



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: October 31, 2022

**RE: Approved Personnel Actions for the October 13, 2022
State Human Resources Commission Meeting**

Please see below the following personnel actions that were approved on October 26, 2022 by the Governor's Office and by the State Human Resources Commission at the October 13, 2022 State Human Resources Commission meeting.

- C. Total Rewards: Salary Administration: Appointment Types & Career Status Policy, New Appointment Policy, and Severance Salary Continuation Policy.

Salary Administration: Appointment Types & Career Status Policy

This policy defines probationary, permanent, time-limited and temporary appointment types including eligibility criteria and defines career state employee status in compliance with N.C.G.S. § 126-1.1. In addition, the policy summarizes eligibility for benefits such as leave earning, health insurance, retirement, etc. based on appointment type and employment status (full-time or part-time). The policy also summarizes employee eligibility for severance pay and RIF priority reemployment based on appointment type.

New Appointment Policy

State Government shall meet its workforce needs through systematic recruitment, selection, and career support programs that identify, attract, and select from the most qualified applicants for State employment, and encourage diverse representation at all occupational levels of the workforce. No selection decision shall be made that will constitute unlawful discrimination in violation of State and Federal law. This policy applies to those employees and positions that are subject to Articles 1, 2, 5, 6, 7, 8, 13 and 14 of G.S. 126. This does not include employees of the legislative and judicial branches, the public school and community college systems or other employees that are exempt from these Articles of the Human Resources Act.

Severance Salary Continuation Policy

An employee who has been reduced in force and who does not obtain employment to another position in state government or any other position that is funded in part or in whole by the State by the effective date of the separation shall be eligible for severance salary continuation. This policy provides that severance salary continuation shall be paid to eligible employees. Severance pay is subject to available funding and approval by the North Carolina Office of State Budget and Management.

These three policies were revised to make clear that the 36-month continuous employment period for time limited employees is counted on the basis of continuous employment in the same time-limited position.

E. Total Rewards: Salary Administration: Pay Administration Policy

OSHR is responsible for the development and consistent administration of the compensation program, including pay administration. The Pay Administration Policy provides a framework for setting pay in a fiscally responsible way while encouraging excellence and enabling agencies to address recruitment and retention needs.

New text would be added to the Pay Administration Policy on three types of salary differentials:

- Geographic differentials would be authorized only for positions with duty stations that, because of work necessities, must be outside North Carolina. OSHR would set the geographic differential based on the cost of living in that particular geographic area. See § 6.3 of the draft revised policy.
- Special assignment pay would be authorized for situations where particular employees at an agency (rather than all employees in a classification) have been assigned to a role that has special pressures or dangers that create recruitment and retention issues. (For example, this type of pay could be authorized for caregivers who work with people who have a special history of assaulting caregivers.) The special assignment pay lasts only while the employee is in this special role. It is limited to be no more than 10% of base pay. See § 6.4 of the draft revised policy.
- Acting pay would be authorized when an employee has a temporary assignment in which he or she remains in the same position but assumes higher-level duties or experiences a change in the variety and scope of duties. The duration of acting pay cannot exceed 12 months without OSHR approval. It is limited to the maximum of the salary range. See § 6.5 of the draft revised policy.

In each case, agencies would be authorized, but not required, to offer these types of pay.

F. Safety, Health and Workers' Compensation: Workplace Violence Policy

The state is guided by the Federal Occupational Safety and Health Act of 1970 that requires employers to provide their employees with a safe and healthy work environment. It is intended that all useful management tools be employed to accomplish the dual purpose of reducing the effects of violence on victims and providing consequences to those who perpetrate violence.

Adds authorization for agency to provide leave with pay, where it is necessary for transition to an adjustment under this Workplace Violence Policy to the employee's work schedule, location, or working conditions.

G. Total Rewards: Class and Compensation: Submission of Classification Specifications
2 New, 17 Revised and 1 Abolished Spec

Created 2 new, revised 17 and abolished 1 Classification Specs. for the Statewide Compensation Plan. Submission of these class specs changes requires approval to be entered into the new Statewide Compensation Plan.

Safety and Inspection job family:

- Boiler & Pressure Vessel Inspector
- Boiler & Pressure Vessel Inspector Supervisor
- Boiler & Pressure Vessel Assistant Director
- Boiler & Pressure Vessel Director
- Elevator Inspector
- Elevator Inspector Supervisor
- Elevator Inspector Assistant Director
- Elevator Inspector Director

Program Management job family:

- Wage & Hour Deputy Administrator
- Wage & Hour Investigator I
- Wage & Hour Investigator II
- Wage & Hour Supervisor

Corrections job family:

- Juvenile Court Counselor Chief
- Juvenile Court Counselor Supervisor
- Juvenile Court Services Field Specialist
- Probation/Parole Officer
- Probation/Parole Associate (Abolish)

Law Enforcement & Public Safety job family:

- Marine Fisheries Law Enforcement Officer I
- Police Officer Supervisor III (New)
- Special Populations Administrator (New)

H. Diversity and Workforce Services: Local Government:
Revised Local Class Specs for Physician Extender Classification Series

Update by using current terminology and practices and expanding minimum requirements to assist with recruitment and retention efforts.

The local government Physician Extender classification series used by local county health departments needed to be updated to modernize language, scope of practice and experience requirements that will expand recruitment and retention efforts. The new classification title will be Advanced Practice Provider (APP).

The suggested classification revisions were shared and vetted with the NC DHHS- Public Health Division, the NC Association of Local Health Directors, the NC Public Health Association, and the NC Association of Public Health Nurse Administrators. Letters of support from these stakeholder groups are attached. In addition, the NC Medical Board legal department and NC Board of Nursing have no objections with the proposed revisions.

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?newTargetListUrl=%2Fsites%2FSHRC%2FHRC%20Directors&viewpath=%2Fsites%2FSHRC%2FHRC%20Directors%2FForms%2FAllItems%2Easpx&id=%2Fsites%2FSHRC%2FHRC%20Directors%2F10%202013%202022%20SHRC%20Meeting&viewid=5ce74308%2Dc66d%2D48f0%2D8c5e%2D94f2018a6219>

Agenda item D, Safety, Health and Workers' Compensation: 25 NCAC 01C .1007 Separation, with proposed revisions regarding separation from state government employment for the following reasons: Appointment Ended, Resignation, Retirement, Reduction In Force, Separation Due to Unavailability, Voluntary Resignation without Notice, Dismissal, Death.