



Human Resources

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

From: Linda Gaddy

Date: 7/8/2021

Re: Human Resources Monthly Report
Ryan,

Enclosed is the Human Resources Department Monthly Report for the month of June 2021.

New Hires:

Matthew Jakubowski, Parks & Recreation Director

Resignation:

Vadaesha Stanley, 911 Telecommunicator

Retirements:

Toby Calhoun, Police Captain - retired July 1

Barbara Monticello, Town Clerk – July 1

Promotions:

None

Current Openings:

Seasonal Tournament Grounds Crew member – hired one for the early part of the season, interviewing for another for the end of the season

Recreation Assistant - Temporary – selected candidate cleared and planned to start 7/21/21

911 Telecommunicators – interviewing and background checking

Law Enforcement Analyst – selected candidate completed background process, accepted offer

Police: 1st round of promotions to take place on July 21 have been identified, second round planned for Sept 29.

Departmental Update:

EmPerform Performance Management Software Update-

Implementation almost complete, testing in progress, training of managers will be next, anticipated rollout third week of July, 2021. Annual reviews for all staff except sworn officers to be completed by end of July.

Finance and H.R. have worked to implement COLA and approved pay increases for Police and Telecommunicators, as well as new benefit deductions due to annual open enrollment. Progress continues with the newer team members working with the experienced team members and our vendors to smooth out processes.

Linda has made strides toward connecting with the leadership of the Police Department to be prepared to address any issues and support the leadership. Meetings with the senior leadership have given them opportunity to share suggestions and concerns, and have increased Linda's understanding of P.D. operations, culture and opportunities for improvement.