



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: February 20, 2024

**RE: Approved Personnel Actions for the February 15, 2024
State Human Resources Commission Meeting**

Please see below the following personnel actions that were approved on February 19, 2024 by the Governor's Office and by the State Human Resources Commission at the February 15, 2024 State Human Resources Commission meeting. These statements are summaries only; see the documentation for full details.

B. UNC Draft of Career Banding Salary Administration Policy

This Policy defines career banding salary administration components and rules for determining salary for various personnel actions. It is the policy of the university to compensate its employees at a level sufficient to encourage excellent performance and to maintain labor market competitiveness necessary to recruit, retain, and develop a competent and diverse workforce. This draft was introduced as an informational item only at the special meeting on January 18, 2024, so that the Commissioners could see the context for the salary range decision on that meeting's agenda.

The proposed revisions are intended to realign salary administration practices with the career banding classification system, to update roles and responsibilities for the university distinct from the agencies' current classification and compensation system, to clarify the role division between UNC and OSHR, and to incorporate approved salary decision authority thresholds. See the summary sheet and materials for further details.

C. Begin the Permanent Rulemaking Process for 25 NCAC 01E .1901-.1910, Paid Parental Leave

OSHR will begin the permanent rulemaking process by issuing a notice of text and seeking public comment on Administrative Code rules for paid parental leave, specifically Rules 25 NCAC 01E .1901 through .1908 which are largely the same as the temporary rules on paid parental leave, and new Rules 25 NCAC 01E .1909 and .1910 as required by the statutory creation at N.C.G.S. § 126-8.6. See the summary sheet and materials for further details.

D. Total Rewards/Wellness & Work-Life Balance: Lactation Support Policy

This policy provides guidelines that will assist agencies in the development of work-life balance initiatives to support the wellness and health of employees of North Carolina State Government. Work-life balance initiatives have proven to be effective recruitment and retention strategies as agencies compete for a diverse workforce to deliver efficient services to the citizens of North Carolina.

These revisions update the policy to be consistent with the PUMP Act, a federal law that went into effect on December 29, 2022, and to add the PUMP Act as a source of Authority for the policy. See the summary sheet and materials for further details.

E. Talent Management: Veteran's and National Guard Preference Policy

In appreciation for their service to this State and this country during a period of war, and in recognition of the time and advantage lost toward the pursuit of a civilian career, veterans and National Guard members shall be granted preference in employment. This policy explains the preference and how it is applied.

Revisions were made to provide clarity and consistency with the North Carolina Administrative Code. See the summary sheet and materials for further details.

F. Total Rewards/Classification and Compensation: 3 New and 18 Revised Classification Specifications

OSHR Classification and Compensation created three new classifications and made changes to eighteen classifications either as a result of the strategic goal to continuously evaluate current specs in an effort to modernize and update existing specs or on behalf of requests submitted by agencies. They include 2 new and 1 revisions to the Agricultural, Environmental, and Scientific Job Family, 9 revisions to the Corrections Job Family, 1 new and 7 revisions to the Financial and Business Management Job Family, and 1 revision to the Human Services Job Family. See the summary sheet and materials for further details.

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?id=%2Fsites%2FSHRC%2FHR%20Directors%2F2024%202%2015%20SHRC%20Meeting&viewid=5ce74308%2Dc66d%2D48f0%2D8c5e%2D94f2018a6219>