

## MINUTES

### **STATE PERSONNEL COMMISSION MEETING 4300 REEDY CREEK ROAD RALEIGH, NORTH CAROLINA**

**June 19, 2008**

The State Personnel Commission (SPC) met on June 19, 2008. Madam Chair Robin Adams Anderson called the meeting to order. Members present were Madam Chair Robin Adams Anderson, Commissioner George I. Allison, Commissioner Axel Lluch, Commissioner Janie Harrell, Commissioner Wayne Peedin, and Commissioner Susan Bailey.

Next, Chair Anderson introduced a new member of the State Personnel Commission, Mr. E. Wayne Peedin. Commission Peedin is the Assistant Director of the North Carolina Division of Veterans Affairs.

Next, Chair Anderson introduced interns working with the Office of State Personnel under the direction of Ms. Nellie Riley, Human Resources Managing Partner. The interns had various assignments with the Special Emphasis Project. Chair Anderson welcomed the interns and thanked them for the important roles that each played in accomplishing their goals.

Ms. Januari McKay is a rising senior at North Carolina Central University. She is working with the Special Emphasis Project, Young Employees Initiatives. She is researching the subject of young employees entering the workforce and their impact. She will focus on how to recruit, retain and motivate young employees in state government. She will analyze focus group data as well as current case government practices in the hiring of young employees.

Ms. Montressa Johnson is a senior at North Carolina Central University. Montressa is co-developing marketing projects for the programs created under the Special Emphasis Project. Specifically, Montressa is working on the marketing of initiatives for the Special Emphasis Project – Females and the Special Emphasis Project – White Males as Diversity Partners. The products that she has created include brochures, newsletters, posters, flyers and power point presentations.

Mr. Anthony Brown is a rising senior at UNC-Greensboro. Anthony is co-developing marketing products for the programs created under the Special Emphasis Project. Specifically he is working on marketing for the initiatives for the Special Emphasis Project – African American Males and Special Emphasis Project – Employees with Disabilities. The products to be created include brochures, newsletters, posters, flyers and power point presentations.



**State Personnel Director's Report**

The next item on the agenda was the State Personnel Director's Report.

Next, Ms. Lynn Floyd, Human Resources Partner, presented to the Commission, for consideration and approval, state government classification and pay actions. Ms. Floyd explained why the proposed classifications were being made. Ms. Floyd explained that the Office of State Personnel (OSP) staff had reviewed the proposals and were in agreement. Ms. Floyd asked for an effective date of August 1, 2008. **[See Attachment]**

Chair Anderson asked if there were any questions. There were no questions. Chair Anderson asked for a motion and second to approve the state government classifications and pay actions presented to the Commission by Ms. Floyd. Commissioner Bailey made a motion to approve the actions. Commissioner Allison seconded the motion. The motion was made and carried.

Ms. Lynn Freeman, Human Resources Managing Partner, presented to the Commission, for consideration and approval, proposed career banding classification actions. Ms. Freeman explained that the universities were attempting to implement all career banding by the end of June. Ms. Freeman presented to the Commission two new classes that were proposed career banding classifications. Ms. Freeman asked for an effective date of June 1, 2008 for the proposed classification actions. **[See Attachment]**

Chair Anderson asked if there were any questions. There were no questions. Chair Anderson asked for a motion and a second to approve the career banding classifications as presented by Ms. Freeman. Commissioner Harrell made a motion to approve the proposed career banded classifications. Commissioner Bailey seconded the motion. The motion was made and carried.

Ms. Freeman also presented to the Commission, for consideration and approval, some title changes for the library and agricultural classes in the universities. **[See Attachment]**

Chair Anderson asked if there were any questions. There were no questions. Chair Anderson asked for a motion and a second to approve the name changes as presented by Ms. Freeman. Commissioner Harrell made a motion to approve the title changes. Commissioner Bailey seconded the motion. The motion was made and carried.

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Ms. Peggy Oliver, Human Resources Policy Administrator, presented to the Commission, for consideration and approval, proposed adoptions and amendments to various rules in Title 25 of the North Carolina Administrative Code to begin the rulemaking process. Ms. Oliver explained the reasons for the proposed actions for the following rules: 25 NCAC 1C.1009 Separation: Payment of Vacation Leave (Amendment); 1D.0517 Leave (Repeal); and 1E.0210 Separation: Payment of Vacation Leave (Amendment). **[See Attachment]**

Chair Anderson asked if there were any questions. There were no questions Chair Anderson asked for a motion and second to approve the rules to begin the rulemaking process. Commissioner Allison made a motion to approve the rules to begin the rulemaking process. Commissioner Bailey seconded the motion. The motion was made and carried.

Ms. Peggy Oliver presented to the Commission, for consideration and approval, the Hearing Officer's Report on rule 25 NCAC 1H.0629 Appointment to a Position (Adoption). Ms. Oliver gave a brief history of the rule and explained that a public hearing had been held. Ms. Oliver asked that the Commission approve the rule. **[See Attachment]**

Chair Anderson asked if there were any questions. There were no questions Chair Anderson asked for a motion and second to approve the Hearing Officer's Report. Commissioner Allison made a motion to approve the Report. Commissioner Harrell seconded the motion. The motion was made and carried.

