

**STATE HUMAN RESOURCES COMMISSION MEETING  
VIA WEBEX**

**MEETING MINUTES – November 30, 2023**

**Members Present:**

Members present on the Webex for the meeting were: Commissioner Dekhasta Becton Rozier, Chair, and Commissioner Andrea Allard, Commissioner Ross Beamon, Commissioner Doug Boyette, Commissioner April Page, Commissioner Starla Tanner, Commissioner Tye Vaught, and Commissioner Tracy Webb.

**Other Attendees**

Other attendees present: Barbara Gibson, Director, Glenda Farrell, Chief Deputy, and Twanetta Lytle Alston, Deputy Director, Office of State Human Resources; Anna Perkinson, Assistant General Counsel, and Lockhart Taylor, Director of Government Relations, Legal, Commission and Policy Division, Office of State Human Resources; Denise Mazza, State Human Resources Commission Administrator, Office of State Human Resources; Nancy Astrike, Susan Beasley, Andrea Bennett, Amy Bowman, Felicia Bridges, Karen Cheek, Megan Church, Andrea Clinkscales, Lorence Crossett, Dominick D'Erasmo, Devon Freed, Linda Forsberg, Scarlette Gardner, Joe Gilroy, Jennifer Harrison, Clara Hazzard, Bailey Hodgin, Christine Hofer, Stephanie McFadden, Natalie Montague, Randy Mizelle, Irshad Patel, Susan Reeves, Kristen Siemek, Deyla Tharrington, and Kimberly Whitaker of the Office of State Human Resources; Angeline Hariston, HR Director, NC Office of Administrative Hearings; Kieta Cannon, HR Director, and Jordan Chippewa, NC Auditor's Office; Sylvia Crumpler, HR Director, Department of Adult Corrections; Bancroft Neufville, Pam Hess, and Leigh Ann, NC Department of Agriculture and Consumer Services; Andrea Porterfield, HR Director, NC Commerce; Magnolia Lugo, HR Director, NC Community Colleges; Karen Gerald, HR Director, NC Department of Health and Human Services; Jerry Daniels, HR Director, NC Department of Insurance; Tina Wong and Lisa Sasser, NC Department of Justice; Janet Devane, HR Director, NC Department of Public Instruction; Jennifer Christeson, HR Director, NC Department of Public Safety; Harlan Frye, NC Department of Revenue; Shakeyia Hazell, HR Director, NC Secretary of State Office; Glenda Ellerbee, HR Director, NC Office of State Controller; Schmett Jones, HR Director, NC State Bureau of Investigation; Patricia Garcia, HR Director, Office of State Budget & Management; Chris Chiron, University System; and Hollie Thornton, HR Director, NC Wildlife.

**Opening**

The Commission convened its open meeting at 9:03 a.m. via Webex Teleconference.

The State Human Resources Commission (SHRC) convened last on October 19, 2023 for a special meeting. Pursuant to North Carolina General Statute Chapter 138A and the North Carolina Ethics Act, Chair Rozier asked all Commissioners if there were any conflicts of interest or potential conflicts of interest with respect to any matters coming before the Commission. No conflicts were presented.

There were no additions or corrections to the agenda for the November 30, 2023 meeting.

**CONSENT AGENDA**

The Chair presented the draft minutes for the October 19, 2023 State Human Resources Commission meetings.

There being no further discussion or questions, the Chair called for a motion to recommend approval of these minutes as provided.

Motion: Commissioner Vaught made a motion to recommend approval of the draft minutes for the October 19, 2023 State Human Resources Commission meetings.

Second: Commissioner Allard seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the draft minutes for the October 19, 2023 State Human Resources Commission meetings as provided. Commissioner Tanner had not joined the meeting at the time of this vote.

Motion carried.

