MEMORANDUM

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

FROM: LaShanda Langley, Administrator
State Human Resources Commission

DATE: April 10, 2015

RE: Approved Personnel Actions for the April 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 April 2, 2015 State Human Resources Commission meeting.

The Commission approved the following actions:

1. Approval of Minutes for the February 5, 2015 SHRC Meeting
   *(Commission Action: Motion to Approve Minutes)*

2. Agency PM Policy
   *(Commission Action: Motion to Amend the Performance Management Policy)*

   Associated Rules - Commission Action: Motion to approve recommended actions to revise the following rules that were in the rulemaking process as follows:
   - 25 NCAC 01J.0901 - A PROCEDURE SPECIFICALLY DESIGNED ONLY PERFORMANCE PAY DISPUTES - REPEAL
   - 25 NCAC 01J.0902 - REVIEW/PERFORMANCE PAY DISPUTES USING THE GRIEVANCE PROCEDURE - REPEAL
   - 25 NCAC 01J.0903 - DEFINITIONS - REPEAL
   - 25 NCAC 01O.0101 - POLICY - REPEAL
25 NCAC 01O.0102 PURPOSE - REPEAL
25 NCAC 01O.0103 COMPONENTS OF A PERFORMANCE MANAGEMENT SYSTEM - REPEAL
25 NCAC 01O.0104 RATING SCALE - REPEAL
25 NCAC 01O.0105 DISPUTE RESOLUTION - REPEAL
25 NCAC 01O.0106 MONITORING, EVALUATING, REPORTING – REPEAL
25 NCAC 01O.0107 PERFORMANCE MANAGEMENT POLICY – ADOPT
25 NCAC 01O.0108 PERFORMANCE MANAGEMENT COVERED EMPLOYEES – ADOPT
25 NCAC 01O.0109 PERFORMANCE MANAGEMENT POLICY DEFINITIONS – ADOPT
25 NCAC 01O.0110 PERFORMANCE CYCLE - ADOPT
25 NCAC 01O.0111 DOCUMENTATION OF PERFORMANCE - ADOPT
25 NCAC 01O.0112 PERFORMANCE MANAGEMENT RESOURCES AND TRAINING - ADOPT
25 NCAC 01O.0113 CONFIDENTIALITY AND RECORDS RETENTION - ADOPT
25 NCAC 01O.0114 PERFORMANCE MANAGEMENT POLICY COMPLIANCE - ADOPT
25 NCAC 01O.0115 PERFORMANCE RATING DISPUTE - ADOPT
25 NCAC 01O.0207 FREQUENCY OF PERFORMANCE REVIEWS - ADOPT
25 NCAC 01O.0208 PERFORMANCE PLANNING - ADOPT
25 NCAC 01O.0209 PERFORMANCE FEEDBACK - ADOPT
25 NCAC 01O.0210 ADDRESSING POOR PERFORMANCE - ADOPT
25 NCAC 01O.0211 ANNUAL PERFORMANCE EVALUATION – ADOPT

3. University PM Policy
   (Commission Action: Motion to Adopt New Performance Management Policy for University of NC System and Revise the Effective Date to Repeal the Current Performance Management Policy Until the University Policy goes into effect)

4. Family Medical Leave Policy
   (Commission Action: Motion to Amend the Family Medical Leave Policy)
5. **EEO Policy**
   (Commission Action: Motion to Repeal the EEO Program and Plan Policy, Repeal the Equal Employment Opportunity Policy, and Adopt a new Equal Employment Opportunity Policy)

   Associated Rules – Commission Action: Motion to approve recommended actions to begin the rulemaking process as follows:
   
   25 NCAC 01L .0101  DUTIES OF SECTION - REPEAL
   25 NCAC 01L .0102  PURPOSE - REPEAL
   25 NCAC 01L .0103  PROGRAM IMPLEMENTATION STATE LEVEL - REPEAL
   25 NCAC 01L .0104  PROGRAM IMPLEMENTATION: AGENCY AND UNIVERSITY LEVEL – REPEAL

6. **Promotion Priority Policy**
   (Commission Action: Motion to Amend the Promotion Priority Policy)

   Associated Rules– Commission Action: Motion to approve recommended actions to begin the rulemaking process as follows:
   
   25 NCAC 01H .0801 - PROMOTIONAL PRIORITY CONSIDERATION FOR CURRENT EMPLOYEES – AMEND
   25 NCAC 01H .0802 - RELATIONSHIP TO OTHER EMPLOYMENT PRIORITY CONSIDERATIONS – AMEND

7. **Reduction in Force Priority Policy**
   (Commission Action: Motion to Amend the Reduction in Force Priority Policy)

   Associated Rules Commission Action: Motion to approve recommended action to begin the rulemaking process as follows:
   
   25 NCAC 01H .0902 - REQUIREMENTS FOR REDUCTION IN FORCE PRIORITY CONSIDERATION – AMEND

8. **Severance Salary Continuation Policy**
   (Commission Action: Motion to Amend Revisions to Policy)

   Associated Rules– Commission Action: Motion to approve recommended actions to begin the rulemaking process as follows:
   
   25 NCAC 01D .2701 - SEVERANCE SALARY CONTINUATION POLICY– AMEND
   25 NCAC 01D .2702 - SEVERANCE SALARY CONTINUATION ELIGIBILITY – ADOPT
   25 NCAC 01D .2703 – EFFECTS OF REEMPLOYMENT ON SEVERANCE PAY – ADOPT
   25 NCAC 01D .2704 – AMOUNT AND METHOD OF PAYMENTS FOR SEVERANCE – ADOPT
9. State Human Resources Commission Policy
   (Commission Action: Motion to Amend
   Revisions to Policy)

10. Rulemaking
    
    01C .0311 – EMPLOYEE OBJECTION TO MATERIAL IN FILE
        (Commission Action: Motion to Repeal Rule)
    
    01E .1603 – COVERED EMPLOYEES AND LEAVE CREDITS
        (Community Service Leave)
        (Commission Action: Motion to Amend Rule)
    
    01H .1103 – DENIAL OF VETERANS PREFERENCE
        (Commission Action: Motion to Repeal Rule)
    
    01J .1304 – SETTLEMENT/CONSENT AGREEMENTS IN
        GRIEVANCES, CONTESTED CASES
        (Commission Action: Motion to Amend Rule)

Withdrawn Rules:
    
    01J .0618 - APPEAL OF DENIAL OF VETERANS PREFERENCE –
    Rule was withdrawn after being filed as a permanent rule.
    (Commission Action: Motion to Repeal Rule)

11. Periodic Review of Existing Rules –
    Subchapter 01D-Compensation
    Initial Classification Determination
    (Commission Action: Motion to accept rules as necessary with substantive
    Public interest, necessary with no substantive public interest, or unnecessary)

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