



Office of State Human Resources

ROY COOPER
Governor

BARBARA GIBSON
Director, State Human Resources

TO: Agency Heads, Chancellors, Human Resources Directors, and Other Interested Parties

**FROM: Denise H. Mazza, Administrator
State Human Resources Commission**

DATE: June 17, 2021

**RE: Approved Personnel Actions for the June 3, 2021
State Human Resources Commission Meeting**

Please see below the following personnel actions that were approved by the Governor's Office and the State Human Resources Commission at the June 3, 2021 State Human Resources Commission meeting.

1. Minutes for April 1, 2021 SHRC Meeting
(Commission Action: Recommend Approval of Minutes for April 1, 2021)
2. Diversity and Workforce Services: Reasonable Accommodations Policy
(Commission Action: Recommend Approval of Reasonable Accommodation Policy as Revised)
3. Total Rewards: Salary Administration: Teleworking Program Policy
(Commission Action: Recommend Approval of Teleworking Program Policy as Revised)
4. Business Operations: Temporary Solutions: 25 NCAC 01C .0405 (Temporary Appointment) and .0407 (Temporary Part-Time Appointment)
(Commission Action: Motion to Recommend Approval of Beginning Rulemaking Process for the Deletion of 25 NCAC 01C .0407 (Temporary Part-Time Appointment) and Republishing 25 NCAC 01C .0405 (Temporary Appointment) with Previously Approved Amendments to Align the Rulemaking Process for the two Rules)
5. Classification and Compensation: Submission of Classification Specifications for the Statewide Compensation Plan: 1 New and 3 Revised submitted for June 3, 2021 meeting:
1 New Class Specs:
 - Laboratory Manager

3 Revised Class Specs:

- Laboratory Specialist
- Laboratory Improvement Consultant
- Laboratory Improvement Coordinator

(Commission Action: Recommend Approval of the 1 New and 3 Revised Classification Specifications for the New Classification and Compensation System)

The items are available to view on the State Human Resources Commission's HR Directors' SharePoint site at:

<https://ncconnect.sharepoint.com/sites/SHRC/HR%20Directors/Forms/AllItems.aspx?viewid=5ce74308%2Dc66d%2D48f0%2D8c5e%2D94f2018a6219&id=%2Fsites%2FSHRC%2FHR%20Directors%2F06%203%202021%20SHRC%20Meeting>