



Office of State Human Resources

JOSH STEIN
Governor

STACI MEYER
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: May 9, 2025

**RE: Approved Personnel Actions for the February 20, 2025
State Human Resources Commission Meeting**

Please see below the following personnel actions that were approved on May 6, 2025 by the Governor's Office and by the State Human Resources Commission at the February 20, 2025 meeting. These statements are summaries only; see the documentation at the link below for full details.

B. Total Rewards/Classification and Compensation: Revising Two Class Specifications and Abolishing One Class Specification for the Statewide Compensation Plan

Revisions were made to the minimum education and experience sections of the Chaplain I and Chaplain II class specifications for the Human Services job family to align with Executive Order 278 to allow equivalent education and experience to be considered. Additionally, changes to the class concept and knowledge, skills, and abilities sections were completed to align with current standards.

The abolishment of the Animal Health Inspection Supervisor class specification in the Safety and Inspection job family was approved as it was replaced by revisions and updates approved at the October 2024 SHRC meeting to the Veterinary Program Specialist III classification.

C. EEO, Accessibility, and Workforce Services: Reasonable Accommodation Policy

This policy was updated to add information from the permanent rules for the Pregnant Workers Fairness Act (at 29 C.F.R. Part 1636), including:

- In Section 2, Definitions, added a definition of "qualified individual with a known limitation."
- In Section 5, Reasonable Accommodation (Pregnancy):
 - Added footnote definitions of "temporary" and "in the near future."

- Added a Section 5.1, Predictable Assessments, that explains what sort of modifications, if requested, will almost always be a reasonable accommodation.
- In Section 7, added “If there is a situation where an employee requests an accommodation and both the PWFA and the ADA could apply, the employer should apply the provision that it would be less demanding for the employee to satisfy.”
- Created Section 7.1, Requesting a Reasonable Accommodation under the ADA.
- Added a Section 7.2, Requesting a Reasonable Accommodation under the PWFA. Within Section 7.2, Added explanations for how employees and applicants request accommodation under the PWFA, including limitations on requesting supporting documentation under the PWFA.
- Added footnotes throughout with citations to the CFR.

D. Total Rewards/Salary Administration: State Employee Holiday Schedule for 2027-2028

Under subsections 126-4(5) and (5a) of the General Statutes, the SHRC established the public holidays that will also be paid holidays for state employees for 2027 and 2028, following the same pattern as prior years. See the summary sheet for details.

E. Employee Benefits and Awards: Removal of Other Benefits Policy from State Human Resources Manual

This policy was unpublished because, based on DST feedback, it is outdated, informationally incorrect, and duplicative as the NCFlex, Retirement System, and State Health Plan subpages on the benefits page provide more up to date information than what is in the policy. Additionally, this type of information seems more appropriate for a website benefits section.

F. Legal: Personnel Records Policy

The policy defines “personnel records,” identifies which records are open to public inspection and which records are to be maintained as confidential, provides guidance about safekeeping of records, and describes the penalties for releasing confidential information. In addition, the policy includes how employees can object to material in the personnel file.

The following changes to the policy were approved by the SHRC:

- Added footnotes to the statutes that are the basis of this policy.
- Removed text on personnel files in the Retirement Systems Division of the Department of State Treasurer, replacing it with a citation to the separate statute on that subject (which uses the terminology “retirement file”).
- In section 6, on access to information made public record under N.C.G.S. § 126-23, replaced text to specify that the agency’s procedures under the Public Records Law should be used, rather than specifying a separate set of procedures.
- In sections 6 and 9, removed the text requiring that a record be kept of when information is provided in a disclosure required by law. Some agencies do not keep lists of when public records are provided.

G. Talent Acquisition: Priority Reemployment for Policy-Making and Exempt Managerial Employees Policy

The SHRC approved the removal of text suggesting that being rehired after August 20, 2013 removes an employee's eligibility for reassignment under N.C.G.S. § 126-5(e), even if the employee was first hired before that date. The rehired limitation is not stated in the statute, which is silent on this point.

H. Legal — Periodic Rule Review: Readoption of Subchapter 01B of Commission Rules

The SHRC approved the readoption of Subchapter 01B which specifies procedures for petitions for rulemaking and requests for declaratory rulings. Changes to Subchapter 01B are small and clarifying, and meant to conform to changes in the Administrative Procedure Act and ensure that OSHR and the Commission do not impose any procedural requirements that are greater than the Administrative Procedure Act.

The items are available to view on the State Human Resources Commission's HR Directors' SharePoint site at: [State Human Resource Commission - 2025 2 20 SHRC Meeting - All Documents](#)