



Office of State Human Resources

**ROY COOPER**  
*Governor*

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

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

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

**DATE: July 16, 2020**

**RE: Approved Personnel Actions for the June 4, 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 June 4, 2020 State Human Resources Commission meeting.

The State Human Resources Commission met on June 4, 2020 via Webex due to the State of Emergency declared for the COVID-19 Pandemic. The Commission was provided the following information, and considered and approved the following personnel actions pursuant to N.C.G.S. § 126-4. Members of the Commission participating in these decisions were: Chair Dekhasta Rozier and Commissioners Ross Beamon, Meredith Benjamin, Douglas Boyette, John Eller, Martin Falls, Emily Jones, April Page, and Phil Strach.

For informational purposes, Deputy Director Twanetta Lytle-Alston presented the exceptions Director Gibson had granted during the State of Emergency under 25 NCAC 01A .0104 since the April 2, 2020 SHRC meeting.

The Commission approved the following actions:

1. Minutes for April 2, 2020  
(Commission Motion to Recommend Approval of Minutes for April 2, 2020)

2. Safety, Health & Workers' Compensation: ID Badge Policy and Security ID Badge Policy/Memorandum

Last reviewed in 2012, as part of the 2020 NC OSHR Policies Review Project, SWC proposed this policy be revised to allow State agencies flexibility to establish customized ID Badge policies for employees, contractors, and visitors, pursuant to security needs of specific worksites. The draft memorandum, also last dated 2012, will be removed as a policy tab and included as a resource document under the ID Badge Policy tab to describe issues for agency consideration when developing ID Badge policies that were included in the prior version of the policy.

(Commission Action: Motion to Recommend Approval of Revisions to the ID Badge Policy and Security ID Badge Policy as well as moving it from a policy tab to a resource tab under the ID Badge Policy)

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

Last amended in 2016, the Rule is being updated to align with current practices by including inmates, interns, and externs as exceptions to the mandatory break-in-service requirement for temporary employment. These three categories of temporary employees are already exempted in the Temporary Employment Policy and in practice. The updated Rule also more clearly defines each of the excepted categories. It also clarifies that the Rule applies to all temporaries employed by the state.

The Temporary Employee Policy, last reviewed in 2016, as part of the 2020 NC OSHR Policies Review Project, BO-TS proposes this policy be revised to update and clarify employment requirements for state government temporary positions and employees. This Policy will be voted on at a later date after 25 NCAC 01C .0405 has completed the rulemaking process.

(Commission Action: Motion to Recommend Approval of Beginning Rulemaking Process for 25 NCAC 01C .0405 Temporary Appointment)

4. Talent Management: Academic Assistance Policy

Last updated in 2016, as part of the 2020 NC OSHR Policies Review Project, the formatting was conformed consistent with the Project and the existing text was reorganized to improve the flow of the information. Since Performance Improvement Plans (PIP) are no longer a part of the Performance Management Policy, it was removed from the policy.

(Commission Action: Motion to Recommend Approval of the Academic Assistance Policy as revised)

5. Talent Management: Personnel Training and Development Policy

Last update in 1990, as part of the 2020 NC OSHR Policies Review Project, the proposed changes to this policy include changing title "Personnel Training and Development" to "Employee Learning and Development" because "training" is now referred to as "learning," changing "more responsible" to "more advanced" since the employee may be moving up into a higher position, changing "Alleviate labor market shortages and reduce personnel turnover" to "Increase employee engagement and overall job satisfaction" because Talent Management is charged with increasing

employee engagement not tracking personnel turnover and job shortages, changing “State Personnel Manual” to “State Human Resources Manual” throughout the document, and deleting the last paragraph from the Apprenticeship “Learning” section as it is no longer applicable.

