



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:** LaShanda Langley, Administrator  
State Human Resources Commission

**DATE:** February 12, 2015

**RE:** **Approved Personnel Actions for the February 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 **February 5, 2015** State Human Resources Commission meeting.

The Commission approved the following actions:

1. Approval of Minutes for the December 11, 2014 SHRC Meeting  
(**Commission Action: Motion to Approve Minutes**)
2. NC State Employees Workplace Requirements Program for Safety  
and Health (Fiscal Year 2014) Report  
(**Commission Action: Motion to Approve Report**)
3. State Classification and Compensation Recommendations
  - Correctional Officer Study - DPS(**Commission Action: Motion to Approve Classifications and  
Compensation Recommendations**)

4. Reorganization through Reduction Policy (RTR)  
(Commission Action: Motion to Amend Policy)
5. Permanent Rulemaking and Hearing Officers Report from Dec. 16, 2014

**Subchapter B**

**25 NCAC 1B .0350 - TIME FRAME FOR RAISING ALLEGATION OF  
DISCRIMINATION - AMEND**

**25 NCAC 1B .0413 - EXERCISE OF COMMISSION DISCRETION - AMEND**

**Subchapter C**

**25 NCAC 1C .0311 - EMPLOYEE OBJECTION TO MATERIAL IN FILE -  
AMEND**

**25 NCAC 1C .0402 - PERMANENT AND TIME-LIMITED APPOINTMENT -  
AMEND**

**25 NCAC 1C .0403 - TRAINEE APPOINTMENTS - AMEND**

**25 NCAC 1C .0404 - PROBATIONARY APPOINTMENTS - AMEND**

**25 NCAC 1C .1004 - REDUCTION IN FORCE - AMEND**

**25 NCAC 1C .1007 - UNAVAILABILITY WHEN LEAVE IS EXHAUSTED -  
AMEND**

**Subchapter D**

**25 NCAC 1D .0201 - INITIAL EMPLOYMENT - AMEND**

**25 NCAC 1D .2701 - SEVERANCE SALARY CONTINUATION - AMEND**

**Subchapter E**

**25 NCAC 1E. 0204 - TOTAL STATE SERVICE DEFINED - AMEND**

**25 NCAC 1E. 0901 - APPROVED HOLIDAYS - AMEND**

**25 NCAC 1E. 1601 - COMMUNITY SERVICE LEAVE - AMEND**

**25 NCAC 1E. 1602 – DEFINITIONS - AMEND**

**25 NCAC 1E. 1603 - COVERED EMPLOYEES AND LEAVE CREDITS - AMEND**

**25 NCAC 1E. 1605 - COMMUNITY SERVICE LEAVE ADMINISTRATION -  
AMEND**

**25 NCAC 1E. 1606 - ADDITIONAL TIME FOR COMMUNITY SERVICE  
ACTIVITIES – REPEAL**

**Subchapter H**

**25 NCAC 1H. 0633 - SPECIAL APPLICANT CONSIDERATIONS RELATED  
TO PRIORITY - AMEND**

**25 NCAC 1H. 0634 - SELECTION OF APPLICANTS - AMEND**

**25 NCAC 1H. 0636 - EMPLOYMENT - E-VERIFY - AMEND**

**25 NCAC 1H. 0641 - EMPLOYMENT OF RELATIVES - ADOPT**

**25 NCAC 1H .0901 - REDUCTION IN FORCE APPLICATION AND APPEAL -  
AMEND**

**25 NCAC 1H .0902 - REQUIREMENTS FOR REDUCTION IN FORCE  
PRIORITY CONSIDERATION - AMEND**

**25 NCAC 1H .0904 - AGENCY AND EMPLOYEE RESPONSIBILITIES - AMEND**

- 25 NCAC 1H .0905 - OFFICE OF STATE HUMAN RESOURCES - AMEND RESPONSIBILITIES**
- 25 NCAC 1H .1103 - DENIAL OF VETERAN'S PREFERENCE – AMEND**

