



## MEMORANDUM

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

**FROM:** Bailey Bruce, Administrator  
State Human Resources Commission

**DATE:** December 12, 2016

**RE:** Approved Personnel Actions for the December 1, 2016 State Human Resources Commission Meeting

Please see below for the following personnel actions that were approved by the Governor's Office and the State Human Resources Commission at the December 1, 2016 State Human Resources Commission meeting.

The Commission approved the following actions:

1. Approval of Minutes for the October 6, 2016 SHRC Meeting  
(Commission Action: Approve Minutes)
  
2. Approval of Hearing Officer's Report and Final Rule Adoption
  - a. 25 NCAC 01C .0402 - Permanent and Time-Limited Appointment (Amend)
  - b. 25 NCAC 01C .1004 - Reduction in Force (Amend)
  - c. 25 NCAC 01D .0101 - Compensation Policy and Plan (Amend)
  - d. 25 NCAC 01D .0102 - Salary Ranges (Amend)
  - e. 25 NCAC 01D .0105 - Pay Status (Amend)
  - f. 25 NCAC 01D .0112 - Total State Service Defined (Amend)
  - g. 25 NCAC 01D .0114 - Break in Service (Amend)
  - h. 25 NCAC 01D .0201 - Initial Employment (Readopt)
  - i. 25 NCAC 01D .0301 - Definition and Policy (Amend)
  - j. 25 NCAC 01D .0401 - Definition (Amend)
  - k. 25 NCAC 01D .0608 - Reallocation (Amend)
  - l. 25 NCAC 01D .0901 - Definitions (Amend)
  - m. 25 NCAC 01D .1001 - Definition (Amend)



- n. 25 NCAC 01D .2701 - Severance Salary Continuation Policy (Readopt)
- o. 25 NCAC 01D. 2702 - Severance Salary Continuation Eligibility (Amend)
- p. 25 NCAC 01O .0108 - Performance Management Covered Employees (Amend)  
**(Commission Action: Approve Hearing Officer's Report and Final Rule Adoption)**

**3. Begin Rulemaking Process**

- a. 25 NCAC 01H .0630 – Recruitment and Selection Policy (Amend)
- b. 25 NCAC 01H .0631 – Posting and Announcement of Vacancies (Amend)
- c. 25 NCAC 01H .0632 – Applicant Information and Application (Amend)
- d. 25 NCAC 01H .0634 – Selection of Applicants (Amend)
- e. 25 NCAC 01H .0635 – Minimum Qualifications (Amend)
- f. 25 NCAC 01H .0701 – General Provisions (Amend)
- g. 25 NCAC 01H .0801 – Promotional Priority Consideration for Current Employees (Amend)
- h. 25 NCAC 01H. 0902 – Requirements for Reduction in Force Priority Consideration (Amend)
- i. 25 NCAC 01H .1001 – Exempt Priority Reemployment Consideration – Policy and Scope (Amend)
- j. 25 NCAC 01H .1104 – Application of the Veterans' Preference (Amend)
- k. 25 NCAC 01J .0603 – Appeals (Amend)
- l. 25 NCAC 01J .0605 – Dismissal for Unsatisfactory Job Performance (Amend)
- m. 25 NCAC 01J .0606 – Dismissal for Grossly Inefficient Job Performance (Amend)
- n. 25 NCAC 01J .0610 – Written Warning (Amend)
- o. 25 NCAC 01J .0611 – Disciplinary Suspension Without Pay (Amend)
- p. 25 NCAC 01J .0612 – Demotion (Amend)
- q. 25 NCAC 01J .0613 – Procedural Requirements (Amend)
- r. 25 NCAC 01J .0614 – Definitions (Amend)
- s. 25 NCAC 01J .0619 – Dismissal for Unacceptable Personal Conduct (Adopt)
- t. 25 NCAC 01J .1101 – Unlawful Workplace Harassment and Retaliation (Amend)  
**(Commission Action: Motion to Approve Beginning Rulemaking Process)**

**4. Sign On Bonus Policy**

**(Commission Action: Motion to Approve Sign On Bonus Policy)**

**5. Classification Specifications**

**(Commission Action: Approve Classification Specifications)**

**These items will be available to view at the Office of State Human Resources website at <http://www.oshr.nc.gov> once the site has been updated.**

Cc: Paula Woodhouse, Interim Director of the Office of State Human Resources