

State Human Resources Commission Highlights

December 8, 2022

Authority to provide referral bonuses*

- *New Referral Bonus Pilot Policy*
 - Effective February 15, 2023
- Will be provided only for certain classifications approved by OSHR. Initially:



Law enforcement at participating agencies

- Policy sets safeguards to avoid abuses.
- Bonus amount set by agencies, so long as they are not above the policy's \$1,000 limit.
- Any bonus above \$250 must be paid in installments over one year.
- Limit of up to 5 bonuses per fiscal year per employee.



Officers in Adult Correction



Nurses at DHHS

New continuous posting authority

- Continuous posting requires the Commission's approval for each particular classification.
- Three classifications were added to continuous postings, raising the total to 125. The three new classifications being:
 - DPS Health Care Technician I, II
 - Special Operations Telecommunicator
- Effective immediately
- More to come in future

Greater flexibility for retention bonuses

- Revisions to *Sign-On and Retention Bonus Policy* is effective February 15, 2023.
- Scenario 1 has changed to allow agencies to provide retention bonuses to a critical classification without a parallel sign-on bonus.
- Agencies could provide an employee more than one bonus within a 24-month period, so long as all the bonuses within that period total \$2,500 or less.

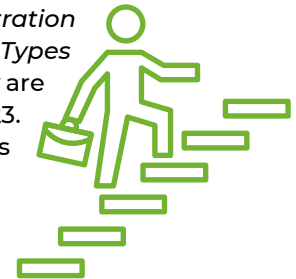


Improving time-to-fill by making it optional for agencies to review NCVIP in the reference check

- Change to Applicant Reference Check Policy
 - Effective February 15, 2023
- Because the NCVIP check is manual, the process sometimes created delays of days or weeks in filling positions.
- NCVIP check is now optional for agencies.
- Under revised policy, the same items would be required for a reference check, regardless whether applicant comes from the public or private sector:
 - Overall performance
 - Attendance
 - Experience applicable for job being sought
 - Reason for leaving
 - Eligibility for rehire
 - Whether the applicant was involuntarily terminated for cause
 - Any active disciplinary actions

Greater flexibility for trainee progressions

- Changes to *Pay Administration Policy* and *Appointment Types and Career Status Policy* are effective February 15, 2023.
- Agencies can pay trainees up to the top of the first quartile, so long as that does not exceed the pay of current employees in the classification who meet qualifications.
 - (Under the current policy, trainee pay is limited to the minimum of the salary range.)
- Agencies can set trainee progressions.



Using search firms to recruit workers

- New text in the *Recruitment and Posting of Vacancies Policy* will be effective immediately.
- Discusses how search firms may be used.
- Based on pre-existing NCDOJ legal opinions on this topic.
- Positions still must be posted as required by law.

*A brief, special meeting was held on January 5, 2023 to clarify details of the referral bonus policy. This document was produced by the North Carolina Office of State Human Resources in January 2023.