

Personnel Committee Meeting

May 11, 2026

Members Present: Chairman Rick Shew, Richard Blevins, Larry Chapman, and Mayor Janet Winker

Others Present: Town Manager, Jonathan Greer, Assistant Town Manager/Finance Officer, Shana Guy, Chief of Police, Brandon Nelson, and Town Clerk, Tammy Swanson

Call to Order:

Chairman Rick Shew called the Personnel Committee Meeting to order at approximately 5:30pm.

Policy Updates:

-Field Training Officer Stipend:

Chief Nelson stated that being a Field Training Officer comes with extra responsibilities for an officer, and significantly increases the workload and level of accountability compared to a standard patrol officer. Chief Nelson stated that currently, we have no incentives in place to recognize the extra work of the Training Officer, and he presented the following proposal for a Field Training Officer Pay Stipend.

Hudson Police Department

Proposal for Field Training Officer (FTO) Pay Stipend

I. Purpose

The purpose of this proposal is to implement a structured pay stipend for Field Training Officers (FTOs) within the Hudson Police Department. This stipend recognizes the increased responsibility, time commitment, and leadership required when training newly hired officers. Establishing this incentive will support the development of qualified trainers and ensure consistent, high-quality instruction during the onboarding and field training process.

II. Background

Field Training Officers play a critical role in shaping new officers' professional development, ethical standards, and operational readiness. During the field training period, FTOs are responsible for continuous supervision, coaching, documentation, and performance evaluation. These responsibilities significantly increase their workload and level of accountability compared to standard patrol duties.

At present, FTOs receive no additional compensation for these added responsibilities. Implementing a stipend structure acknowledges the importance of this role and encourages experienced officers to participate in and remain committed to the training program.

III. Overview and Structure

This proposal establishes a fair and accountable compensation method for Field Training Officers while

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maintaining efficiency within the field training program.

Under this structure, newly hired officers will temporarily forfeit \$1.00 per hour during their assigned field training period. This \$1.00 per hour will be reassigned directly to the designated Field Training Officer as compensation for the added responsibilities associated with training, mentoring, and evaluating the trainee.

The FTO role requires a high level of engagement, including instruction on departmental policies and procedures, daily performance evaluations, report review, and ensuring the trainee is prepared to operate independently. This temporary pay adjustment reflects the additional workload placed on FTOs during this critical training phase.

To ensure accountability and prevent unnecessary extensions of training, the field training process will be actively monitored by supervisory staff. Trainee performance will be evaluated regularly using established standards. If a trainee fails to meet required benchmarks, corrective action will be implemented promptly.

Any extension of the field training period must be clearly justified, properly documented, and approved by supervisory personnel prior to implementation. This requirement ensures that training is only extended when truly necessary and prevents unnecessary prolonging of the training process.

Upon successful completion of field training, the new officer's full hourly rate, including the \$1.00 per hour, will be restored. This structure promotes timely progression through the training program while ensuring FTOs are appropriately compensated during the training period.

IV. Justification

- **Training Quality:** Providing compensation to FTOs reinforces the importance of their role in developing competent and professional officers while maintaining departmental standards.
- **Accountability in Training:** Oversight and required documentation for any training extensions ensure the process remains efficient, fair, and performance-driven.
- **Recruitment and Retention:** A stipend encourages experienced officers to become FTOs and helps retain those currently serving in the role.
- **Operational Efficiency:** A structured and incentivized training program supports faster development of new officers, reduces long-term performance issues, and minimizes turnover.

V. Implementation Timeline

Upon approval, this policy may be implemented immediately for all current and future field training assignments. The Chief of Police, or designee, will track applicable training hours and coordinate with payroll to ensure accurate redistribution of funds at the conclusion of each trainee's field training period.

VI. Recommendation

It is the recommendation of the Chief of Police to approve the proposed \$1.00 per hour Field Training Officer stipend. This approach ensures fair compensation, strengthens accountability within the training process, and supports the continued professional development of officers within the Hudson Police Department.

