MEMORANDUM

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

FROM: LaShanda Langley, Administrator
State Human Resources Commission

DATE: February 12, 2015

RE: Approved Personnel Actions for the February 2015 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 February 5, 2015 State Human Resources Commission meeting.

The Commission approved the following actions:

1. Approval of Minutes for the December 11, 2014 SHRC Meeting
   (Commission Action: Motion to Approve Minutes)

2. NC State Employees Workplace Requirements Program for Safety and Health (Fiscal Year 2014) Report
   (Commission Action: Motion to Approve Report)

3. State Classification and Compensation Recommendations
   • Correctional Officer Study - DPS
   (Commission Action: Motion to Approve Classifications and Compensation Recommendations)
4. Reorganization through Reduction Policy (RTR)  
   (Commission Action: Motion to Amend Policy)

5. Permanent Rulemaking and Hearing Officers Report from Dec. 16, 2014

Subchapter B
25 NCAC 1B .0350 - TIME FRAME FOR RAISING ALLEGATION OF DISCRIMINATION - AMEND
25 NCAC 1B .0413 - EXERCISE OF COMMISSION DISCRETION - AMEND

Subchapter C
25 NCAC 1C .0311 - EMPLOYEE OBJECTION TO MATERIAL IN FILE - AMEND
25 NCAC 1C .0402 - PERMANENT AND TIME-LIMITED APPOINTMENT - AMEND
25 NCAC 1C .0403 - TRAINEE APPOINTMENTS - AMEND
25 NCAC 1C .0404 - PROBATIONARY APPOINTMENTS - AMEND
25 NCAC 1C .1004 - REDUCTION IN FORCE - AMEND
25 NCAC 1C .1007 - UNAVAILABILITY WHEN LEAVE IS EXHAUSTED - AMEND

Subchapter D
25 NCAC 1D .0201 - INITIAL EMPLOYMENT - AMEND
25 NCAC 1D .2701 - SEVERANCE SALARY CONTINUATION - AMEND

Subchapter E
25 NCAC 1E. 0204 - TOTAL STATE SERVICE DEFINED - AMEND
25 NCAC 1E. 0901 - APPROVED HOLIDAYS - AMEND
25 NCAC 1E. 1601 - COMMUNITY SERVICE LEAVE - AMEND
25 NCAC 1E. 1602 – DEFINITIONS - AMEND
25 NCAC 1E. 1603 - COVERED EMPLOYEES AND LEAVE CREDITS - AMEND
25 NCAC 1E. 1605 - COMMUNITY SERVICE LEAVE ADMINISTRATION - AMEND
25 NCAC 1E. 1606 - ADDITIONAL TIME FOR COMMUNITY SERVICE ACTIVITIES – REPEAL

Subchapter H
25 NCAC 1H. 0633 - SPECIAL APPLICANT CONSIDERATIONS RELATED TO PRIORITY - AMEND
25 NCAC 1H. 0634 - SELECTION OF APPLICANTS - AMEND
25 NCAC 1H. 0636 - EMPLOYMENT - E-VERIFY - AMEND
25 NCAC 1H. 0641 - EMPLOYMENT OF RELATIVES - ADOPT
25 NCAC 1H .0901 - REDUCTION IN FORCE APPLICATION AND APPEAL - AMEND
25 NCAC 1H .0902 - REQUIREMENTS FOR REDUCTION IN FORCE PRIORITY CONSIDERATION - AMEND
25 NCAC 1H .0904 - AGENCY AND EMPLOYEE RESPONSIBILITIES - AMEND
25 NCAC 1H .0905 - OFFICE OF STATE HUMAN RESOURCES - AMEND RESPONSIBILITIES
25 NCAC 1H .1103 - DENIAL OF VETERAN'S PREFERENCE – AMEND