(Commission Action: Motion to Recommend Approval of Personnel Training and Development Policy as revised)

6. Total Rewards/Salary Administration: 25 NCAC 01E .0908 Eligibility Rule (Holidays)

Last amended February 1, 1995 and then by review in October 4, 2016, renewed as necessary without substantive public interest, the Eligibility Rule for Holidays is being revised to reflect the current practice of how part-time and temporary employees receive holiday pay. Specifically, clarifying that the policy applies to some part-time employees (halftime or more) and does not apply to other part-time employees (less than halftime) and removing the trainee appointment.

The Holidays Policy, last reviewed in 2017, as part of the 2020 NC OSHR Policies Review Project, TR-SA proposes this policy be revised to add the word Policy to the title and the word “State” to properly identify the State Human Resources Act and State Human Resources Commission in the Statutory Authority and Alternative Holiday Schedule Sections. This Policy will be voted on at a later date after 25 NCAC 01C .0405 has completed the rulemaking process.

(Commission Action: Motion to Recommend Approval of Beginning Rulemaking Process for 25 NCAC 01E .0908 Eligibility Rule)

7. Total Rewards/Salary Administration: 25 NCAC 01C .0802 Covered Employees Presented to the SHRC in February 2020, as part of the 2020 NC OSHR Policies Review Project, SA proposed revisions to the rule to align with current practice to include additional classes of employees, including temporary employees as eligible participants in the Teleworking Program to match agency practice. It is back before the SHRC after going through the rulemaking process, where it received no public comment at the public teleconference hearing (4/16) or to its publication in the NC Register (comment period ended 6/1).

(Commission Action: Motion to Recommend Approval of Submitting as a Permanent Rule 25 NCAC 01C .0802 Teleworking Rule)

8. Diversity and Workforce Services: Reorganization Through Reduction Policy

Last reviewed in 2016, as part of the 2020 NC OSHR Policies Review Project, the policy now aligns with G.S. 126-7.1(b) requiring that no loss of funds shall be required as a precondition for a reduction in force and G.S. 126-7.1(j) clarifying that The University of North Carolina and its constituent institutions are eligible participants.

(Commission Action: Motion to Recommend Approval of Revisions to the Reorganization through Reduction-In-Force Policy)

9. Legal, Commission, & Policy: 2020 NC OSHR Policies Review Project  
These policies are being reviewed as part of the 2020 NC OSHR Policies Review Project. There are no substantive changes to:
- a) Diversity and Workforce Services: (SME Nancy Astrike)
    - 1) EEO & Diversity Fundamentals Policy
      - Last updated in 2019, the History was updated only to include those last changes.
  - b) Deputy Director/Recruitment: (SME Kristin Siemek & Carol Battle)
    - 1) Governor’s Award for Excellence Policy
      - Last updated in 2017
    - 2) Richard Caswell Award Policy
      - Last updated in 2019, the History was updated only to include those changes
    - 3) Rewards and Recognition Policy
      - Last updated in 2007
    - 4) Special Leave Award Policy
      - Last updated in 2018
  - c) Total Rewards/Salary Administration: (SME Andrea Porterfield)
    - 1) Compensatory Leave Policy
      - Last updated in 2017, SA reworded the Policy Statement and changed the wording of part-time covered employees from “20 hours” to “half-time.”
    - 2) Work Schedule Policy
      - Last updated in 2008, SA removed “if justified” from the third bullet under the Limitation of Variable Work Schedule section to ensure consistency with 25 NCAC 01C .0502 (“If any adjustments of employee work schedules are necessary, this should be done as fairly and equitably as possible.”)
- (Commission Action: Motion to Recommend Approval of Accepting these policies and histories as is or with some clarifying edits)

10. Classification and Compensation: 2 New Classification Specs for New Class & Revised Compensation System
- 2 New Class Specs
    - Industrial Commission Investigator Supervisor
    - Licensed Mental Health Professional
- (Commission Action: Motion to Recommend Approval of the 2 New 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%2F06%204%202020%20SHRC%20Meeting>