



Office of State Human Resources

ROY COOPER
Governor

BARBARA GIBSON
Director, State Human Resources

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

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

DATE: July 29, 2022

RE: Approved Personnel Actions for the July 14, 2022
State Human Resources Commission Meeting

Please see below the following personnel actions that were approved on July 27, 2022 by the Governor's Office and by the State Human Resources Commission at the July 14, 2022 State Human Resources Commission meeting.

C. Legal, Commission, & Policy: State Human Resources Commission Policy

The new revised policy includes new language that standardizes the language the Commission and OSHR use in two situations. First, the term "Opt-In Policy" will refer to Commission policies that are optional, rather than mandatory, for non-Cabinet state agencies. Most Commission policies apply in the same way to all agencies and employees that are subject to the State HR Act. Some policies (like the Paid Parental Leave Policy) apply automatically to Cabinet agencies but apply to non-Cabinet agencies only if they choose to join the policy. Going forward, OSHR will refer to these policies that are optional for non-Cabinet agencies as "Opt-In Policies." Second, the term "Pilot Policy" will refer to Commission policies that are intended to be initial efforts to develop a policy on a new topic, with the expectation that the policy will return to the Commission in the future for revisions once lessons are learned.

D. Total Rewards/Salary Administration: Personal Observance Leave Policy
(*Opt-In Policy; Voluntary for Non-Cabinet Agencies*)

This policy provides up to eight hours of fully paid leave to eligible employees for a day of personal observance. The policy is opt-in and applies to non-Cabinet agencies only if they choose to join the policy. It is identical to the policy previously adopted by many state agencies under Executive Order 262. Under the policy, the day of personal

observance includes, but is not limited to, days of cultural or religious importance. The day used for Personal Observance Leave does not have to be a day from the employee's own religious or cultural background.

E. Total Rewards/Salary Administration: Proposed Holiday Calendars for 2024, 2025, and 2026

Pursuant to N.C.G.S. § 126-4(5) and (10), the proposed Holiday Calendars for 2024, 2025 and 2026 were approved as presented. These calendars take the same structure as previous years' holiday calendars.

F. Talent Acquisition: Selection of Applicants Policy

This policy was updated to conform with best practices and changes in the law. Specifically, the changes:

- In Section 2, add best practices about when to provide notice to applicants who were not selected.
- In Section 5, make clear which parts of the application are verified by the employing agency, including verifying dates of employment and references per the Applicant Reference Check policy. Also, make clear that if false or misleading information is discovered in an application, action shall be taken.
- In Section 7, add National Guard priority, to match the addition of that priority already made in the Veterans' and National Guard Preference Policy pursuant to the 2021 Appropriations Act. Also, delete references to a repealed statute.

G. Safety, Health & Workers' Compensation: 25 NCAC 01C .1007 Separation Rule

The proposed revisions amend section .1007(a)(3) language to clarify that an employee may be separated pursuant to this rule, under certain conditions, when the employee is working with temporary or permanent work restrictions due to a work-related injury.

H. Legal, Commission, & Policy: State Employee Memorial Program Policy

The revisions to this policy clarify that condolence letters are not predicated on whether the employee's death was due to a work-related cause. The revised policy allows agencies to request a letter of condolence from the Office of the Governor and the Office of State Human Resources regardless of the cause of death. Further, the Office of the Governor and OSHR have discretion to determine if they send a condolence letter to an employee who died while in state service, regardless of the cause of death. Additionally, the revised policy specifically states that a letter of condolence from OSHR or the Office

of the Governor is not intended to indicate the cause of death was due to a work-related cause.

I. Rewards: Caswell Award Policy

This revision updates the policy by explaining the ceremony process for situations when fewer than five employees have met 45 years of service. OSHR would still give guidance for the smaller ceremonies and provide each with a framed Caswell Award to present to their employee/s honoring their milestone of 45 years of State service. Additionally, it clarifies that elected officials who are tracked through Beacon are recognized with a Caswell Award and included in the process by OSHR. Elected officials, General Assembly employees and University employees, who are not tracked through Beacon, are recognized by their own organization with guidance provided by OSHR.

J. Rewards: Governor's Award Policy

The revisions to this policy clarify that time-limited employees are eligible, but contractors are not eligible, to receive this award. Temporary employees are now eligible if (and only if) they are part of a team that also includes permanent or time-limited employees. The changes would also shorten text about eligibility of executive staff, so that the text is not misunderstood as suggesting that the award is primarily intended for executive staff.

L. Legal, Commission, & Policy: Personnel Records Policy

The revisions to this policy make clear that any agency asking for a voluntary self-identification of disability must keep the information in a "data analysis" file that is not part of the personnel file or medical record of the employee. This treatment for Form CC-305 data is required for federal contractors under 41 C.F.R. § 60-741.42.