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Sincerely,



Brandon Nelson
Chief of Police

Discussion:

Chief Nelson stated that through this policy, the trainee would actually be compensating the Training Officer for the training. He also commented that the Training Officers would go through training themselves so that they are qualified to teach the new officers. Chief Nelson stated that he would be overseeing the program so that the training period would not be abused by the Training Officer – any extensions of a training period would have to be approved by Chief Nelson and not the Training Officer.

Richard asked if taking away \$1.00 per hour even temporarily would be detrimental for a new officer. He asked if the Town wants to make this kind of statement – a recruit has to pay for training. Richard suggested the Training Officer be paid either a lump sum bonus or even given comp time for doing the training.

Shana mentioned that the Training Officer would see more “in pocket” being paid hourly than a lump sum due to tax withholdings, etc.

Rick asked if the same Training Officer stays with the trainee for their entire training period, or do the Training Officers change over that time. Also, would that be a long-term change for the Training Officer’s pay, or would it only increase during training sessions.

Chief Nelson stated that the Training Officers can change during the training period. With this in mind, Chief Nelson commented that the increase in pay would be during the training sessions only.

Consensus: The increase in pay for the Field Training Officer would be an hourly increase during training sessions, but would not come from the new recruit in training.

Motion/Recommendation: (Larry Chapman/Richard Blevins) to approve implementing a \$1.50 per hour increase for Field Training Officers during training sessions. Unanimously approved.

-Administrative Specialist Telecommunications Professional Development Proposal:

Chief Nelson stated that all the staff in the Police Department has the opportunity to grow in their positions except for the telecommunications position. He commented that this position is very important to the Department, and requires a certain amount of training for the job to be done

properly. Chief Nelson presented the following proposal for advancement for the telecommunications position.

Administrative Specialist Telecommunications Professional Development Proposal FY27 Budget Packet

Purpose

The purpose of this proposal is to establish a structured professional development program for the Hudson Police Department Administrative Specialist position that allows the employee to obtain telecommunications training and certifications while continuing to support departmental administrative operations.

This program creates a clear career pathway that allows the Administrative Specialist to progress through telecommunications training levels and achieve certification as a Telecommunicator I, Telecommunicator II, and Telecommunicator III. By implementing this plan, the department will strengthen operational readiness, improve staffing flexibility, and support employee career development.

The Administrative Specialist position already performs duties closely connected to communications operations, including:

- Records management
- Data entry and information processing
- Public contact and customer service
- Coordination with officers and outside agencies
- Documentation and report management

Providing telecommunications training to this position would allow the department to build redundancy in communications capability while also investing in employee professional growth.

Career Development Pathway

The proposed professional development track will follow a structured progression:

Administrative Specialist → Telecommunicator I → Telecommunicator II → Telecommunicator III

Each level will require training, certification, and demonstrated competency before advancement.

Training and Certification Timeline

Phase 1 – Administrative Specialist

During the first phase, the employee will continue performing the primary duties of the Administrative Specialist position while beginning telecommunications familiarization.

Training may include:

- Orientation to police communications operations
- Introduction to radio procedures
- Computer Aided Dispatch (CAD) training
- Records Management System (RMS) training
- Basic NCIC awareness

Phase 2 – Telecommunicator I

Once the employee completes 2 years as an Administrative Assistant, attends and passes the North Carolina Telecommunicator Course, and is awarded their North Carolina Telecommunicators certification they would progress to Telecommunicator I.

Phase 3 – Telecommunicator II

Once the employee completes 2 years as an Telecommunicator I and is awarded their North Carolina Telecommunicators Intermediate Certificate, they would progress to Telecommunicator II.

Phase 4 – Telecommunicator III

Once the employee completes 2 years as an Telecommunicator II and is awarded their North Carolina Telecommunicators Advanced Certificate, they would progress to Telecommunicator III.

Pay Grades

Rank	Grade	2025-2026 Rate	
Admin Specialist	12	\$39,169.87	\$58,754.29
Telecommunicator I	13	\$41,128.64	\$61,692.97
Telecommunicator II	14	\$43,185.07	\$64,777.61
Telecommunicator III	15	\$46,093.53	\$69,140.97

The creation of a professional development pathway from Administrative Specialist to Telecommunicator III represents a practical and forward-thinking investment in the Hudson Police Department. By cross-training administrative personnel in telecommunications operations, the department increases operational capability, enhances emergency preparedness, and supports long-term employee development.

