



**ROY COOPER**  
*Governor*

**Office of State Human Resources**

**BARBARA GIBSON**  
*Director, State Human Resources*

## **MEMORANDUM**

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

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

**DATE: February 27, 2020**

**RE: Approved Personnel Actions for the February 6, 2020  
State Human Resources Commission Meeting**

Please see below the following personnel actions that were approved by the Governor's Office and the State Human Resources Commission for the February 6, 2020 State Human Resources Commission meeting.

1. Minutes for the December 5, 2019 SHRC Meeting.  
(Commission Action: Recommend Approval of Minutes)
2. Safety, Health & Workers' Compensation: Workplace Violence Policy  
Adds new summary policy statement. Adds language to existing definitions and adds new definitions. Adds list of examples of prohibited conduct that would be considered workplace violence. Denotes that management may recommend EAP services to support employees that are victims of workplace violence. Denotes that possession of weapon in federal, state, or local buildings may or may not be permitted dependent upon applicable statutes. Describes workplace violence incident reporting and response responsibilities of employee, supervisor, and agency.  
(Commission Action: Recommend Approval of Revised Workplace Violence Policy)
3. Total Rewards/Recruiting: 25 NCAC 01C .0802 "Covered Employees" – Requirements for Teleworking Programs  
Revise rule to include additional classes of employees, including temporary employees and certain part-time employees (more than half-time), as eligible participants in the Teleworking Program.  
(Commission Action: Recommend Approval of Beginning Rulemaking Process for 25 NCAC 01C .0802 Covered Employees)

4. Total Rewards/Recruiting: Teleworking Program Policy  
Revise rule to include additional classes of employees, including temporary employees and certain part-time employees (more than half-time), as eligible participants in the Teleworking Program.  
(Commission Action: Recommend Approval of Revised Teleworking Program Policy)
  
5. Total Rewards/Recruiting: Continuous Posting - DPS Youth Program Education Assistant positions.  
Due to the skills required upon hire combined with the low salary and the shifts required to work, there is high turnover in these positions which means there is a constant need to recruit.  
(Commission Action: Recommend Returning this Item to Further Analyze Other Ways to Address Hiring and Retention Issues Associated with DPS Youth Program Education Assistant Positions)
  
6. Total Rewards/Recruiting: Continuous Posting - Temporary for OSBM State Budget Analyst I and II  
Due to the key role these positions play in helping inform state budget, public policy and legislative decisions, there are essential consultative and advisory skills required for these positions that are hard to find. Qualified candidates, when looking for a job, look to work for the State at OSBM or they look for a fiscal position with the General Assembly and a continuous posting would allow OSBM to start developing relationships with potential candidates and have the ability to reach out to them when an opening does become available.  
(Commission Action: Recommend Approval of Continuous Posting for OSBM State Budget Analyst I and II positions)
  
7. Diversity and Workforce Services: RIF Policy  
North Carolina General Statute has been updated to reflect that no loss of funds shall be required as a precondition for a reduction in force (N.C.G.S. § 126-7.1 (b)). The policy revisions reflect this change, as well as adding some clarification regarding retention factors.  
(Commission Action: Recommend Approval of Revised RIF Policy)
  
8. Classification and Compensation: 2 New and 2 Revised Classification Specs for New Class & Compensation System  
2 New Class Specs: New concept requiring investigating of criminal violations and irregularities in elections.
  - Elections Investigator I                      • Elections Investigator II
 2 Revised Class Specs: Revised concept removing investigative work and requiring specializing in one facet of elections work.
  - Elections Specialist I                      • Elections Specialist II
 (Commission Action: Recommend Approval of the 2 New and 2 Revised Classification Specifications for the New Class and Compensation System)

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

<https://ncconnect.sharepoint.com/sites/SHRC/HR%20Directors/Forms/AllItems.aspx?viewid=5ce74308%2Dc66d%2D48f0%2D8c5e%2D94f2018a6219&id=%2Fsites%2FSHRC%2FHR%20Directors%2F02%206%202020%20SHRC%20Meeting>