



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

JOSH STEIN
GOVERNOR

STACI MEYER
DIRECTOR

October 7, 2026

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

FROM: Staci Meyer, Director

RE: September 24, 2026, State Human Resources Commission Meeting Approved Actions

Please see below for the personnel actions that the State Human Resources Commission (SHRC) recommended for approval at the September 24, 2026, meeting and the Governor's Office subsequently approved. These statements are summaries only; see the documentation at the link below for full details.

VI. Classification & Compensation Changes

The SHRC approved three new classifications, revised two classifications, and abolished four classifications as follows:

- New:
 1. Arborist
 2. Wildland Fire Supervisor
 3. Architectural Specialist
- Revised:
 1. ALE Agent I to ALE Agent
 2. Architectural Technician II to Architectural Technician
- Abolished:
 1. ALE Agent II
 2. ALE Agent III
 3. Architectural Technician I
 4. Juvenile Court Field Services Specialist

VII. Policy Updates

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All policy changes reflect updated statutory references based on the new Chapter 126A authority, including the new appointment types, and, in most cases, use plain language. In addition, OSHR created a separate document for each policy's history.

A. Personnel Records Policy

The SHRC approved changes to the Personnel Records policy to reflect Chapter 126A, including removing age from the list of information that is open for inspection and clarifying that supervisors and the management chain above the employee have access to personnel records.

B. Veterans and National Guard Preference Policy

The SHRC approved changes to the Veterans and National Guard Preference Policy, including extending Veterans' Preference to spouses of active-duty service members of the Armed Forces; removing references to war time and specific war-time dates; and clarifying when certain components of the preference apply only to the Veteran or National Guard member or to all eligible persons, which include spouses and dependents.

C. HR Commission Policy

The SHRC repealed the State Human Resources Commission policy and adopted operating procedures in lieu of the policy. The operating procedures reflect much of the prior policy but include the following changes and clarifications:

- Removing references to hearings since the Commission no longer conducts hearings.
- Correcting outdated location and communication information.
- Updating public comment procedures:
 - Maintains the current public comment time limit of three minutes.
 - Specifies that comments must be relevant to an agenda item at the meeting.
 - Requires public comment sign up at least three days before the SHRC meeting and for copies related to public comments to be either brought to the meeting or provided to OSHR at least three days in advance.

D. Form I-9 and Employment Eligibility Verification Policy

The SHRC approved the following changes to the Form I-9 and Employment Eligibility Verification Policy:

- Removing or updating language to reflect Workday implementation.
- Clarifying the policy applies to executive branch agencies that utilize Workday. The policy does not include The University of North Carolina or the Administrative Office of the Courts.
- Explicitly stating that agencies must use Workday to complete the Form I-9 and E-Verify case. Agencies may not use paper Form I-9s or agency specific E-Verify accounts.
- Clarifying that OSHR is the Program Administrator for the statewide E-Verify account.
- Clarifying when an action is not considered a "hire" for which a new Form I-9 and E-Verify case is needed.

Header is different than first page and should include the Memo Subject

- Requiring agencies to use their agency specific E-Verify accounts to run Status Change reports in E-Verify for employees hired before the implementation of Workday.
- Stating that OSHR will run Status Change reports in the statewide E-Verify account and notify agencies of any actionable results for employees hired after the implementation of Workday.

E. Appointment Types and Career Status Policy

The SHRC repealed the original Appointment Types and Career Status Policy and replaced it with an updated Appointment Types and Career Status Policy that reflects Chapter 126A of the General Statutes. Changes include:

- The new structure for appointment types.
 - There are now three permanent appointment types: probationary, permanent experiential, and career;
 - three non-permanent appointment types: temporary, time-limited, and non-permanent experiential; and
 - exempt appointments.
- Specifics on permanent and non-permanent experiential appointment types.
 - Experiential appointments are intended to provide hiring flexibility for work-based learning roles and may last up to four years.
 - If successfully completed, a permanent experiential appointment, so long as it is 12 months or longer, leads to a career appointment.
 - Non-permanent experiential programs do not lead to a career appointment.
- Information on changes to the probationary period required to achieve a career appointment.
 - The probationary period may be extended from 12 to 18 months if the manager needs additional time to assess the employee's performance.
 - Requires an employee to complete a probationary period if the permanent work-based learning program is less than 12 months.

F. Leave Policies

The SHRC approved the repeal of 17 existing leave policies, shown in Table 1, and the adoption of the new Employee Leave Options policy.