Mr. Lynn Summers, Human Resources Partner, presented to the Commission for consideration and approval, the Office of State Personnel's Performance Management Policy. Mr. Summers explained that the policy was written to support the efforts to create within the Office of State Personnel a performance culture. The policy is consistent with the new statewide performance management policy that was approved by the Commission last year. **[See Attachment]**

Chair Anderson asked for a motion and second to approve the Performance Management Policy with its revisions as presented by Mr. Summers. Commissioner Bailey made a motion to approve the Performance Management Policy. Commissioner Peedin seconded the motion. The motion was made and carried.

Next, Mr. Summers explained the he was requesting approval of the Department of Transportation's new Performance Management and Performance Pay Dispute Resolution Policies. Mr. Summers gave the Commission a brief historical summary regarding the major transformational effort by the Department of Transportation. Mr. Summers acknowledged, in the audience, Teresa Ferguson and Patricia Broadhurst, representatives from the Department of Transportation who worked diligently on the performance management policy. Mr. Summers requested an effective date of July 1, 2008 for the top 150 employees (DOT Leadership) and for

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everyone else April 1, 2009. Mr. Summers explained that the remainder of the 14,000 employees would continue to work under the existing policy through the end of the current cycle. **[See Attachment]**

Chair Anderson asked for a motion and second to approve the North Carolina Department of Transportation Performance Pay Dispute Resolution Policy and Procedures. Commissioner Bailey made a motion to approve the policy and procedures. Commissioner Harrell seconded the motion.

Chair Anderson asked if there were any questions. Commission Allison asked, “ What was the advantages of changing to metrics”. Mr. Summers stated that employees performance could be evaluated more objectively as opposed to the subjective approach which results in upwards of 80-90 percent of employees receiving outstanding performance ratings. Mr. Summers stated that it enables employees to see exactly what the results are that they are accountable for producing. Commissioner Peedin asked if this would create an increase or reduction in paperwork on supervisors. Ms. Ferguson, representative of the Department of Transportation said that the agency felt that it would reduce the paperwork. Chair Anderson asked if there were any further questions. There were no further questions. Chair Anderson completed the vote. There was a motion and second to approve the Department of Transportation’s Performance and Pay Dispute Resolution Policy and Procedures. The motion was made and carried.

Ms. Lou Kost, Human Resources Partner, presented to the Commission for consideration and approval the 2007 North Carolina State Employees Workplace Requirements Program for Safety and Health Report. Ms. Kost gave a brief summary of the Report. Ms. Kost recommended the Commission’s approval of the Report. **[See Attachment]**

Chair Anderson asked if there were any questions. There were no questions. Chair Anderson asked for a motion and second to approve the North Carolina State Employees Workplace Requirements Program for Safety and Health 2007. Commissioner Bailey made a motion to approve the Report. Commissioner Allison seconded the motion. The motion was made and carried.

Next Mr. Drake Maynard, Human Resources Managing Partner, presented to the Commission, for consideration and approval, a continuous recruitment request from Buncombe County for the public health nurses positions. Mr. Maynard explained that the request meant that the County would continuously recruit for public health nurses and as vacancies occurred they would use those applications for selection. Mr. Maynard recommended the Commission’s approval of the request. **[See Attachment]**

Chair Anderson asked if there were any questions. There were no questions. Chair Anderson asked for a motion and second to approve the continuous recruitment request from Buncombe County for the public health nurse positions. Commissioner Bailey made the motion to approve the request. Commissioner Harrell seconded the motion. The motion was made and carried.

Next, Mr. Maynard presented to the Commission, for consideration and approval, the market analysis for the Local Management Entity (LME) Director salaries. Mr. Maynard explained that based on a legislative change from the 2007 Session that required the Office of State Personnel with the approval of the Commission to set up salary ranges for the Directors of local management entities, the Commission had approved the rule and the Administrative Rules Review Commission approved the Commission's rule. This group is part of the group that is taking over part of the activity of area mental health programs. The Office of State Personnel Compensation Program Team performed a compensation study. As a result of the compensation study, the team has provided the salary ranges. Mr. Maynard explained the salary ranges to the Commission. Mr. Maynard recommended the approval of the salary ranges. **[See Attachment]**

Chair Anderson asked if there were any questions. There were no questions. Chair Anderson asked for a motion and second to approve the salary ranges for the Local Management Entity (LME) Directors. Commissioner Allison made the motion to approve the recommendation. Commissioner Bailey seconded the motion. The motion was made and carried.

Next, Mr. Maynard presented to the Commission for consideration and approval employee grievance procedures for the North Carolina Community College System and the University of North Carolina at Charlotte. Mr. Maynard recommended that the Commission approve the above employee grievance procedures as being in compliance with the Commission's policies and guidelines. **[See Attachment]**

Chair Anderson asked if there were any questions. There were no questions. Chair Anderson asked for a motion and second to approve the employee grievance procedures for the North Carolina Community College System and the University of North Carolina at Charlotte. Commissioner Bailey made the motion to approve the employee grievance procedures. Commissioner Allison seconded the motion. The motion was made and carried.