**State Human Resources Director's Report**

NC OSHR Director Barbara Gibson opened the meeting by stating she hoped everybody had a wonderful holiday weekend as we move full swing into the holiday season. She noted that the season was a time to help those in need and how she enjoyed hearing about the charitable outreach efforts of state employees and members of my team had been using their community service leave to lend a hand at our animal shelters, chaperone school functions, and build homes for the less fortunate. OSHR was doing its part with a toy drive and finishing up the State Employee Combine Campaign with the OSHR committee organizing creative and fun ways for staff to give back from a very competitive chili cook off to an online marketplace to purchase donated items. In all, proudly, OSHR staff raised almost \$9,000 between our donation activities and online pledges. OSHR planned to continue to sprinkle holiday cheer throughout a week of merriment between an annual potluck, hot cocoa bar, and mug exchange, as well as the toy drive and a pancake breakfast. There would be no shortage of opportunities to come together and have a good time with co-workers. However, this year's festivities would be a little bittersweet for most of our team, as it is last year for OSHR in the Administration Building. There have been many great memories in this building, but OSHR is excited about its new adventure. OSHR will be moving a few blocks down the road to Fayetteville Street, with prime views of the Raleigh Christmas parade next year, and just 400 steps away from a Starbucks - not that Director Gibson had counted.

In recruiting efforts, the Talent Acquisition Team had been busy traveling the State to share the vast benefits of being a North Carolina State employee. With job fair attendees, OSHR works diligently to open the door of state employment to as many individuals as possible. OSHR Talent Acquisition Manager Kristin Siemek likes to say, screen in not out. Also, the OSHR team is partnering with the Governor's office and several state agencies to develop apprenticeship programs. Gibson stated she was appreciative of the supporting efforts going on at the

Department of Adult Corrections, Department of Administration, Department of Information Technology and Department of Transportation.

Gibson reminded the Commission that during the October 19, 2023 meeting, the Commission approved revisions to the Recruitment and Posting of Vacancies Policy to give agencies more flexibility when employing apprentices. This is mutually beneficial, as it will allow the apprentices to get valuable hands-on experience and it also helps the agency fill roles that are vital to their operation. OSHR continues to protect its fellow state employees as well as agencies who serve and provide human resources guidance that helps all parties. OSHR is working with agencies to implement a plan to be in compliance with the strengthened rule stating that all temporary employees must take a 31-day break after an 11-month period. All state employees are vital to making sure our State runs smoothly and that our constituents are provided with the highest quality of state service. Temporary employees are no exception.

Gibson closed by thanking all for supporting OSHR as it works towards the goal of being the best employer in the State and wishing each commissioner happy holiday season and a joyful New Year.

**Exceptions Granted under 25 NCAC 01A .0104**

Deputy Director Twanetta LytleAlston presented that no exceptions had been granted under 25 NCAC 01A .0104 since October 19, 2023.

**BUSINESS AGENDA**

**Public Comments**

There were no public comments at the November 30, 2023 State Human Resources Commission meeting.

**Diversity and Workforce Services/LME/MCO Area Director Range Adjustment**

Division Director Nancy Astrike presented the proposed updates to the salary range for LME-MCO area directors to reflect a 4.0% adjustment, consistent with the annual pay increase for state employees in the 2023 Appropriations Act.

In 2018, OSHR contracted with a private consultant to complete a market study for that area director roll. The study recommendations were approved by the State Human Resources Commission at that time. Since then, there have been no additional adjustments to the salary range that had been implemented and as time has progressed, the salaries of the LME MCO area directors have become pretty close to the top of the salary range. A market study such as the one commissioned in 2018 that established the current salary range is costly. OSHR is planning to seek appropriated funding for such a study in the 2024 budget process, but there's a lot going on with LME MCOs right now including system wide changes with a consolidation which are expected to take place in 2024. As an interim measure, since the LME MCO area directors are now many of them at the top of the salary range, OSHR and DHHS are recommending an increase in the salary range equal to the salary increase for state employees in the 2023 Appropriations Act. That would be an upward adjustment of 4% consistent with state employees this year - the maximum is currently \$375,100 and the new recommended maximum is \$390,104. Astrike presented a letter from the DHHS establishing their support for the adoption of the 4% legislative increase to the salary range.

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Commissioner Andrea Allard noted that some of increases between 22 and 23 look like huge salary adjustment such as 8% and 13% and asked if that was because those area recognized were not equivalent with others in the state.

Astrike agreed that was a fair assessment of what was going on and explained that these are unique jobs that require individuals with sometimes hard to find qualifications so to attract and retain individuals to these positions there is a lot of market pressure. As a result, OSHR will be recommending a market study, particularly after some of the consolidation and other changes to these entities to try to get a better handle on the appropriate marketplace these types of positions.

Commissioner Allard stated that she appreciated that noting that it seems interesting to her because all of them seem to be at the top of the range and are we hiring them from the midpoint up where most other employees are starting somewhere around the minimum?