Table 1: Existing Leave Policies Recommended to Repeal and Replace

Policies to be repealed and combined	
Leave that Accumulates as a Balance	
1	Vacation Leave Policy
2	Sick Leave Policy
3	Compensatory Time Policy
Leave Granted in a Set Amount	
<i>Leave Granted on an Annual Schedule</i>	
4	Holidays Policy
5	Community Service Leave Policy
6	Community Service Leave - Literacy, Tutoring, Mentoring

Header is different than first page and should include the Memo Subject

7	Personal Observance Leave Policy
<i>Leave Granted upon a Qualifying Event</i>	
8	Bereavement Leave Policy
9	Paid Parental Leave Policy
10	Civil Leave and Job-Related Proceedings Policy
11	Incentive Leave Policy
12	Educational Leave Policy
13	Transfer Leave Policy
14	Other Management Approved Leave Policy (OMAL)
Leave Without Pay	
15	Leave Without Pay Policy
General Leave Provisions	
16	General Leave Policies - Leave Offsetting
17	Bonus Leave Administration Policy

The Employee Leave Options policy combines the leave policies listed in Table 1 into one policy. The amount of leave provided and circumstances around the use of leave did not change, except as follows:

- Expands paid parental leave to 12 weeks for both the birth parent and non-birth parent as required by S.L. 2026-40.
- Increases the minimum vacation leave for state employees, earned by employees with 0 to up to 5 years of state service, to 120 hours per year as required by S.L. 2026-40.
- Requires agencies to advance new hires 40 of the 120 hours of vacation leave that they earn in their first year of service so that that leave is available immediately upon hire.
- Creates a new service category of 25+ years of service and increases vacation leave for all categories of state service by 8 hours as shown below:

Years of Total State Service	Current	Future
< 5 years	9 h 20 m (14 days)	10 h (15 days)
5 but < 10 years	11 h 20 m (17 days)	12 h (18 days)
10 but < 15 years	13 h 20 m (20 days)	14 h (21 days)
15 but < 20 years	15 h 20 m (23 days)	16 h (24 days)
20 but < 25 years	17 h 20 m (26 days)	18 h (27 days)
25+ years (new)		20 h (30 days)

- Expands Bereavement Leave to all Executive Branch agencies pursuant to S.L. 2026-40.
- Expands, for the purposes of Bereavement Leave, the definition of Immediate Family to include domestic partners and individuals with a relationship equivalent to that of a family member and Colleague to include any employee with whom the eligible employee has worked, regardless of agency and recency.
- Adds closure of a school or dependent care facility as an allowable use of sick leave.

Header is different than first page and should include the Memo Subject

- Clarifies that the state may have up to 13 holidays, if needed.
- Merges the policies for the three current types of Community Service Leave to clarify differences and allowable uses.
- Clarifies that job-related civil proceedings should be entered as time worked.
- Replaces the limit on the use of educational leave, which was up to the time required to take a five-credit-hour course per academic semester, with agency flexibility to determine the amount of leave needed for the approved course(s). This is in alignment with changes to the new Employee Learning and Development Policy.
- Eliminates Extended Educational Leave, which is not a separate leave code and was written in a manner that could not be used. It was an exception to the former leave limit.
- Authorizes agencies to provide up to three days of leave to recognize an employee for receipt of a Governor's Award for Excellence.

G. S.L. 2026-40 Conforming Changes

The SHRC approved OSHR to make conforming changes to all policies, including:

- Correcting statutory references from Chapter 126 to Chapter 126A;
- Updating appointment types to reflect the appointment types in Chapter 126A; and
- Changing policy title cross-references where policy names have changed.

VIII. Rules Review

A. Subchapter 01A – General Provisions

The SHRC approved OSHR to **repeal** the remaining rules in Subchapter 01A, including:

- 25 NCAC 01A .0103, Definitions, whose terms are defined in Chapter 126A or no longer in use.
- 25 NCAC 01A .0104, Exceptions and Variances, whose authority is established in Chapter 126A.
- 25 NCAC 01A .0106, Delegation of Authority: Decentralization, whose authority is established in Chapter 126A.

B. Subchapter 01B – State Human Resources Commission

The SHRC approved OSHR to **repeal** the rules in Subchapter 01B, including:

- 25 NCAC 01B .0204, Presentation
- 25 NCAC 01B .0205, Oral Presentations
- 25 NCAC 01B .0208, Hearing Procedure

These rules were recommended for repeal because the information is now outlined in the SHRC's bylaws, or when appropriate, on the SHRC's website.

The SHRC approved OSHR to **amend** the rules in Subchapter 01B, including:

- 25 NCAC 01B .0201, Content and Procedure
- 25 NCAC 01B .0212, Request for Declaratory Ruling

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These rules will be amended for clarity and accuracy.

C. Subchapter 01C – Personnel Administration

The SHRC approved OSHR to **repeal** the rules in Subchapter 01C, including:

- Section .0200 – General Employment Policies
- Section .0400 – Appointment
- Section .0500 – Work Schedule
- Section .0700 – Secondary Employment
- Section .0800 – Requirements for Teleworking Programs
- Section .0900 – Employee Recognition Programs
- Section .1000 – Separation

All of the rules listed above fall into OSHR's broad rulemaking exception in N.C.G.S. 150B-2(8a)(i) because all necessary information from the rules is incorporated in the corresponding OSHR policy.

