



**STATE OF NORTH CAROLINA
OFFICE OF STATE HUMAN RESOURCES**

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TO: **Agency Heads, Chancellors, Human Resources Directors, and Other Interested Parties**

FROM: **Denise H. Mazza, Administrator
State Human Resources Commission**

DATE: **October 9, 2025**

RE: **Approved Personnel Actions for the September 18, 2025
State Human Resources Commission Meeting**

Please see below the following personnel actions that were approved on October 7, 2025 by the Governor's Office and by the State Human Resources Commission (SHRC) at the September 18, 2025 meeting. These statements are summaries only; see the documentation at the link below for full details.

B. Talent Acquisition: Recruitment & Posting of Vacancies Policy

The SHRC approved the revisions to the Recruitment and Posting of Vacancies Policy as follows:

In Section 4, entitled “Vacancy Announcement”:

- In the text regarding the job posting, changed “vacancy-specific qualifications” to “vacancy-specific preferences.” This matches N.C.G.S. § 126-14.2(b), as revised by Session Law 2025-34.

In Section 8.2, entitled “Hiring a Candidate from the Most Qualified Pool of a Previous Posting”:

- Added several new procedures that fill in details for this new expedited hiring process. Specifically:
- Added a 24-month limit to condition 1. This means that the agency may look back to people who applied and were selected in the Most Qualified pool for positions posted up to 24 months before the person is hired using this process.

- Added a new condition that requires the agency to have documentation, at the time the agency uses this exception, to support that they meet the conditions stated in the statute.
- Clarified that if reference checks have not been previously conducted or documentation of the prior reference checks are not available, a reference check must be conducted.

Finally, updated the phrase “continuous posting” to read “evergreen posting,” the new terminology in the Workday IT system.

C. Talent Acquisition: Applicant Reference Checks Policy

The SHRC added a cross reference to Section 5 of the Recruitment and Posting of Vacancies policy for reference checks when hiring a candidate from the most qualified pool of a previous posting.

D. Talent Acquisition: Repeal of 25 NCAC 01H .0631

- The SHRC approved repeal of 25 NCAC 01H .0631 as some portions of this rule are inconsistent with the changes in law made by [Session Law 2025-34](#). Specifically:
 - Subparagraphs .0631(d)(1) and (2) discuss “vacancy-specific qualifications as determined by the agency.” This is now inconsistent with Session Law 2025-34.
 - Subparagraph .0631(d)(3) states that critical classifications (also known as continuous postings or evergreen postings) are to be approved by the State Human Resources Commission. This is now inconsistent with Session Law 2025-34, which gives this approval authority to the employing agency or institution going forward.
- The remaining text of the rule is unnecessary. Paragraphs (a), (b), (c), and (e) of the rule are covered by the Recruitment and Posting of Vacancies Policy. Paragraph (f) refers to a process that no longer exists – OSHR having to approve hiring decisions before they take place.
- Repealing Rule .0631 would leave in place the substantive requirements that applicants be selected based on their minimum qualifications. This is because the Recruitment & Posting of Vacancies Policy cover the same ground, and [Section 11 of Session Law 2025-34](#) provides a rulemaking exception that clearly allows requirements of this type to be stated in policy rather than in rule.

E. Talent Acquisition: Form I-9 and Employment Eligibility Verification Policy

Updated this policy in two main ways:

- First, the revised policy reflects the I-9 and E Verify process that will be built into the State's new Workday IT system, effective October 8, 2025.
- Second, the revised policy reflects the fact that executive branch agencies will be operating for employees hired in the Workday system on or after October 8, 2025, under a single Memorandum of Understanding (MOU) with the federal government for E-Verify, instead of multiple agency MOUs.

See the summary sheet for a detailed log of changes made to the policy.

F. Talent Acquisition: Personnel Records Policy

The SHRC approved adding a new subsection, entitled "Use of Personnel File Information by Human Resources Staff," that expressly states that Human Resources staff may have access to personnel file information where that access is part of the staff member's job duties. Also added a "Source of Authority" section.

G. Business Operations: Temporary Employment Policy

Updated the policy to reflect changes in the law, more clearly describing Temporary Solutions operations, and discussing proper classification of temporary employees compared to independent contractors.

See the summary sheet for a detailed log of changes made to the policy.

