wilson, Police Officer

Current Openings:

Police Officer, all openings are filled for lateral hires; always accepting applications for Sworn Officers
B.L.E.T. trainees, three just graduated, 3 candidates lined up for the B.L.E.T. July class start session
911 Telecommunicator, 1 opening, one in background check process
Customer Service Rep Part-time, PCS, accepting applications
Community Relations and Communications Specialist, conducting second/final interviews
Storm Water Technician, accepting applications

Departmental Update:

Safety:

The annual hearing test van is scheduled to be here June 10th for all Techs to get their hearing tested.

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.

Hot weather safety tips were reviewed and handed out at the last month's Safety Committee meeting. The Police Dept. qualified for their S.H.A.R.P. certification which protects them from on-the-spot OSHA inspections for the next year.

Recruiting:

Although we are full in the Police Dept. at this time, are always seeking experienced Police Officers to have in our pipeline, and one 911 Telecommunicator fulltime. We have made offers to those selected to be sponsored for the Fall (July/Aug start) B.L.E.T. classes. We are also in the final interview and selection stage for the Community Relations and Communications Specialist. A new opening for a replacement Storm Water Tech just occurred. We are nearly fully-staffed across the Town.

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 as we near the end of the year and is becoming popular among staff.

Benefits:

The annual open enrollment period began May 23rd and ends June 12th. Open enrollment informational webinars occurred the last week in May. Employees may make changes and updates through the online portal. There are no major changes to plans this year.

Retirement System benefits: each year the NC Retirement Plans increase the contribution rates that employers must contribute to the State LGERS pension plan, while the employee's contribution rate stayed the same as previous years at 6%. Starting July 1, the Town will be required to contribute 13.63% for most staff, and 15.05% for Law Enforcement Officers. That is a nearly 1% increase this year.

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.

The annual employee spring Picnic was held Friday May 10th at the Belle Johnston Center including cornhole competition, prizes and a complimentary food truck to enjoy.

We have also been acknowledging special recognition weeks like National Public Safety Telecommunicators 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.

Other:

HR has been getting ready for first of the year payroll changes for COLA and benefits, and planned incentives for certifications and second languages, and telecommunicator differentiated positions. We are currently implementing the Police Dept. Retention bonuses.