



STATE OF NORTH CAROLINA  
OFFICE OF STATE HUMAN RESOURCES  
1331 MAIL SERVICE CENTER • RALEIGH, NC 27699-1331

PAT MCCRORY  
GOVERNOR

C. NEAL ALEXANDER, JR.  
STATE HUMAN RESOURCES DIRECTOR

**MEMORANDUM**

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

**FROM:** Delores A. Joyner, Administrator  
State Personnel Commission

**DATE:** November 4, 2013

**RE:** Approved Personnel Actions for the October 17, 2013 State Personnel  
Commission Meeting

Please see below the following personnel actions that were approved by the Governor's Office and the State Human Resources Commission at the **October 17, 2013** State Human Resources Commission meeting.

1. State Classification and Pay Items
2. Education and Experience Classification Revisions (Informational Purposes)
3. Policy and Rule Revisions
  - (1) Reduction In Force Priority Policy Revisions

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Associated Rules

- 25 NCAC 01H .0901 [Policy And Scope](#) (Amendment)  
25 NCAC 01H .0902 [Requirements for Reduction in Force Priority Consideration](#) (Amendment)  
25 NCAC 01H .0904 [Agency and Employee Responsibilities](#) (Amendment)  
25 NCAC 01H .0905 [Office of State Personnel Responsibilities](#) (Amendment)

- (2) **Reduction In Force Priority** (for employees notified prior to July 1, 2011)
- (3) **Priority Reemployment for Exempt Policymaking and Managerial; and Priority Consideration for Exempt Managerial Employees Removed for Violations of G.S. 126-14.2**

Associated Rules

- 25 NCAC 01H .1001 [Exempt Priority Consideration - Policy and Score](#) (Amend)  
25 NCAC 01H .1003 [Agency And Employee Responsibilities](#) (Repeal)  
25 NCAC 01H .1004 [Office of State Personnel Responsibilities](#) (Repeal)  
25 NCAC 01H .1005 [Mandatory Right to A Position](#) (Amendment)

- (4) **Priority Referral System**
- (5) **Probationary/Trainee/Permanent Appointment and Career Status Policy Revisions**

Associated Rules

- 25 NCAC 01C .0403 [Trainee Appointments](#) (Amendment)  
25 NCAC 01C .0404 [Probationary Appointments](#) (Amendment)  
25 NCAC 01C .0411 [Types of Appointments Providing Probationary Period Credit](#) (Amendment)  
25 NCAC 01C .0412 [Personnel Changes Subject To/Not Subject To A Probationary Period](#) (Repeal)

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(6) Employment Offers Policy Revisions