This program strengthens the department's ability to serve the community while ensuring that personnel are equipped with the training and skills necessary to support modern law enforcement operations.

Discussion:

Chief Nelson explained that this would not be a fast process for the position. It would take time to get the training necessary to become a Telecommunicator III.

Motion/Recommendation (Larry Chapman/Richard Blevins) to approval of the Administrative Specialist Telecommunicator Professional training and certification proposal as presented. Unanimously approved.

-Proposal to Establish an Honor Guard Team:

Chief Nelson stated that he would like to establish an official Hudson Police Department Honor Guard Team. This Team would represent the Police Department and the Town at ceremonial events, and would serve as a sign of respect in honoring those who have served in our community. Chief Nelson presented the following proposal for establishing an Honor Guard Team.

**Hudson Police Department
Proposal to Establish an Honor Guard Team**

I. Purpose

The purpose of this proposal is to establish an official Hudson Police Department Honor Guard Team to represent the department and the Town of Hudson at ceremonial events, funerals, parades, and community functions. The Honor Guard will serve as a symbol of professionalism, respect, and dedication while honoring those who have served and strengthening the department's presence in the community.

This proposal also includes a compensation structure to recognize the additional responsibilities, training, and time commitment required of Honor Guard members.

II. Background

Honor Guards are an important component of professional law enforcement agencies, representing the highest traditions of service, discipline, and respect.

The Hudson Police Department currently does not have a formal Honor Guard team, which limits the department's ability to participate in ceremonial functions. Establishing this team will:

- Allow participation in funerals, memorial services, parades, and civic events.
- Strengthen community engagement and public trust.
- Provide officers in a small department opportunities for growth and advancement in specialized roles.

III. Proposed Structure

- **Composition:** 1 Honor Guard Commander and 3–5 Honor Guard Officers.
- **Selection:** Members will be selected through an internal application process based on professionalism, appearance, and commitment to departmental values.
- **Training:** Members will complete training in drill and ceremony, flag protocol, and funeral honors.
- **Equipment:** The department will provide standardized ceremonial uniforms and necessary equipment through the existing budget or identified funding sources.

IV. Compensation Proposal

To fairly compensate members for their additional responsibilities, the following structure is proposed:

- **Honor Guard Commander:**
 - Receive a **\$2,000 annual stipend** for overseeing the Honor Guard program.
 - Responsibilities include scheduling, training coordination, equipment management, and event planning.
- **Honor Guard Officers:**
 - Receive a **\$500 annual stipend** in recognition of their participation, training, and representation duties.

This approach ensures fiscal responsibility while recognizing leadership responsibilities and compensating officers for additional time worked.

V. Benefits and Justification

- **Community Representation:** Enhances the department's visibility and professionalism at public and ceremonial events.
- **Officer Development:** Creates additional opportunities for leadership and specialization within a small agency.
- **Morale and Pride:** Builds and fosters pride in the profession and department.
- **Operational Readiness:** Ensures trained personnel are available for immediate response to ceremonial needs.

VI. Implementation Timeline

Upon approval, the Honor Guard program can be implemented within **60–90 days**:

1. **Month 1:** Solicit applications and select team members.
2. **Month 2:** Acquire uniforms and equipment.
3. **Month 3:** Conduct training and begin operations.

Sincerely,



Brandon Nelson
Chief of Police

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Chief Nelson stated that he would allow officers to apply to be on the Honor Guard Team. He commented that besides the annual stipend that was proposed for the officers on the Team, the only immediate expense would be the additions that would be added to the current uniforms.

Rick mentioned that we may want to set guidelines for the events we want the Team to be used for. The team would be established for a special purpose, and we want to make sure it is used in that way.

Motion/Recommendation: (Larry Chapman/Richard Blevins) to approve the establishment of an Honor Guard Team within the Police Department, with a Commander's annual stipend of \$2,000, and Honor Guard Officers with an annual stipend of \$500. Unanimously approved.

