



Human Resources

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

From: Linda Gaddy

Date: 5/5/2022

Re: Human Resources Monthly Report

Ryan,

Enclosed is the Human Resources Department Monthly Report for the month of April 2022.

New Hires:

Sophia Sepulveda, Seasonal Parks Grounds Worker

Eleazer Lopez, Jr, Police Officer

Kenneth Phipps, Fleet Manager

Christopher Tucker, Finance Director

Antoinette Watkins, 911 Telecommunicator

Resignation:

Takisha Cowley, 911 Telecommunicator

Shelia Walker, 911 Telecommunicator

Retirements:

None

Transfers:

Brian Kimbrell, from Fleet Manager to Sr. Storm Water Technician

Promotions:

Amber Rollins, 911 Telecommunications Assistant Supervisor

Current Openings:

Parks & Recreation-Park Aide, just filled

Parks & Recreation: Summer Camp Counselors (2), hired one, interviewing for one

Telecommunications, Systems Technician, posted

Telecommunications, Billing & Collections Coordinator, interviewing

Telecommunications, Part-time CSR, interviewing

Police: 911 Telecommunicator, interviewing and background checking

Human Resources Assistant, offer accepted, background checking

Departmental Update:

Safety Awards:

Our safety record, as measured by factors like days of work lost, was excellent for calendar year 2021. All departments qualified to receive Gold or Silver awards from the State DOL and NC Health and Safety Council once again this year. Representatives from all departments attended the NC Safety Awards banquet in Charlotte. They were each recognized and pictures taken with the North Carolina Commissioner of Labor.

Salary Study:

The recommended pay adjustments resulting from the salary market study took effect the first of April based on the revised Pay Plan for FY23 that was approved by Council. All together 27 employees were classified as compensated below market and received a market pay adjustment.

Employee appreciation:

We just enjoyed the Spring Picnic on Friday May 6th at the Hut. This included a Cornhole Tournament, door prizes, a grill operated by Pineville Church, and Kona Ice treats. Planning has begun for future events with the input of the newly formed Employee Appreciation “think tank” group, as well as team building events.

Annual Benefit renewal:

Our broker and H.R. are in the final stages of evaluating renewal proposals for FY23. Informational meetings/webinars for all staff regarding Annual Open Enrollment will be held Tuesday May 24th. Also, as a step toward a smoother, less paper-based annual open enrollment, our broker has set up the “Bernie portal”, an online benefit enrollment site for all staff to utilize. It has been tested by recent new hires this month and is ready for annual enrollments in June.