



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: December 31, 2020

**RE: Approved Personnel Actions for the December 3, 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 December 3, 2020 State Human Resources Commission meeting.

The State Human Resources Commission met on December 3, 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 this decision were: Chair Dekhasta Rozier and Commissioners Ross Beamon, Meredith Benjamin, John Eller, Emily Jones, Martin Falls, April Page and Phillip 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 October 1, 2020 SHRC meeting.

The Commission approved the following actions:

1. Minutes for October 1, 2020
(Commission Action: Recommend Approval of Minutes for October 1, 2020)

2. Diversity and Workforce Services: Local Government Salary Plans
Pursuant to N.C.G.S. § 126-9(b), local agencies must submit a salary plan package to the SHRC each year. The salary plan package consists of two major components:
 - 1) A spreadsheet of classification titles and salary grades; and
 - 2) A reporting form.
 (Commission Action: Recommend Approval of Local Government Salary Plans)

3. Diversity and Workforce Services: Reasonable Accommodations Policy
Last revised in 2017, the Reasonable Accommodations Policy is revised to update the disability accommodation process to provide more clarity on the accommodation procedure, including additional information on pregnancy accommodation.
Relevant Statutes: G.S. 126-4, 126-16, 168A Relevant Rules: 25 NCAC01L.0401
Summary of Change Proposed:
 - a. Provides additional examples of accommodations.
 - b. Detail pregnancy accommodations.
 - c. Provide singular process to request accommodations.
 (Commission Action: Recommend Approval of Reasonable Accommodations Policy as amended)

4. Total Rewards/Class and Compensation & Salary Administration:
Position Management Policy
Last revised in 1980, the Position Management Policy is revised to update terminology, current factors, and include agency HRDs' responsibilities.
Relevant Statutes: G.S. 126-4 Relevant Rules: 25 NCAC 01F .0100
Summary of Changes Proposed:
 1. General updates to reflect current terminology
 2. Job evaluation factors used in OSHR training were updated to include the current factors.
 3. Updated definitions of job family, branch, job, position, and Class Spec.
 4. Eliminated outdated definition of Classification Standard.
 5. Included Agency HR Directors in the list of individuals responsible for maintaining the Classification Plans.
 (Commission Action: Recommend Approval of Position Management Policy as amended)

5. Legal, Commission, & Policy: 2020 NC OSHR Policies Review Project
 These are being reviewed as part of the 2020 NC OSHR Policies Review
 Project. There are no substantive changes to:

a) Diversity and Workforce Services

Reduction In Force Priority Policy

Last revised in 2013, as part of 2020 NC OSHR Policy Review Project,
 only formatting and conforming changes were made to the document. No substantive
 changes.

Relevant Statutes: G.S. 126-1.1; 126-4(6), (10); 126-7.1

Relevant Rules: 25 NCAC 01H .0901 - .0905

Summary of Changes Proposed:

- 1) Correct statutory reference, and
- 2) delete 35-mile radius in priority (not supported by administrative code).

b) Temporary Solutions

1) HB 1090

Last revised in 2009. HB 1090 has expired and needs to be removed.

No substantive changes.

Relevant Statutes: n/a

Relevant Rules: n/a

Summary of Change Proposed:

This policy should be removed from the NC OSHR Policies Website because it
 expired in 2011.

2) Unemployment Insurance Policy

Last revised in 1995, as part of 2020 NC OSHR Policy Review Project,
 changes are being made to bring the policy in alignment with current general statutes.
 Formatting and conforming changes were made to the document. No substantive
 changes.

Relevant Statutes: G.S. 96 Relevant Rules: 25 NCAC 01D .2000

Summary of Change Proposed:

Remove the list of specific employees and positions not covered by unemployment
 insurance because the statutes from which this list was derived, Section 96-8, were
 repealed in 2013. The updated policy clarifies that all State employees, including
 temporary, are provided unemployment insurance coverage except those exempted by
 law.

c) Deputy Director/Recruitment

1) Priority Reemployment Policy

Last revised in 2014, as part of 2020 NC OSHR Policy Review Project,
 this policy was only formatted to be consistent with the project. No substantive
 changes.

