



Human Resources

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

From: Linda Gaddy

Date: 11/5/2024

Re: Human Resources Monthly Report

Ryan,

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

New Hires:

Anna Hong, P/T Parks Recreation Assistant

Resignation/Termination:

none

Retirements:

Heather Creech, Parks & Rec, Dec 1, 2024

Transfers:

Lee Stanley, Interim Police Corporal
Roxanne McMahan, on leave status

Promotions:

none

Current Openings:

Police Officer: 3 openings for lateral hires

B.L.E.T. trainees, one is attending the B.L.E.T. Fall session, recruiting for January class start

911 Telecommunicator, 1 opening, accepting applications

Administrative Assistant - Police, setting up interviews

Assistant Town Manager, internal offer accepted

Program Events Coordinator, Parks & Rec, offer accepted

Park Aide - P/T, offer accepted

Departmental Update:

Employee Appreciation and events:

Trunk or Treat for the community as held in conjunction with Parks and Recreation on October 25th. Each department decorated a trunk. Their creativity and effort was rewarded by lots of kids and families and with a contest for best decorated trunk. This year the winner was the Town Administration department.

The first round of submissions for “Caught in the Act” has been collected and all worthy submissions are being rewarded. This is everyone’s chance to recognize their peers for going above and beyond or giving exemplary service to each other. It is a more public way of thanking our co-workers and encouraging recognition of acts of service. This will be an ongoing program. Recipients will receive a shout out in the employe newsletter, a certificate, and a gift card for lunch on us.

The Holiday Party is Friday Dec 20 at 11:00 am at Spare Time Entertainment. There will be an employee contest for ugliest sweater, lots of door prizes, arcade game play cards, party food, bowling on our private lanes, awarding of landmark years of service awards, recognition of employees “caught in the act” and more. *Please plan to join us!*

Town departments will participate with PCS in collecting food donations for Pineville Neighbors Place. The department who collects the most weight by Dec 20th will be declared the winner of this year’s collection contest and be recognized at the Holiday party.

Safety:

The Town has applied for Safety matching grants from the North Carolina League of Municipalities. If all requests are approved, the funds will help us improve safety and security in two of our departments.

The Police Department has competed the process to qualify for OSHA’s SHARP certification, a voluntary program that protects them from random spot OSHA inspections for proactively engaging with OSHA. They join our Public Works department who already holds this designation.

Departments are completing remedying any issues found during our annual internal “mock” OSHA safety inspection.

Two minor incidents to report this month due to non-preventable normal police officer operations.

Recruiting:

We are still seeking experienced Police Officers, BLET police trainees, and one more 911 Telecommunicator when we have a trainer available again. All trainers are occupied with training the most recent hires. All interested internal candidates have been interviewed and evaluated for our first Assistant Town Manager, offer extended and accepted. The Police Department is hiring to cover the long-term leave of absence of the Administrative Assistant. All other departments are fully staffed.

Compensation Study:

Work continues with Baker Tilly consultants who are completing a compensation study for the entire Town. The Baker Tilly team has collected managers’ and H.R. input, collected market survey data, and analyzed job descriptions, and has analyzed our pay plans. They are begining to present their findings and recommenations in the month of November to leaders and plan to present to Council on November 25th.

Benefits:

All staff are received individualized Total Compensation Summaries that show the total value of all of the compensation and benefits that they receive. In addition to their base pay, many earn overtime, plus many valuable benefits that we provide, and very generous retirement matching. Not including training provided by their department. It adds up to often 30% to 55% on top of their base pay. This not a historical statement, but carefully calculated current picture of their total compensation to make their “hidden paycheck” visible.



NEW PROGRAM

“Caught in the Act”



Now you can “catch” your colleagues doing outstanding work and they get rewarded!

Here are some examples:

- Express appreciation for taking time to help you or another employee
- Recognize someone for a project well done
- Acknowledge them for a rough or tough situation/call
- Displaying role model worthy actions
- Project or team initiative and forward thinking
- Career achievements - certifications, trainings, education, etc.

and so much more! If you think it deserves to be shared and recognized –
SUBMIT IT!

To recognize someone in your department or another, fill out the “Caught in the Act Submission Form” located in newly distributed HR submission inboxes at your department or the link below.

Submission collection deadlines will be the last Friday of each month.
(subject to change based on holidays)

The colleague you are recognizing will receive

1. A shout-out in the HR Newsletter “the Pine Needle”
2. A certificate for being “caught in the act” and
3. A \$15 gift card for lunch!

We're so excited to see all the ways our employees are amazing, hardworking and contributing to our town!



Trunk or Treat 2024



2024 WINNER - ADMIN



POLICE



PUBLIC WORKS



PCS / P&Z



PARKS & REC

PCS 10th Annual

HOLIDAY

FOOD DRIVE

Accepting Donations

Until December 20th

NEW THIS YEAR!

DEPARTMENT DONATION RACE!

Each department has been given an employee donation bin.

The department with the most donations will win a Pizza Party!

Winning department will be announced at this year's Holiday Party
on December 22nd at Sparetime Entertainment!

ITEMS IN NEED OF:

- CEREALS (PREFER. BASICS)
- OATMEAL
- CANNED CHICKEN & TUNA
- SUGAR & FLOUR
- PEANUT BUTTER & JELLY
- CRACKERS
- CONDIMENTS: MAYO, KETCHUP, MUSTARD
- FULL-SIZE TOILETRIES

PCS will still accept donations through December 31st
but all donations past the 20th will **not** count for the Department Donation Race.

THIS YEAR'S OVERALL GOAL:

700+ lbs of Donations!

ALL DONATIONS GO TO

PINEVILLE
NEIGHBORS PLACE