



Office of State Human Resources

ROY COOPER
Governor

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: April 23, 2019

RE: Approved Personnel Actions for the April 4, 2019
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 April 4, 2019 State Human Resources Commission meeting.

- 1. Minutes for the February 7, 2019 SHRC Meeting.**
(Commission Action: Recommend Approval of Minutes)
- 2. Diversity and Workforce Services: Local Government**
LME/MCO Area Directors – Results of Consultant's Salary Study
(Commission Action: Recommend approval of the OSHR salary range on the condition that OSHR study the feasibility of a differentiated or salary tier range for LME/MCOs based on size and covered lives)
- 3. Diversity and Workforce Services: EEO Policy**
To align the relevant parts of the Equal Employment Opportunity Policy with Executive Order No. 24: Policies Prohibiting Discrimination, Harassment, and Retaliation in State Employment, Services, and Contracts Under the Jurisdiction of the Office of the Governor.
(Commission Action: Recommend Approval of Equal Employment Opportunity Policy as amended)

4. Diversity and Workforce Services: EEOF

Update to the original course Equal Employment Opportunity Institute (EEOI) which was changed to Equal Employment Opportunity and Diversity Fundamentals (EEOF) in 2016 to reflect the name change and other technical corrections.

(Commission Action: Recommend Approval of Equal Employment Opportunity Diversity Fundamentals Policy as amended)

5. Classification and Compensation

2 New Class Specs (legislatively required)

Deputy Director Samarcand Training Academy

Director Samarcand Training Academy

2 Revised Class Specs:

Forestry Technician II

Forestry Technician III

(Commission Action: Recommend Approval of 2 New and 2 Revised Classification Specifications)

6. State Employees Workplace Requirements Program for Safety & Health

Revise OSHR policy related to statutory delegation of authority in N.C.G.S. Chapter 143, Article 63 and N.C. Administrative Code Chapter 25, Subchapter 1N, Workplace Environment and Health regarding safety, health, and workers' compensation programs in Executive Branch agencies and the UNC System.

(Commission Action: Recommend Approval of OSHR policy related to Statutory Delegation of Authority in N.C.G.S. Chapter 143, Article 63 and N.C. Administrative Code Chapter 25, Subchapter 1N, Workplace Environment and Health regarding safety, health, and workers' compensation programs in Executive Branch agencies and the UNC System as revised)

7. Legal, Commission and Policy

25 NCAC 01I (procedural human resources information for local government agencies subject to portions of the State Human Resources Act (County Departments of Social Services, County Departments of Public Health and LME/MCO's)).

Local Government

25 NCAC 01I .1702 Employment of Relatives

25 NCAC 01I .1805 Provisions For Tentative Temporary Classification

25 NCAC 01I .1902 Posting and Announcement of Vacancies

25 NCAC 01I .1903 Application Information and Application

25 NCAC 01I .1905 Selection

25 NCAC 01I .2003 Promotion

25 NCAC 01I .2105 Other Pay

25 NCAC 01I .2302 Dismissal For Unsatisfactory Performance of Duties

25 NCAC 01I .2303 Dismissal For Grossly Inefficient Job Performance

25 NCAC 01I .2304 Dismissal For Unacceptable Personal Conduct

25 NCAC 01I .2305 Written Warning

25 NCAC 01I .2306 Disciplinary Suspension Without Pay

25 NCAC 01I .2307 Demotion

25 NCAC 01I .2310 Appeals

Safety & Workers' Compensation

25 NCAC 01E to clarify vacation leave handling when an injured employee returns to work or is separated following a period of workers' compensation leave and clarify duties and parameters of the OSHR administered self-insured workers' compensation program for state employees.

25 NCAC 01E .0210 Separation: Payment of Vacation Leave

25 NCAC 01E .0704 Coverage

25 NCAC 01E .0705 Administration

(Commission Action: Recommend Approval of Adoption of Rules 25 NCAC 01I .1702, .1805, .1902, .1903, .1905, .2003, .2302, .2303, .2304, .2305, .2306, .2307 and .2310 as amended, the repeal of .2105, and adoption of 25 NCAC 01E .0210, .0704 and .0705 as amended)

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

<https://nconnect.sharepoint.com/sites/SHRC/HR%20Directors/Forms/AllItems.aspx?web=1>.