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

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

DATE: November 4, 2020

RE: Approved Personnel Actions for the October 1, 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 October 1 2020 State Human Resources Commission meeting.

The State Human Resources Commission met on October 1, 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, Douglas Boyette, John Eller, 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 August 6, 2020 SHRC meeting.

The Commission approved the following actions:

1. Minutes for August 6, 2020
   (Commission Action: Recommend Approval of Minutes for August 6, 2020)
2. 2021 Proposed Calendar of SHRC Commission Meetings

February 4, 2021
April 1, 2021
June 3, 2021
August 5, 2021
October 7, 2021
December 2, 2021

(Commission Action: Recommend Approval of 2021 Calendar of SHRC Commissioner Meetings)

3. Diversity and Workforce Services: Local Government
   Iredell County - Petition for Substantial Equivalency
   Iredell County Request for Substantial Equivalency Status in 2 Program Areas:
   Recruitment/Selections and Classification/Compensation.

(Commission Action: Recommend Approval of Substantial Equivalency Status in 2 Program Areas: Recruitment/Selections and Classification/Compensation)

   These are being reviewed as part of the 2020 NC OSHR Policies Review Project. There are no substantive changes to:
   a) Talent Management (SME Joel Jordan)
      1) Performance Management Policy for Agencies
         Last revised in 2016, 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
         Relevant Rules:   25 NCAC 01K .0101
         Summary of Change Proposed:
         The proposed changes to this policy are primarily to improve clarity and readability of the policy itself. There are also some technical corrections to improve alignment with the NC Employment Grievance Policy and the Appointment Types and Career Status Policy. No procedural changes are included in the proposed revisions.
         • Removal of references to Trainee Classification and Trainee Salary Progression
         • Clarification of standardized three-point rating scale language
         • Clarification of performance rating dispute resolution
         • Multiple formatting revisions for readability and ease of use
   2) Performance Management Policy for Universities
      Last revised in 2016, 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
Summary of Change Proposed:
The proposed changes to this policy are primarily to clarity some definitions and terms. There are also some language revisions to improve alignment with the Agency Appointment Types and Career Status Policy.

b) Total Rewards/Class and Compensation & Salary Administration
(SME Andrea Clinkscales/ Joe Marro)
1) Initial Classification Policy
   Last revised in 2005, 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 (2)
Summary of Change Proposed:
• Update references from State Personnel Act to State Human Resources Act
• Modified language to be more specific and to what is currently used in this field such as changing “new minimum rate” to “new salary range minimum” and general references to “new range” to specify “new salary range”

2) Extended Duty for Medical Personnel Policy
   Last revised in 1995, 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 (2)
Summary of Change Proposed:
• Update references from State Personnel Act to State Human Resources Act.

3) Technical Adjustments to the Pay Plan Policy
   Created in 1991, this is the first time the policy is being reviewed. The current Policy aligns with practice. No substantive changes. Document was formatted per current project parameters and to clarify a few terms.
   Relevant Statutes: G.S. 126-4 (2) Relevant Rules: 25 NCAC 1F .0100
Summary of Change Proposed:
• Correcting the terminology from “length” of salary ranges to “width” of salary ranges
• Adding language to reflect “changing salary range minimums, midpoints, or maximums” to account for situations where technical corrections may be required due to minor calculation errors, rounding issues, or legislatively mandated changes that are not labor market-based range revisions as determined through standard OSHR market pricing methodologies

c) Deputy Director/Recruitment
(SME Twanetta Lytle Altson/Kristin Siemek/Kassia Elliott/Carol Battle)
1) Veteran’s Preference/ Employment Preferences for Veterans and their Spouses and Statutory Policies
   Last revised in 2013, as part of 2020 NC OSHR Policy Review Project, minor wording changes were made for clarification only. No substantive changes.
   Relevant Statutes: G.S. 126-80; G.S. 126-81; G.S. 126-82; G.S. 126-83; G.S. 126-34.01; G.S. 126-34.02; G.S. 128-15
   Relevant Rules: 25 NCAC 01H .0632 (c); 25 NCAC 01H .0633 (6); 25 NCAC 01H Section .0700; 25 NCAC 01H Section .1100
Summary of Change Proposed:
• Add the word “Policy” to the title
• In Statutory Authority section replace “law” with “The State Human Resources Act”; and replace “that” with “The State Human Resources Commission” to add clarification
• In “What Periods are Included?” section, replace colon after “Terrorism” with “or” to clarify
• In “How to Claim Veterans Preference” section, insert “in the applicant tracking system or by…” to bring up to date
• In “Minimum Qualifications” section, advisory note replace “used” with “evaluated” and “using” with “evaluated” with format change
• In “Determining Military Service Credit” section, (2) add “or, in” to indicate that paragraphs (1) and (2) pose an “or” situation

2) Employment Contracts Policy
Last revised in 2008, as part of 2020 NC OSHR Policy Review Project, minor wording changes were made for clarification only. No substantive changes.
Relevant Statutes: G.S. 126 4(6) Relevant Rules: 25 NCAC 01C .0215

Summary of Change Proposed:
• Add the word “policy” in content
• Removed exception in (a) to Apprenticeships because G.S. 94 was repealed in 2017
• Corrected typo from .0003 to .0103 in (a)(1)

3) Service Awards Policy
Last revised in 2018, as part of 2020 NC OSHR Policy Review Project, minor wording changes were made for clarification only. No substantive changes.
Relevant Statutes: G.S. 126-4 (15) Relevant Rules: 25 NCAC O1C .0900

Summary of Change Proposed:
• Add the word “Policy” to the title
• Moved Policy paragraphs to beginning of policy and combined with purpose paragraph consistent with formatting for 2020 NC OSHR Policy Review Project

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

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=5c74308%2Dc6d6%2D48f0%2D8c5e%2D94f2018a6219&id=%2Fsites%2FSHRC%2FHR%20Directors%2F10%2001%202020%20SHRC%20Meeting