Relevant Statutes: G.S. 126-1.1; 126-4(6); 126-4(10); 126-5 (b), (e), (f), (g).; 126
 14.2;126-14-4 (g).

Relevant Rules: 25 NCAC 01H .0701,.1000, .1001, .1003, .1004, .1005

Summary of Change Proposed:

Formatting only.

2) Promotional Policy

Last revised in 2007, as part of 2020 NC OSHR Policy Review Project, references to statutory authority were corrected and minor wording changes were made for clarification only. No substantive changes.

Relevant Statutes: G.S. 126-1.1; 126-4 (6); 126-7.1

Relevant Rules: 25 NCAC 01H .0801; .0802

Summary of Change Proposed:

NCGS 126-7.1(a) deals with all vacancies and is not limited to career State employees. That reference seems incorrect and Nancy Astrike notes she is not sure why it is in this policy.

NCGS 126- 7.1(c) deals with RIF Priority, not promotional priority, so that was corrected.

NCGS 126-7.1(e) is the correct reference for promotional priority.

Any State employee with career status who has reason to believe that a promotion was denied due to the failure of the agency, department or university to post notice of a vacancy pursuant to G.S. 126-7.1(a), or to afford the foregoing priority as required by G.S. 126-7.1(c), may appeal through the employee grievance process at the agency, department or university in which the vacancy existed. The Employee Grievance Policy is located in Section 7 of the State Human Resources

3) Secondary Employment Policy

Last revised in 1978, as part of 2020 NC OSHR Policy Review Project, definitions were added to bring the policy in alignment with current terms and minor wording changes were made for clarification only. No substantive changes.

Relevant Statutes: G.S. 126-4 Relevant Rules: 25 NCAC 01C .0700

Summary of Changes Proposed:

Reformatted Policy statement to read easier; added definition of secondary employment and full time; clarified employee's responsibilities and clarified agencies' responsibilities.

d) Total Rewards/Class and Compensation & Salary Administration

General Leave Policy Leave Offsetting

Last revised in 2011, as part of 2020 NC OSHR Policy Review Project, only formatting and conforming changes were made to the document. No substantive changes.

Relevant Statutes: G.S. 126-4 Relevant Rules: 25 NCAC 01E .0103

Summary of Changes Proposed:

Reformatted pursuant to 2020 NC OSHR Policies Review Project.

(Commission Action: Recommend Approval of Accepting these policies and histories as is or with some clarifying edits)

6. Classification and Compensation

Submission of Classification Specifications for the Statewide

Compensation Plan; 12 total submitted for December 3, 2020 meeting:

2 New Class Specs:

Public Health Laboratory Manager I

Public Health Laboratory Manager II

7 Revised Class Specs:

Agricultural Program Technician I

Agricultural Program Specialist III

Agricultural Program Director I

Agricultural Program Director II

Forensic Pathologist

Veterinary Specialist

Veterinary Laboratories Assistant Director

3 Abolished Class Specs:

ALE Branch Head

Food Compliance Officer I

Food Compliance Officer II

(Commission Action: Recommend Approval of the 2 New and 7 Revised Classification Specifications and the Abolishment of 3 Classification Specs for the New Class and Compensation System)

7. 2020 Compensation Benefit Report

Review and approval of the 2020 Compensation & Benefits

Report preview.

(Commission Action: Recommend Approval of the 2020 Compensation & Benefits Report based on the Preview Presented)

The items are 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?viewid=5ce74308%2Dc66d%2D48f0%2D8c5e%2D94f2018a6219&id=%2Fsites%2FSHRC%2FHR%20Directors%2F12%203%202020%20SHRC%20Meeting>