Clarifying hybrid work through the Teleworking Program Policy

- Identifies "hybrid" teleworking as a type of telework arrangement in which an employee works from an alternate work location on less than a full-time basis but on a recurring schedule.
- Recommends flagging jobs that allow hybrid or full-time teleworking in the State of North Carolina Careers Portal and includes sample language for job postings.
- Expressly requires agencies to continuously update the HR-Payroll System whether employees are teleworking full-time or part-time, as well as the locations of any teleworking.
- Employees must notify their agency when teleworking location(s) change.

Encourage the development of Workforce Planning Programs

- Encourages state agencies to develop workforce planning programs to achieve strategic goals
  - Provides guidance on what should be included.
- OSHR will not develop plans for agencies but is available to provide consultation.

Greater flexibilities in the Employee Grievance process

- Expands the timeline for the EEO Informal inquiry process to a total of 90 calendar days. Agencies have:
  - 75 calendar days from receipt of complaint to investigate and respond
  - 15 calendar days extension if the complainant agrees
  - Up to 90 calendar days total

- The complainant may continue the process by filing a formal grievance if the agency does not respond within 90 calendar days.
- Matching current statute, adds National Guard preference to the list of issues that may be grieved at the agency level only.
- Matching current statute, identifies a limited set of situations where an exempt managerial employee can file a grievance to OAH:
  - Unlawful discrimination or harassment based on:
    - Prohibited Grounds
    - Denial of veteran’s preference
    - Retaliation for protesting unlawful discrimination based on Prohibited Grounds

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