Subchapter J
25 NCAC 1J .0603 - APPEALS - AMEND
25 NCAC 1J .0610 - WRITTEN WARNING - AMEND
25 NCAC 1J .0615 - INVESTIGATORY LEAVE - AMEND
25 NCAC 1J .0616 - CREDENTIALS - AMEND
25 NCAC 1J .0617 - DISCRIMINATION AND RETALIATION - ADOPT
25 NCAC 1J .0618 - APPEAL OF DENIAL OF VETERANS PREFERENCE - ADOPT
25 NCAC 1J .1101 - UNLAWFUL WORKPLACE HARASSMENT AND RETALIATION - AMEND
25 NCAC 1J .1201 - GENERAL PROVISIONS - REPEAL
25 NCAC 1J .1202 - AGENCY RESPONSIBILITIES - REPEAL
25 NCAC 1J .1203 - AGENCY GRIEVANCE REPORTS - REPEAL
25 NCAC 1J .1204 - DISCRIMINATION AND RETALIATION/SPECIAL PROVISIONS - REPEAL
25 NCAC 1J .1205 - UNLAWFUL WORKPLACE HARASSMENT - REPEAL
25 NCAC 1J .1206 - TIME LIMITS - REPEAL
25 NCAC 1J .1207 - FINAL AGENCY DECISION - REPEAL
25 NCAC 1J .1208 - LEAVE IN CONNECTION WITH GRIEVANCES - REPEAL
25 NCAC 1J .1301 - MINIMUM PROCEDURAL REQUIREMENTS - REPEAL
25 NCAC 1J .1302 - GENERAL AGENCY GRIEVANCE PROCEDURE REQUIREMENTS - ADOPT
25 NCAC 1J .1303 - AGENCY AND UNIVERSITY GRIEVANCE REPORTS AND DATA ENTRY - ADOPT
25 NCAC 1J .1304 - SETTLEMENTS, CONSENT AGREEMENTS IN GRIEVANCES, CONTESTED CASES - ADOPT
25 NCAC 1J .1305 - OFFICE OF STATE HUMAN RESOURCES REVIEW AND APPROVAL OF FINAL AGENCY DECISION (FAD) – ADOPT
25 NCAC 1J .1306 - BACK PAY - ADOPT
25 NCAC 1J .1307 - FRONT PAY - ADOPT
25 NCAC 1J .1308 - LEAVE - ADOPT
25 NCAC 1J .1309 - HEALTH INSURANCE - ADOPT
25 NCAC 1J .1310 - INTEREST - ADOPT
25 NCAC 1J .1311 - REINSTatement - ADOpt
25 NCAC 1J .1312 - CAUSES FOR REINSTATEMENT - ADOPT
25 NCAC 1J .1313 - SUSPENSION WITHOUT PAY – ADOPT
25 NCAC 1J .1314 - DISCRIMINATION, HARASSMENT, OR RETALIATION - ADOPT
25 NCAC 1J .1315 - VOLUNTARY PROGRAMS OR BENEFITS - ADOPT
25 NCAC 1J .1316 - REMEDIES FOR PROCEDURAL VIOLATIONS - ADOPT
25 NCAC 1J .1317 - REMEDIES-SALARY ADJUSTMENTS - ADOPT
25 NCAC 1J .1318 - CERTAIN REMEDIES NOT AVAILABLE - ADOPT
25 NCAC 1J .1319 - SITUATIONS IN WHICH ATTORNEY'S FEES MAY BE AWARDED - ADOPT
25 NCAC 1J .1320 - ATTORNEY’S FEES MAY BE AWARDED AS A RESULT OF A SETTLEMENT - ADOPT
25 NCAC 1J .1401 - EMPLOYEE MEDIATION AND GRIEVANCE PROCESS - REPEAL
25 NCAC 1J .1402 - FLEXIBILITY - REPEAL
25 NCAC 1J .1403 - INFORMAL MEETING WITH SUPERVISOR - REPEAL
25 NCAC 1J .1404 - MEDIATION PROCEDURE - REPEAL
25 NCAC 1J .1405 - CONCLUSION OF MEDIATION - REPEAL
25 NCAC 1J .1406 - LIMITATIONS ON A MEDIATION AGREEMENT - REPEAL
25 NCAC 1J .1407 - POST MEDIATION - REPEAL
25 NCAC 1J .1408 - EMPLOYEE RESPONSIBILITIES FOR MEDIATION - REPEAL
25 NCAC 1J .1409 - AGENCY RESPONSIBILITIES FOR MEDIATION - REPEAL
25 NCAC 1J .1410 - OFFICE OF STATE PERSONNEL RESPONSIBILITIES - REPEAL
25 NCAC 1J .1411 - AGENCY PROCEDURAL RESPONSIBILITIES FOR EMPLOYEE MEDIATION AND GRIEVANCE PROCESS - REPEAL
25 NCAC 1J .1412 - OFFICE OF STATE PERSONNEL RESPONSIBILITIES FOR EMPLOYEE MEDIATION AND GRIEVANCE PROCESS – REPEAL

(Commission Action: Motion to Amend, Adopt, and Repeal Rules as Permanent) These items will be available to view at the Office of State Human Resources website at http://www.oshr.nc.gov once the site has been updated.

Cc: C. Neal Alexander, Jr., Director of the Office of State Human Resources
    Paula Woodhouse, Deputy Director of the Office of State Human Resources