D. Subchapter 01E – Employee Benefits

The SHRC approved OSHR to **amend** the rules in Subchapter E, including:

- 25 NCAC 01E .0309, Sick Leave Transferable, to reference updates in the transfer of vacation and sick leave between state agencies, local governments, public schools and community colleges. The rule will also be updated to incorporate new statutory provisions around judicial and legislative leave transfers.
- Section .1300 – Voluntary Shared Leave Program, as follows:
 - 25 NCAC .1302, Voluntary Shared Leave, to incorporate definitions of immediate family.
 - 25 NCAC 01E .1303, Administration, to consolidate limits on leave.
 - 25 NCAC 01E .1304, Qualifying to Participate in Voluntary Shared Leave Program, to address recipient qualification.
 - 25 NCAC 01E .1305, Donor Guidelines, to consolidate all rules on donor eligibility requirements, donation limits, and restate the limits in hours.
 - 25 NCAC 01E .1306, Leave Accounting Procedures, to reorganize the accounting provisions related to Voluntary Shared Leave.
- Section .1900 – Paid Parental Leave, as follows:
 - 25 NCAC 01E .1901, Definitions, to update the statutory reference.
 - 25 NCAC 01E .1902, Relationship to Other Rules and Policies, to update the statutory reference.
 - 25 NCAC 01E .1903, Eligibility for Paid Parental Leave, to update appointment types and the statutory reference.
 - 25 NCAC 01E .1904, Leave Available to Full-Time Employees, to update the amounts of leave available when an employee becomes a parent to a child to 12 weeks for bonding with the child for both parents.
 - 25 NCAC 01E .1905, Leave Available to Part-Time Employees, for clarity.
 - 25 NCAC 01E .1906, Use of Other Leave, to remove cross-references to rules proposed for repeal and to update the statutory reference.

Header is different than first page and should include the Memo Subject

- 25 NCAC 01E .1907, Requesting Use of Paid Parental Leave, to strike subsection (d) and (e) because the information is in state policy but is not applicable to the rules promulgated by the Department of Public Instruction.
- 25 NCAC 01E .1908, Leave Administration, to strike subsection (d), related to fraudulent use of Paid Parental Leave, because this information is included in Policy.
- 25 NCAC 01E .1909, Leave Administration for Adoptions or Foster Care Placements to change the title to “Leave Administration for Transfer of Child Custody,” and remove the cross reference to the paid parental leave when an employee becomes a parent to a child.
- 25 NCAC 01E .1910, Miscarriage or Stillbirth, to remove the cross reference to the paid parental leave received when an employee becomes a parent to a child.

The SHRC approved OSHR to **repeal** the rules in Subchapter E, including:

- Remaining rules in Section .0100 – Leave: General Provisions
- Remaining rules in Section .0200 – Vacation Leave
- The following rules in Section .0300 – Sick Leave
 - 25 NCAC 01E .0301 – Sick Leave Credits
 - 25 NCAC 01E .0302 – Accumulation
 - 25 NCAC 01E .0303 – Advancement
 - 25 NCAC 01E .0304 – Verification
 - 25 NCAC 01E .0305 – Use of Sick Leave
 - 25 NCAC 01E .0308 – Leave Charges
 - 25 NCAC 01E .0311 – Separation
 - 25 NCAC 01E .0312 – Reinstatement of Sick Leave
 - 25 NCAC 01E .0314 – Sick Leave Without Pay
 - 25 NCAC 01E .0315 – Leave Records
 - 25 NCAC 01E .0317 – Definitions
- Remaining rules in Section .0700 – Worker’s Compensation Leave
- Remaining rules in Section .0800 – Military Leave
- Remaining rules in Section .0900 – Holidays
- Remaining rules in Section .1000 – Miscellaneous Leave
- Remaining rules in Section .1100 – Other Types of Leave Without Pay
- 25 NCAC 01E .1306, Leave Accounting Procedures (necessary information was incorporated into 25 NCAC 01E .1303)
- Remaining rules in Section .1400 – Family and Medical Leave
- Remaining rules in Section .1600 – Volunteer Service and Child Involvement Leave
- Remaining Rules in Section .1800 – Incentive Leave

All of the rules listed above fall into OSHR’s broad rulemaking exception in N.C.G.S. 150B-2(8a)(i) because all necessary information from the rules is incorporated in the corresponding OSHR policy.

E. Subchapter 01H, Section .1100 – Veterans’ Preference

The SHRC approved OSHR to **repeal** 25 NCAC 01 H .1100 Veterans’ Preference because S.L. 2026-40 repeals the statutory authority for the rule as written.

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F. Subchapter 01H .0631 and .0635, 01K

The SHRC approved OSHR to **repeal** the following rules:

- 25 NCAC 01H .0631
- 25 NCAC 01H .0635
- 25 NCAC 01K .0210, .0212, .0311 .0324, .0401, .0501, .0502, .0612, and .0613

The rules were recommended for repeal because portions of them are inconsistent with changes made by Session Law 2025-34 and other portions are unnecessary, because they're covered in policy, or outdated.

Complete documentation for the September 24, 2026, meeting can be found at:

<https://oshr.nc.gov/news/events/state-human-resources-commission-meeting-september-2026>



Staci Meyer (Oct 5, 2026 14:47:14 EDT)

Approved_Personnel_Actions-2026-09-24_Meeting

Final Audit Report

2026-10-05

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