Astrike stated she would have to check, but many of these area directors have been in these positions for quite a while. So, they're just progressing through the range and they are required to stay within the range obviously, and OSHR is happy to see that they are within the range, even though some are right at the very top of the range, but that's what OSHR believes is needed. The proposed range adjustment is conservative. These ranges have not been adjusted since 2018, so, while there have been movement within the range since 2018 for individual positions, the range itself has been stationary for the last 5 years. Astrike summarized by saying that there have been some new hires brought in at a higher range to recruit and retain them, but also some that have been stationary over the years.

Commissioner Tracy Webb asked if the salaries for the LME/MCOs already making the \$370,100 included the 4% increase?

Astrike explained that the listing were the current salaries as of June 30, 2023 did not include the 4% increase and that LME/MCOs don't necessarily get the 4% since they are not state employees. As far as capping the range, Astrike explained that these jobs will be changing and will require a market study for these jobs in the future.

Commissioner Ross Beamon asked if there had been any discussion about capping these numbers out at a certain number where the maximum is the maximum and that is it?

Astrike said there is a lot of changes occurring with the service area including granting DHHS more authority to administer these entities. So these jobs will be changing and will need to be looked at in the future.

Commissioner Beamon elaborated his question asking if in 4 or 5 years there would be a new range of for example \$425,000 etc. So when does ultimately cap.

Astrike stated it would be dependent on the market study outcome and it was any bodies guess, but that OSHR did feel at this time this was a conservative adjustment.

Commissioner Allard also noted that it was important to not confuse the range increase with the wage increase.

Astrike agreed stated that this was a proposed range increase, but entities may choose not to increase the salaries. There is no requirement that their salary be adjusted, but for those that are close to the top of the range, particularly as another fiscal year begins, it does give these entities a little room at the top.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the LME/MCO Area Director Range Adjustment. The Chair also stated that due to the activity in the Chat at the last meeting, she would pause a little longer before moving for a vote to make sure all have an opportunity to ask questions or make comments.

Motion: Commissioner Beamon made a motion to recommend approval of the LME/MCO Area Director Range Adjustment.

Second: Commissioner Vaught seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the recommend approval of the LME/MCO Area Director Range Adjustment as presented.

### **Diversity and Workforce Services/Local Government Local Salary Plans**

Local Government Manager Dominick D'Erasmus presented for approval the salary plans submitted by 65 local governments. Local agencies subject to the State Human Resources Act must submit a salary plan package to this office each year. The salary plan package consists of two major components: 1. A spreadsheet of classification titles with local salary grades/ranges; and 2. A reporting form (Microsoft Word document) and were made available prior to the meeting and processed according to the applicable rules. The plans were reviewed according to our administrative rules and established practice and OSHR recommended approval of the local salary plans presented here.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the Local Salary Plans as presented.

Motion: Commissioner Webb made a motion to recommend approval of the Local Salary Plans as presented.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission, except for Commissioner Vaught who was not heard on the call, recommended approval of the recommend approval of the Local Salary Plans as presented.

**Diversity and Workforce Services/Local Government: Appalachian District Health Request for Substantial Equivalence in 2 areas: Recruitment, Selection and Advancement, and Classification/Compensation**

Local Government Manager Dominick D’Erasmus presented the Appalachian District Health Department requests that the State Human Resources Commission determine it to be substantially equivalent in two program areas - Recruitment/ Selection/Advancement; and Classification/Compensation. Under N.C.G.S. § 126-11, approval of this request makes the District Health Department’s employees exempt in these two areas from the requirements of the State Human Resources Act. Pursuant to N.C.G.S. § 126-11(b), Article 6 of the State Human Resources Act (on equal employment opportunity) will continue to apply, even in the two areas listed above. After review, OSHR finds that Appalachian District Health Department meets the requirements for both areas and recommends approval of this request.

There being no further discussion or questions, the Chair called for a motion to recommend approval of Appalachian District Health Request for Substantial Equivalence in 2 areas: Recruitment, Selection and Advancement, and Classification/Compensation as presented.

Motion: Commissioner Tanner made a motion to recommend approval of the Appalachian District Health Request for Substantial Equivalence in 2 areas: Recruitment, Selection and Advancement, and Classification/Compensation as presented.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the Appalachian District Health Department’s Request for Substantial Equivalence in 2 areas: Recruitment, Selection and Advancement, and Classification/Compensation as presented.

