



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: November 14, 2024

**RE: Approved Personnel Actions for the October 17, 2024
State Human Resources Commission Meeting**

Please see below the following personnel actions that were approved on November 13, 2024 by the Governor's Office and by the State Human Resources Commission at the October 17, 2024 meeting. These statements are summaries only; see the documentation at the link below for full details.

B. Legal Division: Proposed Meeting Dates for 2025 (Third Thursday of designated month, except December)

The following dates were approved as SHRC meeting dates for 2025 pursuant to N.C.G.S. § 126-2(h):

February 20
April 17
July 17
October 16
December 11

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

Language was added to the policy to clarify if an employee is initially ineligible for a retention bonus due to a disciplinary action, and that disciplinary action becomes inactive while the agency's retention bonus program is still active, then that employee is eligible to receive that retention bonus, provided they meet all other eligibility requirements and language was added specifying the record keeping system for information generated by the actions in the policy and clarified by matching the language throughout concerning eligibility were approved.

D. Total Rewards/Salary Administration: Clarification about Record Keeping System for Specific Policies

Updates to the following policies clarifying the record keeping system for information generation by the actions were approved:

Leave without Pay Policy

Relevant Statutes: N.C.G.S. § 126-4(5)

Relevant Rule: 25 NCAC 01E .1100

Position Management Policy

Relevant Statutes: N.C.G.S. § 126-4(2) and (10)

Relevant Rules: 25 NCAC 01F .0100

Supplemental Salary Policy

Relevant Statutes: N.C.G.S. § 126-4(2) and (10)

Relevant Rules: 25 NCAC 01D .0115

See link below for details of changes for each.

E. Total Rewards/Time and Leave Administration: Family Illness Leave Policy

Edits to the policy remove the reference that denial of leave is a grievable issue, since that issue is not listed in the statute (N.C.G.S. § 126-34.02(b)) and stating the issues may be heard as contested cases after completion of agency grievance procedure were approved.

F. Total Rewards/Time and Leave Administration: Paid Parental Leave Policy

Revisions to the policy reflect the final rules, including the final rules on leave for adoption and foster care placements, 25 NCAC 01E .1909, and miscarriage and stillbirth, 25 NCAC 01E .1910 that were approved.

G. Total Rewards/Time and Leave Administration: Other Management Approved Leave Policy

Changes were approved to group together into a new section the existing policy language on leave for (1) “employees participating in volunteer emergency and rescue services” and (2) for employees to participate at the request of the American Red Cross “in specialized disaster relief services.” Also, the changes make clear that both these types of leave draw from the same pool of leave (not to exceed 15 workdays in any 12-month period) and require approval at the discretion of the agency head, and the changes add these leave programs’ statutes to the “sources of authority” section of the policy.

H. Talent Acquisition: Recruitment and Posting of Vacancies Policy

The following language was added to Section 4, Vacancy Announcement, consistent with changes to N.C.G.S. § 126-14.3(3):

“as a special exception through the Office of State Human Resources.”

I. Talent Acquisition: Selection of Applicants Policy

The following edits to the policy were approved:

- Added “Application forms for State employment shall include a statement informing applicants of the consequences of such fraudulent disclosure or lack of disclosure. This statement shall also appear on any screen that allows an applicant to attach materials to, or supplement, a State application.” to Section 4, Applicant Information. This language was added to N.C.G.S. § 126-30(a) by House Bill 223 (Session Law 2024-23).
- Added “or any document attached to or supplementing an application” to Section 4, Applicant Information, consistent with language added to N.C.G.S. § 126-30(a) by House Bill 223.
- Edited section 6.3, Employment of Aliens, for consistency with Form I-9 and Employment Eligibility Verification Policy (and federal forms) by replacing the term alien with noncitizen by replacing the old policy name, Immigration/Employment of Foreign Nationals Policy, with the updated policy name, Form I-9 and Employment Eligibility Verification Policy.

J. Talent Acquisition: Continuous Posting for NC Department of Adult Corrections (DAC) for Correctional Food Services Officers I, II and III

Pursuant to N.C.G.S. § 126-14.3 DAC’s request that the above listed classifications be deemed critical and be allowed to have continuous posting, without a closing date being posted for each job opening was approved.

K. Total Rewards/Classification and Compensation: Creation of One New and Eight Revised Class Specifications for the Statewide Compensation Plan.

The following new and revised classifications were approved in compliance with the OSHR strategic goal to continuously evaluate current specs in an effort to modernize and update existing specs or on behalf of requests submitted by agencies:

- Information Technology Job Family
- IT Contracts & Strategic Sourcing Director (Revision)
- IT Contracts & Strategic Sourcing Manager (Revision)
- IT Contracts Specialist (Revision)
- IT Contracts & Strategic Specialist I (Revision)
- IT Contracts & Strategic Specialist II (New)
- Law Enforcement Job Family

- Superintendent of State Parks (Revision)
- Operations & Trade Job Family
- Ferry Division Director (Revision)
- Safety & Inspections Job Family
- Veterinary Program Specialist I (Revision)
- Veterinary Program Specialist II (Revision)
- Veterinary Program Specialist III (Revision)

L. EEO, Accessibility and Workforce Services: Temporary Rule 25 NCAC 01I .2103 Salary Rate

On June 19, 2024, House Bill 223 (Session Law 2024-23) (section 7) was passed requiring the State Human Resources Commission to adopt temporary rules, followed by permanent rules, concerning the hiring and compensation of trainees for local government positions that are subject to the State Human Resources Act. The proposed temporary rule was approved to be submitted for adoption to the Rules Review Commission for entry as a temporary rule in the North Carolina Register.

M. EEO, Accessibility and Workforce Services: Disciplinary Action Policy

The following edits were approved to be made to the policy:

- Language was added to make clear investigators may access materials as part of a good faith and authorized effort to investigate a potential disciplinary action or EEO-related complaint, even if those materials would otherwise be inappropriate to access in the workplace.
- Language was added to make clear that finalized actions need to be stored in the electronic system of record - the HR/Payroll System.

N. EEO, Accessibility and Workforce Services: Employee Grievance Policy

Revisions to the policy to align with changes to N.C.G.S. § 126-34.02(b)(4), which reads as rewritten: "(4) Veteran's and National Guard preference. An applicant for State employment or a State employee may allege that he or she was denied veteran's preference or National Guard preference in violation of the law" were approved. As a result, the law now specifies that National Guard preference may be heard in a contested case hearing after the agency grievance process.

O. Talent Management: Certified Public Manager Program Policy

Revisions to the policy that broadened the type of target organizations that may nominate participants in the Certified Public Manager Program and clarify nominating organizations' responsibilities were approved.

P. Legal Division: Code change for 25 NCAC 01O .0113(d) to Records Retention Period for Performance Reviews

Approval to begin the rulemaking process was granted for changes to the above-referenced Rule that require employee performance reviews “be retained for the length of the employee’s employment with the State and an additional three (3) years.” This would align the retention period with the Court of Appeals’ holding in Locklear v. NC Department of Public Safety, No. NCCOA 22-890 (N.C. App., June 6, 2023) (unpublished).

The items are available to view on the State Human Resources Commission’s HR Directors’ SharePoint site at: [State Human Resource Commission - 2024 10 17 SHRC Meeting - All Documents](#)