



**STATE OF NORTH CAROLINA
OFFICE OF STATE HUMAN RESOURCES**

JOSH STEIN
GOVERNOR

STACI MEYER
DIRECTOR

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

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

DATE: May 20, 2025 CORRECTED

**RE: Approved Personnel Actions for the May 15, 2025
State Human Resources Commission Special Meeting**

Please see below the following personnel actions that were approved on May 16, 2025 by the Governor's Office and by the State Human Resources Commission (SHRC) at the May 15, 2025 special meeting. These statements are summaries only; see the documentation at the link below for full details.

**B. Total Rewards/Classification and Compensation: University System — Revision of
Competency Profile for Horticultural Specialist**

The SHRC unanimously approved the University of North Carolina System Office request to change the minimum requirement for the Horticultural Specialist from requiring a Commercial Driver's License and Pesticide License to "may require North Carolina Pesticide License and North Carolina Commercial Driver's License." This change affects only the classification system used by the University of North Carolina System. In the UNC System, Horticultural Specialist responsibilities vary, and positions at some competency levels do not apply pesticides or require Commercial Driver's Licenses for specialized equipment.

**C. Total Rewards/Salary Administration: Revisions to the Sign-On and Retention Bonus
Policy**

The SHRC unanimously approved the revisions to the Sign-On and Retention Bonus Policy 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 (beyond a certain size) within the last 24 months.

Before this change, the Sign-On and Retention Bonus Policy required that the employee not have received in the last 24 months any retention or sign-on bonuses that total more than \$2,500 from the agency. (This 24-month period could be waived with OSHR approval.) This posed a procedural barrier where an agency wants to provide multiple targeted retention bonus programs – for example, one bonus program for all people in one work area, along with another bonus program for everyone who participates in a special initiative program for the agency’s staff. To provide more flexibility to agencies, this limitation has now been removed.

Complete documentation can be found on the SharePoint site at: [State Human Resource Commission - 2025 05 15 SHRC Special Meeting - All Documents](#)

