



**Office of State Human Resources**

**JOSH STEIN**  
*Governor*

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*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 April 17, 2025  
State Human Resources Commission Meeting**

Please see below the following personnel actions that were approved or considered on May 6, 2025 by the Governor's Office and by the State Human Resources Commission (SHRC) at the April 17, 2025 meeting. These statements are summaries only; see the documentation at the link below for full details.

**B. State and Local Government Services: Permanent Rulemaking Process for 25 NCAC 01I .2103, "Salary Rate"**

The SHRC approved the permanent adoption of the temporary rule adopted by the SHRC in October 2024. This temporary rule was adopted at the direction of House Bill 223, Section 7, which requires rules concerning the hiring and compensation of trainees for local government positions that are subject to the State Human Resources Act. It gives local governments the same flexibility to hire trainees as is currently provided for state government agencies. A fiscal note has been prepared for the proposed permanent rule.

**C. Confirmation of Votes at February 20, 2025 Meeting**

Due to some commissioners being unable to join through the link on the agenda for the February 20, 2025 meeting, those agenda items were revisited and the SHRC voted to ratify the matters from that meeting.

D. Total Rewards/Classification and Compensation: One Revision to Substance Abuse Worker Existing Class Specification for the Statewide Compensation Plan

The SHRC approved revisions to the Substance Abuse Worker class specification in the Human Services job family to clarify job accountability and add that a driver's license is required. See documentation for details.

E. Total Rewards/Time & Leave: Changes to Compensatory Time Administrative Code (25 NCAC 01E .1006)

The SHRC approved revisions to 25 NCAC 01E .1006 to give agency heads the flexibility to accept compensatory time from another agency when an employee transfers. See the summary sheet for further details.

F. Total Rewards/Time & Leave: Changes to Incentive Leave Administrative Code (25 NCAC 01E .1801 to .1809)

The SHRC approved revisions to 25 NCAC 01E .1801 through .1809 to eliminate restrictions that are not also found in the Sign-On and Retention Bonus Policy. See the summary sheet for further details.

G. State and Local Government Services: Reduction in Force Policy

The Reduction in Force Policy was revised as follows:

- Section 1 - Added new text that makes clear the "RIF plan" is the written guidelines established by the agency for the particular reduction in force.
- Section 1 – Added new text to policy on furloughs and partial furloughs by work schedule reduction. This new text is based on the procedures that have been used in the past when federal shutdowns have occurred, funding has been interrupted due to the shutdowns for some state employees, and state employees have been placed on furlough as a result.
- Section 3 - Updated the RIF text of policy to make clear that the retention factors and analysis described in the policy should be documented in a written RIF plan.
- Section 4 – Moved the discussion of retention factors from the "Area of Analysis" section to the "RIF Retention Factors" in Section 3 and clarifying edits were made to the discussion of each retention factor.
- Section 6 – Updated the agency responsibility section to identify current way of submitting RIF plans to OSHR (through Smartsheet).
- Section 9 – Updated the leave section to make clear it is specific to RIFs, not to furloughs.
- "Sources of Authority" section (Section 10) was added, replacing the former effective date section.

H. Total Rewards/Time & Leave: Family and Medical Leave Policy; Family and Medical Leave – Military Caregiver Policy; and Family and Medical Leave – Qualifying Exigency Policy

The SHRC approved general updates to these policies and revisions making clear that denial of Family Medical Leave is not a grievable issue. See the summary sheet for further details.

I. Total Rewards/Salary Administration: Sign-On and Retention Bonus Policy

Revisions were presented to give agencies more flexibility to provide multiple bonus programs for employees by removing the policy's eligibility requirement that the employee must not have received a bonus within last 24 months. The SHRC voted to table this matter until further information could be provided to address questions/concerns of Commissioner Ross Beamon.

SharePoint site at: [State Human Resource Commission - 2025 04 17 SHRC Meeting - All Documents](#)