



**Human Resources**  
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**To:** Ryan Spitzer, Town Manager  
Members of the Town Council

**From:** Teesha Boozer

**Date:** 1/8/2026

**Re:** Human Resources Monthly Report

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Ryan,

Enclosed is the Human Resources Department Monthly Report for December 2025.

**New Hires:**

Teesha Boozer – Human Resource Director

**Resignation/Termination:**

Timothy Jones - Public Works Building Maintenance Supervisor

**Retirements:**

None

**Transfers:**

Charles Virden – BLET > Probationary Officer

**Promotions:**

none

**Current Openings:**

- **Police Officer:** 1 opening for lateral hire/BLET, receiving applications
  - **911 Telecommunicator:** 2 openings, receiving applications
- **Public Works- Maintenance Technician:** Paused, intent to reopen in January
- **Public Works – Stormwater Technician:** Paused, intent to reopen in January
- **Parks & Rec – P/T Recreation Assistant:** Offer extended, awaiting hire date
- **Fire – Fire fighter Driver:** Paused, intend to reopen process for new pool in late January.

## **Departmental Update:**

### **Employee Appreciation and events:**

We celebrated employees at the annual Holiday Party on December 19<sup>th</sup>, at Spare Time Entertainment. The event included lunch, longevity awards, and door prizes. We continue to provide additional pay for eligible police officers who earn NC law enforcement certifications or education degrees, as well as for designated second-language interpreters. Employee achievements are recognized monthly in *The Pine Needle* newsletter.

### **Wellness:**

We continue to process reimbursements under the employee wellness benefit, which supports physical, financial, and lifestyle wellbeing. Employees may claim up to \$600 in approved reimbursements per fiscal year. Current participation is approximately 40%, consistent with prior-year trends, and we expect usage to increase in the coming months.

The next Destress and Refresh wellness event is planned for February 2026.

### **Safety:**

No safety meeting was held in December. Our next meeting will be in January where we will review incidents from late November through January.

### **Performance Management:**

Mid-year performance check-ins will occur in January and February. Sworn officers and firefighters continue to receive annual reviews on their anniversary dates.