H. University SHRA Employee Grievance Policy

The SHRC approved of revisions to the policy as follows:

- Section IV.A. and IV.D.: Clarifies language that grievable issues that do not go through the formal internal grievance process can be addressed through the Informal Discussion process or other alternative dispute resolution process designated by the institution.
- Section IV.A. and IV.B.: Removes references in IV.A. to National Guard preference from issues not eligible for the formal internal grievance process and moves those references to IV.B. for issues that are eligible for the formal internal grievance process. This is to align with statutory changes to provide this coverage for National Guard preference.
- Throughout update references to EEO/Affirmative Action.

I. University Adverse Weather and Emergency Event Policy

The SHRC approved revisions to the policy as follows:

- Section IX: Clarifies references to “annual leave” to be inclusive of vacation leave and personal leave to address comparable leave programs for employees both subject to and exempt from the NC Human Resources Act.
- Section IX: Adds clarifying information regarding the expectations regarding teleworking capabilities of employees during adverse weather and emergency events, consistent with similar language in the OSHR Teleworking Program Policy.
- Section IX: Corrects language to note that anyone on a pre-approved leave that is concurrent with an adverse weather or emergency event, regardless of the Condition Level stated for the event, must use the previously approved leave for the absence.
- Section X: Updates the amount of time that mandatory employees have to use adverse weather equal time off from 12 months to 18 months. This is to align with a similar provision in agency policy.

J. Total Rewards/Classification and Compensation: Update to the State’s General (NC) and Medical-Health (MH) Pay Plans

The SHRC approved revising certain salary grades so that they are in compliance with S.L. 2018-5, Section 35.14(b) (“The State Human Resources Commission shall increase the minimum of all salary ranges in any compensation plan it maintains to at least thirty-one thousand two hundred dollars (\$31,200) annually.”)

K. Total Rewards/Time & Leave: Changes to Incentive Leave Administrative Code (25 NCAC 01E .1801 to .1809)

The SHRC approved amending the incentive leave rules to eliminate the restrictions that are not also found in the Sign-On and Retention Bonus Policy. See the summary sheet for further details.

L. Total Rewards/Time & Leave: Changes to Compensatory Time Administrative Code (25 NCAC 01E .1006)

The SHRC approved amending the rule to give agency heads the flexibility to accept compensatory time from another agency when an employee transfers. See the summary sheet for further details.

M. State and Local Government Services: Voluntary Separation Incentive Program Policy (proposed renaming and revision of Reorganization Through Reduction Policy)

These changes update the policy as follows:

- Change the name of the policy to “Voluntary Separation Incentive Program.”
- Section 2: Clarify employee eligibility.
- Section 3: Add a Computation of Separation Payment section.
- Section 3: Add a discretionary incentive bonus not to exceed 10% of the employee salary or \$10,000, whichever is greater.
- Section 3: Increase the SHP employer equivalent payment to \$8,500 with language to allow for automatic updates.
- Section 5: Require universities to submit approved RTR Plans to OSHR within 5 calendar days.
- Section 6: Reduce the prohibition on employee return to work from 12 months to 4 months.

N. Total Rewards: Repeal of Personnel Training Rules (25 NCAC 01K)

Repeal the following rules in 25 NCAC Subchapter 01K:

- 25 NCAC 01K .0210 and .0212, on OSHR’s Learning and Development team objectives and facilities.
- 25 NCAC 01K .0300 (.0311 - .0324), Academic Assistance.
- 25 NCAC 01K .0400 (.0401 - .0404), Use of non-state government education and training sources.
- 25 NCAC 01K .0500 (.0501 - .0502), Apprenticeship training.
- 25 NCAC 01K .0600 (.0612 - .0613), Interim performance management and FY 1989-90 performance pay funds.

The SHRC approved the repeal of these rules as a result of N.C. Session Law 2025-34, SB 124, An Act to Reduce Barriers to State Employment and to Modernize the State Human Resources System, becoming law on July 1, 2025. The bill amends General Statute § 150B-2(8a) to change the definition of “Rule” in the Administrative Procedures Act to exclude: “Job classification standards, job qualifications, and salaries and policies established for State and local government positions under the jurisdiction of the State Human Resources Commission, so long as those standards, qualifications, salaries, and policies directly affect only applicants for employment, current employees, or the resolution of matters related to past employment.”

This change is intended to allow OSHR to more quickly modernize the personnel systems for state and local employees who are subject to the State

Human Resources Act by not requiring rules for matters impacting these employee groups. Consequently, OSHR is reviewing all existing rules to determine if the rule is necessary or still relevant or if existing policy already exists. In the case of the rules listed above, they are all either covered by an existing policy or are outdated and no longer necessary.

Complete documentation can be found on the SharePoint site at:

[State Human Resource Commission - 2025 09 18 SHRC Meeting - All Documents](#)