



Office of State Human Resources

ROY COOPER
Governor

BARBARA GIBSON
Director, State Human Resources

MEMORANDUM

**To: County Public Health and Social Services Directors
County Managers and Local Human Resources Directors**

From: Dominick D'Erasmus, M.A.

Date: February 28, 2017

Re: 2017 Local Government Personnel Policy Filings

Pursuant to Article 3 of the State Human Resources Act, local government entities have the discretion to create rules and regulations pertaining to **employee leave, holidays, hours of work and pay administration**. In order for these rules and regulations to supersede those adopted by the State Human Resources Commission, they must be filed with the Office of State Human Resources. Without these policy filings, Local Government employees are subject to the same provisions as other State employees covered by the State Human Resources Act (NCGS 126).

In order to preserve your ability to create rules that best serve the needs of your employees while also ensuring compliance with the statute, we are requesting that you send the most recent and up-to-date personnel policies for your County/Entity no later than **Friday, March 31, 2017**. We will accept copies via US Mail, email attachment or hyperlinks. If you choose to submit a hyperlink that directs to your County/Entity's secure intranet, you must provide a username and password to access the site; otherwise this will not be considered a valid submission. As these documents can be quite substantial, ***please do not fax any policies***.

All submissions should be mailed to 1331 Mail Service Center, Raleigh, NC 27699-1331 **or** emailed to: dominick.derasmo@nc.gov

If you have any questions, please contact me via e-mail or phone at 919-807-4822.

We appreciate your time and attention to this matter.