**Subchapter J**

- 25 NCAC 1J .0603 - APPEALS - AMEND**
- 25 NCAC 1J .0610 - WRITTEN WARNING - AMEND**
- 25 NCAC 1J .0615 - INVESTIGATORY LEAVE - AMEND**
- 25 NCAC 1J .0616 - CREDENTIALS - AMEND**
- 25 NCAC 1J .0617 - DISCRIMINATION AND RETALIATION - ADOPT**
- 25 NCAC 1J .0618 - APPEAL OF DENIAL OF VETERANS PREFERENCE - ADOPT**
- 25 NCAC 1J .1101 - UNLAWFUL WORKPLACE HARASSMENT AND RETALIATION - AMEND**
- 25 NCAC 1J .1201 - GENERAL PROVISIONS - REPEAL**
- 25 NCAC 1J .1202 - AGENCY RESPONSIBILITIES - REPEAL**
- 25 NCAC 1J .1203 - AGENCY GRIEVANCE REPORTS - REPEAL**
- 25 NCAC 1J .1204 - DISCRIMINATION AND RETALIATION/SPECIAL PROVISIONS - REPEAL**
- 25 NCAC 1J .1205 - UNLAWFUL WORKPLACE HARASSMENT - REPEAL**
- 25 NCAC 1J .1206 - TIME LIMITS - REPEAL**
- 25 NCAC 1J .1207 - FINAL AGENCY DECISION - REPEAL**
- 25 NCAC 1J .1208 - LEAVE IN CONNECTION WITH GRIEVANCES - REPEAL**
- 25 NCAC 1J .1301 - MINIMUM PROCEDURAL REQUIREMENTS - REPEAL**
- 25 NCAC 1J .1302 - GENERAL AGENCY GRIEVANCE PROCEDURE REQUIREMENTS - ADOPT**
- 25 NCAC 1J .1303 - AGENCY AND UNIVERSITY GRIEVANCE REPORTS AND DATA ENTRY - ADOPT**
- 25 NCAC 1J .1304 - SETTLEMENTS, CONSENT AGREEMENTS IN GRIEVANCES, CONTESTED CASES - ADOPT**
- 25 NCAC 1J .1305 - OFFICE OF STATE HUMAN RESOURCES REVIEW AND APPROVAL OF FINAL AGENCY DECISION (FAD) – ADOPT**
- 25 NCAC 1J .1306 - BACK PAY - ADOPT**
- 25 NCAC 1J .1307 - FRONT PAY - ADOPT**
- 25 NCAC 1J .1308 - LEAVE - ADOPT**
- 25 NCAC 1J .1309 - HEALTH INSURANCE - ADOPT**
- 25 NCAC 1J .1310 - INTEREST - ADOPT**
- 25 NCAC 1J .1311 - REINSTATEMENT - ADOPT**
- 25 NCAC 1J .1312 - CAUSES FOR REINSTATEMENT - ADOPT**
- 25 NCAC 1J .1313 - SUSPENSION WITHOUT PAY – ADOPT**
- 25 NCAC 1J .1314 - DISCRIMINATION, HARASSMENT, OR RETALIATION - ADOPT**
- 25 NCAC 1J .1315 - VOLUNTARY PROGRAMS OR BENEFITS - ADOPT**
- 25 NCAC 1J .1316 - REMEDIES FOR PROCEDURAL VIOLATIONS - ADOPT**
- 25 NCAC 1J .1317 - REMEDIES-SALARY ADJUSTMENTS - ADOPT**
- 25 NCAC 1J .1318 - CERTAIN REMEDIES NOT AVAILABLE - ADOPT**

- 25 NCAC 1J .1319 - SITUATIONS IN WHICH ATTORNEY'S FEES MAY BE AWARDED - ADOPT**
- 25 NCAC 1J .1320 - ATTORNEY'S FEES MAY BE AWARDED AS A RESULT OF A SETTLEMENT - ADOPT**
- 25 NCAC 1J .1401 - EMPLOYEE MEDIATION AND GRIEVANCE PROCESS - REPEAL**
- 25 NCAC 1J .1402 - FLEXIBILITY - REPEAL**
- 25 NCAC 1J .1403 - INFORMAL MEETING WITH SUPERVISOR - REPEAL**
- 25 NCAC 1J .1404 - MEDIATION PROCEDURE - REPEAL**
- 25 NCAC 1J .1405 - CONCLUSION OF MEDIATION - REPEAL**
- 25 NCAC 1J .1406 - LIMITATIONS ON A MEDIATION AGREEMENT - REPEAL**
- 25 NCAC 1J .1407 - POST MEDIATION - REPEAL**
- 25 NCAC 1J .1408 - EMPLOYEE RESPONSIBILITIES FOR MEDIATION - REPEAL**
- 25 NCAC 1J .1409 - AGENCY RESPONSIBILITIES FOR MEDIATION - REPEAL**
- 25 NCAC 1J .1410 - OFFICE OF STATE PERSONNEL RESPONSIBILITIES - REPEAL**
- 25 NCAC 1J .1411 - AGENCY PROCEDURAL RESPONSIBILITIES FOR EMPLOYEE MEDIATION AND GRIEVANCE PROCESS - REPEAL**
- 25 NCAC 1J .1412 - OFFICE OF STATE PERSONNEL RESPONSIBILITIES FOR EMPLOYEE MEDIATION AND GRIEVANCE PROCESS - REPEAL**

**(Commission Action: Motion to Amend, Adopt, and Repeal Rules as Permanent) 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