**Total Rewards/Salary Administration: Temporary Rules 25 NCAC 01E .1903 Eligibility for Paid Parental Leave**

General Counsel Blake Thomas presented next stage of the temporary rulemaking process for the paid parental leave rule. The new statute on paid parental leave, N.C.G.S. § 126-8.6, became effective on July 1, 2023. OSHR proposed and submitted temporary rules as directed by the legislature. Those temporary rules were adopted on August 25, 2023. Then, Section 7.83(a) of the 2023 Appropriations Act (N.C. Sess. Law 2023-134) included new language requiring the Commission to adopt rules clarifying the requirement that employees have worked for the previous 12-month period or at least 1,040 hours to be eligible to receive paid parental leave. The revised temporary rule proposed at this meeting follows the new statute.

The revised temporary rule provides that the 12-month or 1,040-hour limits are counted aggregating employment at “(A) the State of North Carolina agencies, departments, and institutions, including The University of North Carolina; (B) public school units that provide paid parental leave in accordance with G.S. 126-8.6; and (C) community college institutions of the State of North Carolina.” The new language specifies that the 12-month limit is counted aggregating employment at any of these employers.

The proposed temporary rules received no comments at the public hearing or to its publication in the North Carolina Register. OSHR is asking the Commission to approval of proceeding with the next step in this process.

There being no further discussion or questions, the Chair called for a motion to recommend approval of Submitting the Published New Temporary Rule 25 NCAC .1903, Entitled "Eligibility for Paid Parental Leave," to the Rules Review Commission for Review and Adoption as presented.

Motion: Commissioner Beamon made a motion to recommend approval of Submitting the Published New Temporary Rule 25 NCAC .1903, Entitled "Eligibility for Paid Parental Leave," to the Rules Review Commission for Review and Adoption as presented.

Second: Commissioner Allard seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of Submitting the Published New Temporary Rule 25 NCAC .1903, Entitled "Eligibility for Paid Parental Leave," to the Rules Review Commission for Review and Adoption as presented.

**Total Rewards/Classification and Compensation: 1 Revised Classification Specification RE E0278**

Classification and Compensation Manager Felicia Bridges presented revisions to 1 existing class specification for the Statewide Compensation Plan in light of Executive Order 278 to reduce barriers to entry into the classification. Based on a review of education and experience requirements in all 1400+ existing class specifications, this recommendation represents the final revision to class specifications based on EO278 - Agricultural, Environmental, and Scientific Job Family - Public Health Scientist.

Commissioner Allard asked why the prior years of experience in a Master dropped from 5 years to 2.

Bridges stated that it was dropped to make it equivalent with the other levels and the agency did not want to go beyond what was required for the certification which reduced the experience requirement and balances the education with experience.

There being no further discussion or questions, the Chair called for a motion to recommend approval of 1 Revised Classification Specification as presented.

Commissioner Allard expressed concern about the combination at the Bachelor degree level and having the ability to perform because this is a very important position.

Bridges acknowledged her concern and commented that agencies had contributed to these combination levels for entry into these roles.

Motion: Commissioner Allard made a motion to recommend approval of 1 Revised Classification Specification as presented.

Second: Commissioner Vaught seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of 1 Revised Classification Specification as presented.

**Total Rewards/Classification and Compensation: 11 Revised Classification Specifications RE NonE0278**

Classification and Compensation Manager Felicia Bridges presented revisions to 11 existing class specifications for the Statewide Compensation Plan either as a result of our strategic goal to continuously evaluate current specs in an effort to modernize and update existing specs or on behalf of requests submitted by agencies. They include the following:

Corrections Job Family

- Juvenile Court Counselor
- Juvenile Court Counselor Supervisor

Finance and Business Management Job Family

- Banking Manager I

Human Services

- Development Services Manager
- Rehabilitation Counselor Supervisor

Program Management

- Career Employment Services Consultant I
- Career Employment Services Consultant II
- Career Employment Services Manager I
- Career Employment Services Manager II
- Career Employment Services Supervisor I
- Career Employment Services Supervisor II

Bridges reported that OSHR requested the Commission approve these revisions.

Commissioner Allard brought to Bridges attention a typo in the Career Employment Manager I spec on the bottom line which stated Manager II instead of Manager I. Bridges stated it would be corrected.

There being no further discussion or questions, the Chair called for a motion to recommend approval of 11 Revised Classification Specification with correction of the typo in the Career Employment Manager I spec.