-Interim Pay Policy:

Jonathan stated that the Town's current policy for interim assignments does not include a pay adjustment when employees are taking on a lesser role than their regular position. He commented that Chuck Raby, Recreation Director, recently served as Interim Public Works Director; however, this position was not a higher level than his current position. Jonathan commented that he compensated Chuck for the extra responsibilities, but he would like to adjust the Town's policy to address these types of assignments. He presented the following proposal.

Section 16. Pay for Interim Assignments in a Higher-Level Classification – Proposed Update

An employee who is formally designated, for a period of at least one month, by the Town Manager to perform the duties of a job ~~that is assigned to a higher salary grade~~ **other** than that of the employee's regular classification shall normally receive an increase for the duration of the interim assignment. ~~The employee shall receive a salary adjustment to the minimum level of the job in which the employee is acting or an increase of 5%, whichever is greater. Criteria involved in determining the amount of the compensation will include:~~ **Interim pay shall be determined by the Town Manager and should fall within the current year's adopted budget. Things considered when determining pay are:**

- a) the difference between the existing job and that being filled on a temporary basis, and
- b) the degree to which the employee is expected to fulfill all the duties of the temporary assignment.

The salary increase shall be temporary and upon completion of the assignment, the employee shall go back to the salary he or she would have had if not assigned in the interim role, taking into account any increase the employee would have received if not placed in the interim role. **Interim pay can be hourly and included with each pay period's check during the interim assignment; or interim pay can be issued in one lump sum check once the interim assignment has concluded. Each interim assignment will come with a letter from the Town Manager outlining the interim assignment and pay rate.**

Motion/Recommendation: (Richard Blevins/Larry Chapman) to approve the Interim Policy Update as presented. Unanimously approved.

2026 Pay Plan Update:

Jonathan stated that he just received the draft pay study report. He commented that he would be meeting later in the week with members from the COG to discuss the study, and make a few changes to the study.

Rick stated that based on the results, it appears that the Town is in pretty good shape with salaries, with the exception of the salaries for the Department Heads - salaries appear to be a little low. He commented that in his opinion, the focus for this year should be to get the salaries for the Department Heads closer to what the report suggests.

