



**STATE OF NORTH CAROLINA  
OFFICE OF STATE PERSONNEL  
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**MICHAEL F. EASLEY  
GOVERNOR**

**THOMAS H. WRIGHT  
STATE PERSONNEL DIRECTOR**

**NOTICE OF CLARIFICATION REGARDING ADVISORY MEMORANDUM #001-02**

**TO:** Directors, Area Mental Health Programs  
Directors, Departments of Public Health  
Directors, Departments of Social Services  
County Managers  
County and Local Agency HR Managers

A handwritten signature in cursive script, appearing to read "Patrick J. McCoy".

**FROM:** Patrick J. McCoy, PHR  
Program Team Leader  
Local Government HR Services

**DATE:** July 26, 2002

This notice of clarification pertains to the recent Advisory Memorandum #001-02 (dated July 22, 2002) regarding the administrative rules for local employees to make appeals regarding allegations of unlawful workplace harassment.

Specifically, please note that in the *Unlawful Workplace Harassment-Model Policy*, there is a reference to the *State Employee Assistance Program* under the section on Counseling. This section should have stated that employees in local jurisdictions should be referred to the county Employee Assistance Program if one is available. The inclusion of the reference to the "State Employee Assistance Program" was an oversight and should be disregarded. The *Unlawful Workplace Harassment-Model Policy* that will be posted on the Office of State Personnel Local Government website has been revised to reflect this change.

Thank you for your attention to this notice. If you have any questions, please contact your Local Government Consulting Team.

PJM/ms

c: Stephen E. Davis