Motion: Commissioner Webb made a motion to recommend approval of 11 Revised Classification Specification with correction of the typo in the Career Employment Manager I spec.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of 11 Revised Classification Specification with correction of the typo in the Career Employment Manager I spec.



**Total Rewards/Salary Administration: Hours of Work and Overtime Compensation Policy**

Total Rewards Division Director Andrea Clinkscales presented the Hours of Work and Overtime Compensation Policy revisions outlining the state wage and hour regulations and federal compensation requirements. This policy also addresses exempt employees, on-call, travel time, and special provisions. The changes presented is the 1st of a 2-part process to revise this policy. The other revisions will be presented in 2024. Clinkscales requested the Commission approve of the proposed revisions as presented.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the Hours of Work and Overtime Compensation Policy as revised.

Motion: Commissioner Beamon made a motion to recommend approval of the Hours of Work and Overtime Compensation Policy as revised.

Second: Commissioner Webb seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the Hours of Work and Overtime Compensation Policy as revised.

**Rewards/Salary Administration: Promotion Policy**

Pay Administration Consultant Lorence Crossett presented revisions to the Temporary section of the Promotion Policy to better distinguish temporary promotions from acting pay and to also clarify that temporary promotional salary increases shall be determined under the provisions of acting pay, which better aligns with the pay administration policy and other supplemental salary increases. Crossett requested the Commission approve of the proposed revisions as presented.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the Promotion Policy as revised.

Motion: Commissioner made Webb a motion to recommend approval of the Promotion Policy as revised.

Second: Commissioner Tanner seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the Promotion Policy as revised.

**Business Operations/Temporary Solutions: 25 NCAC 01C .0405 "Temporary Appointment"**

Temporary Solutions Manager Joe Gilroy presented 25 NCAC 01C .0405 Temporary Appointment rule to update the role to match revisions made to N.C.G.S. § 126-6.3. OSHR recommended that the Administrative Code rule be updated to match the new statute and proceed with beginning the permanent rulemaking process for the revised rule.

There being no further discussion or questions, the Chair called for a motion to recommend approval beginning the Rulemaking Process for 25 NCAC 01C .0405 Temporary Employment as revised.

Motion: Commissioner Beamon made a motion to recommend approval of beginning the Rulemaking Process for 25 NCAC 01C .0405 Temporary Employment as revised.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of beginning the Rulemaking Process for 25 NCAC 01C .0405 Temporary Employment as revised.

**Talent Acquisitions: Request for Continuous Postings - 3 Requests: Office of the Auditor – Assistant Auditor and Department of Justice – Forensic Scientist I and II**

Talent Acquisition Manager Kristin Siemen presented the 3 requests for continuous postings - 1 for the Office of the Auditor – Assistant Auditor - and 2 for the Department of Justice – Forensic Scientist I and Forensic Scientist II. Siemek explained that by statute vacancy announcements must be posted for a minimum of five business days and must have a closing date unless the classification has been deemed critical. When the Commission approves continuous posting for a classification at an agency, the agency can create a vacancy announcement for the classification, start accepting applications and then immediately begin screening and interviewing. Instead of having to wait for the posting to close. As new positions become vacant, they already have a qualified applicant pool that they can review. This also enables applicants to apply to one vacancy announcement and be considered for many vacant positions instead of having to apply for each vacancy separately and is a much more efficient hiring process when a continuous posting is approved. OSHR stresses to the HR professionals who are screening the applications the importance of screening and communicating with applicants in a timely manner. Also, when approving classifications for continuous posting some of the factors that are considered to determine if a classification is critical include agency turnover, vacancy rates, scarcity of the skill set, or even geographic location.

The first, the Office of the State Auditor is requesting a continuous posting for the Assistant State Auditor I. The Office of the State Auditor has seen a significant increase in turnover over the past three years due to several factors such as employees leaving the auditing profession for other professions, and also CPA firms offering even more competitive salaries in reaction to the shrinking pool of qualified applicants. The Assistant State Auditor I is an entry level position that requires either a bachelor's with classes in accounting or a candidate who has some accounting experience. The majority of the eligible candidates are upcoming graduates or recent graduates and these candidates are in high demand in both the private and public sector. The Office of the State Auditor is requesting a continuous posting so that they can constantly recruit and compete with the private sector. One of the ways is by being able to make conditional offers to students when they meet them at career fairs and also having the ability to interview and hire other qualified candidates as they apply.