7) Proposed Pay Plan for FY 2026 - 2027

<u>Grade</u>	<u>Classification</u>	<u>Min</u>	<u>Mid</u>	<u>Max</u>
3	Not Assigned	\$ 25,249.42	\$ 31,561.78	\$ 37,874.13
4	Not Assigned	\$ 26,511.89	\$ 33,139.86	\$ 39,767.84
5	Not Assigned	\$ 27,837.49	\$ 34,796.86	\$ 41,756.23
6	Not Assigned	\$ 29,229.36	\$ 36,536.70	\$ 43,844.04
7	Building Maintenance	\$ 30,690.83	\$ 38,363.53	\$ 46,036.24
8	Not Assigned	\$ 32,225.37	\$ 40,281.71	\$ 48,338.05
9	Landscape Maintenance Worker	\$ 33,836.64	\$ 42,295.80	\$ 50,754.96
10	Equipment Operator	\$ 35,528.47	\$ 44,410.59	\$ 53,292.70
	Customer Service			
11	Not Assigned	\$ 37,304.89	\$ 46,631.12	\$ 55,957.34
12	Police Administrative Specialist	\$ 39,170.14	\$ 48,962.67	\$ 58,755.21
13	Landscape Crew Leader	\$ 41,128.64	\$ 51,410.81	\$ 61,692.97
14	Not Assigned	\$ 43,185.08	\$ 53,981.35	\$ 64,777.62
15	Police Officer	\$ 45,344.33	\$ 56,680.41	\$ 68,016.50
	Assistant Public Works Director			
	Recreation Program Supervisor			
16	Police Officer 1	\$ 47,611.55	\$ 59,514.43	\$ 71,417.32
	Recreation Athletic Director			
17	Not Assigned	\$ 49,992.12	\$ 62,490.16	\$ 74,988.19
18	Police Officer 2	\$ 52,491.73	\$ 65,614.66	\$ 78,737.60
19	Master Patrol Officer	\$ 55,116.32	\$ 68,895.40	\$ 82,674.48
	Police Investigator			
20	HUB Director	\$ 57,872.13	\$ 72,340.17	\$ 86,808.20
	Tax Administrator/Clerk			
	Police Sergeant			
21	Master Sergeant	\$ 60,765.74	\$ 75,957.17	\$ 91,148.61
22	Lieutenant	\$ 63,804.03	\$ 79,755.03	\$ 95,706.04
23	Not Assigned	\$ 66,994.23	\$ 83,742.79	\$ 100,491.34
24	Not Assigned	\$ 70,343.94	\$ 87,929.92	\$ 105,515.91
25	Parks & Recreation Director	\$ 73,861.14	\$ 92,326.42	\$ 110,791.70
	Public Works Director			
26	Finance Officer	\$ 77,554.19	\$ 96,942.74	\$ 116,331.29
27	Police Chief	\$ 81,431.90	\$ 101,789.88	\$ 122,147.85
28	Not Assigned	\$ 85,503.50	\$ 106,879.37	\$ 128,255.25
29	Assistant Town Manager	\$ 89,778.67	\$ 112,223.34	\$ 134,668.01
30	Not Assigned	\$ 94,267.61	\$ 117,834.51	\$ 141,401.41
31	Not Assigned	\$ 98,980.99	\$ 123,726.23	\$ 148,471.48
32	Not Assigned	\$ 103,930.04	\$ 129,912.55	\$ 155,895.05
33	Not Assigned	\$ 109,126.54	\$ 136,408.17	\$ 163,689.81
34	Not Assigned	\$ 114,582.87	\$ 143,228.58	\$ 171,874.30
35	Not Assigned	\$ 120,312.01	\$ 150,390.01	\$ 180,468.01

8) Proposed Classification Titles and Grades

Alphabetical Listing

<u>Job Classification Title</u>	<u>Grade</u>
Assistant Public Works Director	15
Assistant Town Manager	29
Building Maintenance	7
Customer Service	10
Equipment Operator	10
Finance Officer	26
HUB Director	20
Landscape Crew Leader	13
Landscape Maintenance Worker	9
Lieutenant	22
Master Patrol Officer	19
Master Sergeant	21
Parks & Recreation Director	25
Police Administrative Specialist	12
Police Chief	27
Police Investigator	19
Police Officer	15
Police Officer 1	16
Police Officer 2	18
Police Sergeant	20
Public Works Director	25
Recreation Athletic Director	16
Recreation Program Supervisor	15
Tax Administrator/Clerk	20

