



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: December 11, 2023

RE: Approved Personnel Actions for the November 30, 2023
State Human Resources Commission Meeting

Please see below the following personnel actions that were approved on December 6, 2023, by the Governor's Office after being approved by the State Human Resources Commission at the November 30, 2023, State Human Resources Commission meeting. These statements are summaries only; see the documentation for full details. A link to the documentation can be found at the end of this memo.

B. Diversity and Workforce Services/Local LME/MCO Area Director Range Adjustment

In accordance with the recommendation of DHHS, the current salary range for the Local LME/MCO Area Director was adjusted upward by 4.0%. This is consistent with the general salary increase for state employees that was made for the 2023-2024 fiscal year (the so-called "Legislative Increase") in the 2023 Appropriations Act.

C. Diversity and Workforce Services/Local Government Local Salary Plans

The salary plans submitted to OSHR by local agencies subject to the State Human Resources Act were approved pursuant to N.C.G.S. § 126-9(b) and 25 NCAC 01i .2012, .2106, and .2107.

**D. Diversity and Workforce Services/Local Government Appalachian District Health Request for Substantial Equivalence in 2 areas:
Recruitment, Selection and Advancement, and Classification/Compensation**

The request by the Appalachian District Health Department to be deemed substantially equivalent in two areas (Recruitment/Selection/Advancement and Classification/Compensation) was approved pursuant to N.C.G.S. § 126-11.

**E. Total Rewards/Salary Administration: Temporary Rules
25 NCAC 01E .1903 Eligibility for Paid Parental Leave**

A revised temporary rule was adopted and will be submitted to the Rules Review Commission for review and approval pursuant to the temporary rulemaking process. The rule, 25 NCAC 01E .1903, entitled “Eligibility for Paid Parental Leave,” provides that the 12-month or 1,040-hour limits for the paid parental leave waiting period are counted by aggregating employment at “(A) the State of North Carolina agencies, departments, and institutions, including The University of North Carolina; (B) public school units that provide paid parental leave in accordance with G.S. 126-8.6; and (C) community college institutions of the State of North Carolina.”

**F. Total Rewards/Classification and Compensation: 1 Revised Classification
Specification RE E0278**

Revisions to 1 existing classification in the Statewide Compensation Plan’s Agricultural, Environmental, and Scientific Job Family – Public Health Scientist – were approved in light of Executive Order 278 to reduce barriers to entry into the classification.

**G. Total Rewards/Classification and Compensation: 11 Revised Classification
Specifications RE NonE0278**

Revisions to 11 existing class specifications for the Statewide Compensation Plan were approved. These revisions were made either as a result of the strategic goal to continuously evaluate, modernize, and update existing specifications, or as a result of requests submitted by agencies. They revisions included:

- On behalf of the Department of Public Safety, OSHR recommended revisions to two agency specific classifications in the Corrections Job Family.
- OSHR Classification and Compensation recommended changes to one classification in the Finance and Business Management Job Family, Banking Manager I.
- OSHR Classification and Compensation recommended changes to two classifications in the Human Services Job Family.
- On behalf of the Work Services Division of the Department of Commerce, OSHR Classification and Compensation recommended changes to six classifications in the Program Management Family.

H. Total Rewards/Salary Administration: Hours of Work Policy

Revisions to the Hours of Work and Overtime Compensation Policy were approved that included the following:

- Adding a note at the beginning of the policy to explain that these revisions are the first of two parts. Other revisions will be offered at the meeting in the first quarter of 2024.
- Updating Section 1, Minimum Wage:
 - By adding a footnote that cites the North Carolina Wage and Hour Act Minimum Wage; and
 - Adding information on the state employee minimum annual salary of \$31,200 (which is equivalent to \$15 an hour for most full-time work schedules), including a footnote referencing its implementation by Session Law 2018-5.

- Updating the FLSA Exempt employee minimum salary to reflect \$684 per week or \$35,568 annually in Sections 23 (Executive Employee Exemption), 24 (Administrative Employee Exemption), and 25 (Professional Employee Exemption), consistent with FLSA regulations.
- Updating the FLSA Computer Employee Exemption minimum salary to reflect \$684 per week, consistent with FLSA regulations.
- Updating the FLSA Highly Compensated Employee Exemption to reflect a minimum annual compensation of \$107,432 and \$684 per week, consistent with FLSA regulations.

I. Total Rewards/Salary Administration: Promotion Policy

Revisions to the Promotion Policy were approved. These changes included updating language in the “Temporary Promotion” section of the policy to better distinguish temporary promotions from acting pay. The changes also clarify that temporary promotional salary increases shall be determined under the provisions of acting pay, which better aligns with the Pay Administration Policy and other supplemental salary increases.

**J. Business Operations/Temporary Solutions: 25 NCAC 01C .0405
“Temporary Appointment”**

The Commission approved beginning the permanent rulemaking process to the rule on temporary employees of the State, 25 NCAC 01C .0405, to match the revisions to N.C.G.S. § 126-6.3 in the 2023 Appropriations Act. The proposed revisions to the rule will be released as a notice of text for public comment. Subsection (a) of the rule continues to provide that temporary appointments shall not exceed 11 consecutive months, subject to exceptions. The language of those exceptions has been modified to match revised N.C.G.S. § 126-6.3. A new subsection (d) has been added at the end of the rule which would write down the details of how the 31-day break for temporary employees works in practice. The proposed rule requires “a separation of at least 31 consecutive calendar days after the last day that person worked for the State in a temporary appointment.”

K. Talent Acquisitions: 3 Request for Continuous Postings: Office of the Auditor – Assistant Auditor and Department of Justice – Forensic Scientist I and II

Three classifications, one for the Office of the Auditor – Assistant Auditor – and two for the Department of Justice – Forensic Scientist I and II – were deemed critical pursuant to section 126-14.3 of the General Statutes. This will allow each to be continuously posted to maintain a hiring pool.

L. Safety, Health, and Workers Compensation: Workers’ Compensation Policy

Revisions in several sections of the Workers’ Compensation Policy were approved. The

revisions generally clarify the substance of the policy that already exists. New language has been added on separation, retaliation, and cross-references to training.

The items are available to view on the State Human Resources Commission's HR Directors' SharePoint site at: [State Human Resource Commission - 2023 11 30 SHRC Meeting - All Documents \(sharepoint.com\)](#)