



Human Resources

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

From: Linda Gaddy

Date: 3/4/2025

Re: Human Resources Monthly Report

Ryan,

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

New Hires:

none

Resignation/Termination:

Matthews McClure, 911 Telecommunicator

Ben Clark, part time Park Aide

Katherine Rimer, Crime Analyst (late April)

Retirements:

none

Transfers:

none

Promotions:

Logan Hulst, Probationary to sworn Police Officer

Current Openings:

Police Officer: 2 openings for lateral hires

B.L.E.T. trainees, 2 sponsored currently, next class session 8/2025

911 Telecommunicator, 2 openings, accepting applications, reviewing

Crime Analyst, receiving applications

Departmental Update:

Employee Appreciation and events:

Employee Appreciation Day is planned for 3/7 with Dunkin Donuts and Coffee delivered to all departments. We continue recognizing employees through “Caught in the Act” awards and the

employee newsletter. The Employee Spring Picnic date has been set for Thursday May 8th at the Hut.

Safety:

Three minor incidents to report this month due to non-preventable normal police officer operations, most resulted in just minor property damage.

Annual online safety training courses have been completed by all staff, along with annual anti-harassment prevention training.

Annual First Aid/CPR/AED class is scheduled for Thursday 3/6 for 20 participants (police dept. conducts theirs separately). Live trainings on safe equipment operation are coming up in April.

The NC Health and Safety Council and the NC Department of Labor announced this year's NC Safety Awards. A banquet will be held in April to recognize award winners. The following Departments received a Gold Award: Administration, Public Works, Parks & Recreation, and PCS, based on days of work missed and their incident reports and DART rate in 2024 compared to others in the same category throughout the State. For these departments, this represents multiple consecutive years that they received a GOLD award. For some this will be the 11th consecutive year.

Recruiting:

We are still seeking experienced Police Officers, B.L.E.T. police trainees, and two 911 Telecommunicators now that we have a trainers available again. And a law enforcement Crime Analyst.

Police Promotions:

The promotional process for Police Corporal was completed. Three candidates applied for two open positions (one expected later in the year). Assessment center exercises were completed in January. Chief's interviews were completed in early February. Based on Assessment Center scores, Chief's interviews, current supervisor recommendations, and consensus from Command Staff, Officer Lee Stanley was promoted on 2/18/2025. All candidates scored acceptable and are ready for promotion at any time in the next year should an additional position for a Corporal come open.

Compensation Study:

Baker Tilly consultants completed a compensation study for the entire Town. The recommended and approved plans moved to the execution stage. Policies and procedures surrounding the changes to compensation plans have been implemented and shared with staff. All staff received individual letters listing their new pay rate. Final classification and pay plans have been published on shared drives. Internal staff have been trained in maintenance of the pay structures. New pay plans became effective March 5, 2025.

Performance Management:

Supervisors conducted mid-year performance check-ins with their staff in January/February reviewing progress toward goals and performance for the first half of the year.

Employee Handbook updates

The two updates to the employee handbook policies were presented to managers and staff and all staff have signed off on the updates. The section on Electronic Communications and Technology Use was updated to include the new State Statute on pornography on government networks and devices. The Compensation section was revised to delete references to 6-month introductory period pay increases.

The presentation of these policies to staff also presented an opportunity to educate staff by reviewing a few of the many benefits the Town provides. A review of the three primary benefits managed by our third-party administrator were the focus of the presentation.