OPTION 1: Move to New minimum						
<u>Proposed Grade</u>	<u>Proposed Minimum</u>	<u>Proposed Midpoint</u>	<u>Proposed Maximum</u>	<u>New Minimum</u>	<u>Increase Amount</u>	<u>Increase Percentage</u>
7	\$30,690.83	\$38,636.53	\$46,036.24	\$30,690.83	-\$4,409.17	
9	\$33,836.64	\$42,295.80	\$50,754.96	\$33,836.64	-\$4,108.96	
10	\$35,528.47	\$44,410.59	\$53,292.70	\$35,528.47	-\$2,348.06	
10	\$35,528.47	\$44,410.59	\$53,292.70	\$35,528.47	-\$3,054.82	
10	\$35,528.47	\$44,410.59	\$53,292.70	\$35,528.47	-\$3,054.82	
10	\$35,528.47	\$44,410.59	\$53,292.70	\$35,528.47	-\$8,841.17	
12	\$39,170.14	\$48,962.67	\$58,755.21	\$39,170.14	-\$8,100.69	
13	\$41,128.64	\$51,410.81	\$61,692.97	\$41,128.64	-\$2,711.41	
15	\$45,344.33	\$56,680.41	\$68,016.50	\$45,344.33	\$1,685.00	3.9%
16	\$47,611.55	\$59,514.43	\$71,417.32	\$47,611.55	-\$786.09	
16	\$47,611.55	\$59,514.43	\$71,417.32	\$47,611.55	-\$2,790.71	
16	\$47,611.55	\$59,514.43	\$71,417.32	\$47,611.55	-\$1,877.89	
16	\$47,611.55	\$59,514.43	\$71,417.32	\$47,611.55	-\$1,877.89	
16	\$47,611.55	\$59,514.43	\$71,417.32	\$47,611.55	-\$2,620.45	
16	\$47,611.55	\$59,514.43	\$71,417.32	\$47,611.55	-\$5,633.24	
18	\$52,491.73	\$65,614.66	\$78,737.60	\$52,491.73	-\$1,242.86	
18	\$52,491.73	\$65,614.66	\$78,737.60	\$52,491.73	-\$1,242.86	
18	\$52,491.73	\$65,614.66	\$78,737.60	\$52,491.73	-\$1,242.86	
18	\$52,491.73	\$65,614.66	\$78,737.60	\$52,491.73	-\$3,417.62	
20	\$57,872.13	\$72,340.17	\$86,808.20	\$57,872.13	-\$678.60	
20	\$57,872.13	\$72,340.17	\$86,808.20	\$57,872.13	-\$678.60	
20	\$57,872.13	\$72,340.17	\$86,808.20	\$57,872.13	-\$695.73	
20	\$57,872.13	\$72,340.17	\$86,808.20	\$57,872.13	-\$8,718.61	
20	\$57,872.13	\$72,340.17	\$86,808.20	\$57,872.13	-\$9,665.85	
20	\$57,872.13	\$72,340.17	\$86,808.20	\$57,872.13	-\$8,133.57	
22	\$63,804.03	\$79,755.03	\$95,706.04	\$63,804.03	-\$4,093.57	
25	\$73,861.14	\$92,326.42	\$110,791.70	\$73,861.14	\$13,189.40	21.7%
25	\$73,861.14	\$92,326.42	\$110,791.70	\$73,861.14	\$3,565.07	5.1%
27	\$81,431.90	\$101,789.88	\$122,147.85	\$81,431.90	\$3,455.75	4.4%
29	\$89,778.67	\$112,223.34	\$134,668.01	\$89,778.67	\$3,209.23	3.7%

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After briefly reviewing the options, Option 1 would basically fit with the proposed 3% salary increase for FY 2026-2027. The Committee asked that Shana look at the numbers for what the increases for the different options would total.

Town Manager, Jonathan Greer, Assistant Town Manager, Shana Guy, and Police Chief, Brandon Nelson, left the meeting.

Town Manager's Evaluation:

The Committee discussed the results of the Town Manager's evaluation, plus his current salary. The Committee also discussed the salary of Police Chief, Brandon Nelson. These salaries, and the Town Manager's evaluation will be discussed at more length during closed session at the upcoming Board Meeting on May 19th.

Town Manager, Jonathan Greer, re-entered the meeting.

Discuss Salaries for Elected Officials:

Jonathan discussed the current pay per meeting for the Board.

Regular Meetings Attended: Mayor - \$300 Commissioners - \$250

Special Meetings Attended: Mayor - \$ 25 Commissioners - \$ 25

(Special Meeting include Meetings attended outside the Town's special called meetings and committee meetings.)

Suggested pay per meeting for FY 2026-2027: *(Suggested Changes Highlighted)*

Regular Meetings Attended: Mayor - \$300 Commissioners - \$250

Special Meetings Attended: Mayor - **\$ 50** Commissioners - **\$ 50**

Motion/Recommendation: (Richard Blevins/Larry Chapman) to approve the suggested "pay per meetings attended for FY 2026-2027" as presented. Unanimously approved.

Adopt Resolution Recognizing "A New Beginning Children's Learning Center" in Hudson:

"A New Beginning Children's Learning Center" in Hudson was recently named the best childcare center in North Carolina for 2026, and the Committee Members requested that the Board adopt a resolution at the May 19th meeting to acknowledge this accomplishment and recognize the Center.

Adjournment:

Motion: (Larry Chapman/Richard Blevins) to adjourn the meeting. Unanimously approved.

Tamra T. Swanson, Town Clerk