The other two classifications are with the Department of Justice. They're requesting continuous postings for Forensic Scientists I and Forensic Scientists II and both classifications DOJ has seen a significant increase in their turnover and vacancy rates. The skill set required for forensic scientist is very unique and a highly sought after skill set. The forensic science market

is extremely competitive, and DOJ struggles with not only hiring for forensic scientists due to the salary but also with retaining forensic scientists because those, you know, worked with DOJ for a couple of years to get the experience and then go out and take jobs in the private sector. Due to these factors, DOJ constantly has vacancies in these two classifications. And a continuous posting would enable them to screen interview and hire as soon as eligible candidates apply. After discussions with the agencies and reviewing relevant data, OSHR recommends that the Commission authorizes continuous postings for all three classifications.

Commissioner Tanner commented that she thought this was a great idea and seems to serve the purpose of helping state government be more competitive and timelier especially with recent graduates.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the three continuous postings as presented.

Motion: Commissioner made Tanner a motion to recommend approval of the three continuous postings as presented.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval three continuous postings as presented.

**Safety, Health, and Workers Compensation: Workers' Compensation Policy**

Safety, Health, and Workers Compensation Division Director Scarlett Gardener presented revisions to the policy clarifying already existing policy through language revisions in several sections. The proposed revised policy includes some reorganization of some content, and clarification of language in several sections. Specifically, adding detail to explain precisely how leave works when an employee is treated on the date of injury by an authorized treating physician, language clarifying that workers compensation leave of absence with supplemental pay can only be used in accordance with the schedule published by OSHR each year, clarifying the calculation of lump sum leave payouts when an employee does not return to work prior to separation following workers compensation leave, and also when an employee does return to work prior to separating following workers compensation leave, adding more detail with regards to the process of separating state employees while on workers compensation leave pursuant to the Administrative Code provision on that topic, and new language concerning the prohibition on retaliatory action against employees that file workers compensation claims or may be involved in some aspect of the workers compensation process.

Commissioner Allard asked Gardener to point out what the main differences were between this document and the previous version as she had not received a copy of this information.

Commission Administrator Mazza apologized explaining that this information had not been made ready until late afternoon and suggested that she show the document on the screen while Gardener reviewed each revision. Gardener agreed and each revisions were reviewed that way. During this process, the visual timed out and had to be brought back up during which General Counsel explained that due to a version issue so the final draft documentation was

late being provided to the Commissioners, leadership and HRDs and offered to table this policy if the Commissioners preferred.

Commissioner Allard stated she appreciated his offer but asked Gardener to point out what are the main differences.

Gardener stated that there were no substantive differences whatsoever and, with the help of the Total Rewards team, the Safety, Health and Workers Compensation Division had spelled out in tremendous detail how to calculate leave payouts upon separation for workers' comp leave using a clarifying tests with regards to the separation process, added for informational purposes the prohibition on retaliation and information about supplemental compensation and how that can be used, and how it works when an employee is treated on the date of injury. In summary, Gardener concluded by summarizing that all these edits are non-substantive, clarifying changes to make this as simple for everyone to understand as possible as it is very widely used on a daily basis statewide.

The Chair thanked all for the explanation and asked if there being no further discussion or questions, and the Commission was find with proceeding, called for a motion to recommend approval of the Workers Compensation Policy as revised.

Motion: Commissioner Webb made a motion to recommend approval of the Workers' Compensation Policy as revised.

Second: Commissioner Tanner seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the Workers' Compensation Policy as revised.

Commissioner Allard stated that she wanted to thank OSHR and their whole team for the amazing work that they do for the Commission and for Denise and Blake for the preparation of all the documents.

The Chair seconded that and Tanner stated the Commission unanimously agreed.

Director Gibson thanked the Commission stating it is really helpful to get the positive feedback and thanked the commissioners as well for all the work they do.

### **Adjournment**

There being no further discussion or questions, Chair Rozier called for a motion to adjourn.

Motion: Commissioner Vaught so moved.

Second: Commissioner Allard seconded the motion.

A roll call vote was held and all attending members of the Commission agreed to adjourn the November 30, 2024 SHRC Meeting.

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The Commission adjourned at 10:14 a.m.

**Executive Session**

The State Human Resources Commission did not have an executive session at its November 30, 2023 meeting.

**Minutes submitted by:**

Denise H. Mazza,  
State Human Resources Commission Administrator