Associated Rule

25 NCAC 01D .0201 [Initial Employment](#) (Amendment)

(7) New Appointments Policy Revisions

Associated Rule

25 NCAC 01D .0201 [Initial Employment](#) (Amendment)

(8) Personnel Records Policy Revisions

Associated Rule

25 NCAC 01C .0311 [Remedies of Employees Objecting To Material In File](#)  
(Amendment)

(9) Reorganization Through Reduction Policy

No Associated Rules: Program expires June 30, 2014

(10) Reinstatement Policy Revisions: Local Government

Associated Rule

25 NCAC 01I .2002 [Types of Appointments and Duration](#)  
(Amendment)

(11) Employee Grievance Policy Revisions/Rules

Associated Rules

25 NCAC 01J .1012 Employees' Assistance Program (Amendment)

25 NCAC 01J .1101 [Unlawful Workplace Harassment And Retaliation](#)  
(Repeal)

25 NCAC 01J .1201 [General Provisions](#) (Repeal)

25 NCAC 01J .1202 [Agency Responsibilities](#) (Repeal)  
(Amendment)

25 NCAC 01J .1204 [Discrimination And Retaliation/Special](#)  
[Provisions](#) (Repeal)

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25 NCAC 01J .1205	<a href="#">Unlawful Workplace Harassment</a> (Repeal)
25 NCAC 01J .1206	<a href="#">Time Limits</a> (Repeal)
25 NCAC 01J .1207	<a href="#">Final Agency Action</a> (Repeal)
25 NCAC 01J .1208	<a href="#">Leave In Connection With Grievances</a> (Repeal)
25 NCAC 01J .1301	<a href="#">Minimum Procedural Requirements</a> (Repeal)
25 NCAC 01J .1302	<a href="#">General Agency Grievance Procedure Requirements</a> (Adoption)
25 NCAC 01J .1303	<a href="#">Agency Grievance Reports and Data Entry</a> (Amendment)
25 NCAC 01J .1304	<a href="#">Office of State Human Resources Review and Approval of Final Agency Decisions (FAD)</a> (Adoption)
25 NCAC 01J .1305	<a href="#">Situations in Which Attorney's Fees may be Awarded</a> (Adoption)
25 NCAC 01J .1306	<a href="#">Fees May Be Awarded As A Result Of A Settlement</a> (Adoption)
25 NCAC 01J .1307	<a href="#">Back Pay</a> (Adoption)
25 NCAC 01J .1308	<a href="#">Front Pay</a> (Adoption)
25 NCAC 01J .1309	<a href="#">Certain Remedies Not Available</a> (Adoption)
25 NCAC 01J .1310	<a href="#">Voluntary Program or Benefits</a> (Adoption)
25 NCAC 01J .1311	<a href="#">Causes For Reinstatement</a> (Adoption)
25 NCAC 01J .1312	<a href="#">Remedies for Procedural Violations</a> (Adoption)
25 NCAC 01J .1313	<a href="#">Suspension without Pay</a> (Adoption)
25 NCAC 01J .1314	<a href="#">Discrimination</a> (Adoption)
25 NCAC 01J .1315	<a href="#">Remedies: Salary Adjustments</a> (Adoption)
25 NCAC 01J .1316	<a href="#">Settlement/Consent Agreements in Grievances, Contested Cases</a> (Adoption)
25 NCAC 01J .1317	<a href="#">Establishment of Reasonable Attorney Fees By The Commission</a> (Adoption)
25 NCAC 01J .1401	<a href="#">Minimum Procedural Requirements</a> (Repeal)
25 NCAC 01J .1402	<a href="#">Flexibility</a> (Repeal)
25 NCAC 01J .1403	<a href="#">Informal Meeting with Supervisor</a> (Repeal)
25 NCAC 01J .1404	<a href="#">Mediation Procedure</a> (Repeal)
25 NCAC 01J .1405	<a href="#">Conclusion of Mediation</a> (Repeal)
25 NCAC 01J .1406	<a href="#">Limitations on A Mediation Agreement</a> (Repeal)
25 NCAC 01J .1407	<a href="#">Post Mediation</a> (Repeal)

- 25 NCAC 01J .1408 [Employee Responsibilities for Mediation](#)  
(Repeal)
- 25 NCAC 01J .1409 [Agency Responsibilities for Medication](#) (Repeal)
- 25 NCAC 01J .1410 [Office of State Personnel Responsibilities](#)  
(Repeal)
- 25 NCAC 01J .1411 [Agency Procedural Requirements for Employee  
Mediation and Grievance Policy](#) (Repeal)
- 25 NCAC 01J .1412 [Office of State Personnel Responsibilities for  
Employee Mediation and Grievance Process](#)  
(Repeal)

(12) Separation Policy Revisions/Rule

Associated Rule

- 25 NCAC 01C .1007 [Unavailability When Leave Is Exhausted](#)

(13) Disciplinary Actions, Suspension and Dismissal

Associated Rules

- 25 NCAC 01J .0603 [Dispute, Grievance, And Appeals Process](#) (Amendment)
- 25 NCAC 01J .0610 [Written Warning](#) (Amendment)
- 25 NCAC 01J .0615 [Special Provisions](#) (Amendment)
- 25 NCAC 01J .0616 [Credentials](#)

(14) Holiday Policy Revisions/Rule

Associated Rule

- 25 NCAC 01E .0901 [Approved Holidays](#) (Repeal)

(15) Internal Agency Grievance Process and  
Contested Case/Remedies

Associated Rules (See below and subsection 3 (k))

- 25 NCAC 01B .0350 [Time Frame for Raising Allegation of  
Discrimination](#)
- 25 NCAC 01B .0413 [Exercise of Commission Discretion](#)
- 25 NCAC 01B .0414 [Situations In Which Attorney's Fees May Be  
Awarded](#)

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25 NCAC 01B .0429 [Recommendation of Disciplinary Action](#)  
25 NCAC 01B .0430 [Removal of Material From Personnel File](#)

**State Human Resources Commission  
Review of Contested Cases/Remedies**

Associated Rules (See rules in subsection 3 (k))

**State Human Resources Commission  
Contested Case Review Procedure**

Associated Rules (See rules in subsection 3 (k))

4. 2012 Equal Employment Opportunity (EEO) Status Report Executive Summary
5. Semi-Annual Equal Employment Opportunity Institute (EEOI) Status Report (January -June 2013)

Some of the items may be viewed at the Office of State Human Resources' website:  
<http://www.oshr.nc.gov/>

Cc: Mr. C. Neal Alexander, Jr.  
Mrs. Paula Woodhouse