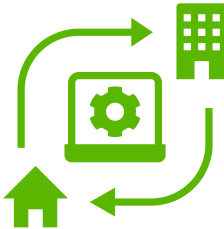


State Human Resources Commission Highlights

February 16, 2023

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