



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: September 20, 2022

**RE: Approved Personnel Actions for the September 1, 2022
State Human Resources Commission Meeting**

Please see below the following personnel actions that were approved on September 19, 2022 by the Governor's Office and by the State Human Resources Commission at the September 1, 2022 State Human Resources Commission meeting.

B. Total Rewards/Salary Administration: Sign-On & Retention Bonus Policy

At the July 14, 2022 meeting, the Commission approved changes to this policy. These changes expanded the policy to also cover retention bonuses, adjusted the method by which agencies can show the need for the bonus, streamlined paperwork, and allowed the process to be completed faster in response to recruitment and retention needs. The new policy became effective June 1, 2022.

At the September 1, 2022 meeting, OSHR proposes a few additional changes to resolve points that have come up in the implementation of the new policy and were in need of clarification from the July 14, 2022 SHRC meeting.

These changes would:

- Address how payment/repayment of the bonus is achieved for circumstances other than termination of employment such as transfer to another agency at employee's or employer's discretion.
- Address how repayment of the bonus is handled when employee's termination or transfer to as a result of a medical issue.
- Requires the approval request sent to OSBM for greater than 50 person bonuses now must be sent simultaneously to OSHR as well.
- Provides a definition of "special initiative" for Retention Bonus Situation 3.
- Changes agencies reporting requirement from annually to quarterly.

The items are available to view on the State Human Resources Commission's HR Directors' SharePoint site at:

<https://neconnect.sharepoint.com/sites/SHRC/HR%20Directors/Forms/AllItems.aspx?id=%2Fsites%2FSHRC%2FHR%20Directors%2F9%2001%202022%20SHRC%20Meeting&viewid=5ce74308%2Dc66d%2D48f0%2D8c5e%2D94f2018a6219>