



Office of State Human Resources

ROY COOPER
Governor

BARBARA GIBSON
Director, State Human Resources

TO: Agency Heads, Chancellors, Human Resources Directors, and Other Interested Parties

**FROM: Denise H. Mazza, Administrator
State Human Resources Commission**

DATE: March 3, 2021

**RE: Approved Personnel Actions for the February 4, 2021
State Human Resources Commission Meeting**

Please see below the following personnel actions that were approved by the Governor's Office and the State Human Resources Commission for the February 4, 2021 State Human Resources Commission meeting.

The State Human Resources Commission met on February 4, 2021 via Webex due to the State of Emergency declared for the COVID-19 Pandemic. The Commission was provided the following information, and considered and approved the following personnel actions pursuant to N.C.G.S. § 126-4. Members of the Commission participating in this decision were: Chair Dekhasta Rozier and Commissioners Ross Beamon, Meredith Benjamin, Doug Boyette, John Eller, Emily Jones, Martin Falls, April Page and Phillip Strach.

For informational purposes, Deputy Director Twanetta Lytle Alston presented the exceptions Director Gibson had granted during the State of Emergency under 25 NCAC 01A .0104 since the December 3, 2020 SHRC meeting.

The Commission approved the following actions:

1. Minutes for December 3, 2020
(Commission Action: Recommend Approval of Minutes for December 3, 2020)
2. Deputy Director/Recruitment: Applicant Reference Check Policy
This policy is being created to provide for a consistent approach to reference checks among state agencies. Currently the only place that reference checks are addressed are in the Employment Offers policy.
Relevant Statutes: n/a Relevant Rules: n/a

Summary of Change Proposed:

Require agencies do reference checks for both internal and external candidates for positions within state agencies.

(Commission Action: Motion to Recommend Approval of New Applicant Reference Check Policy)

3. Business Operations/Temporary Solutions: 25 NCAC 01C .040 Temporary Appointment
No comments were received at the public hearing (9/1) or to its publication in the NC Register (comment period ended 10/16). Presented at the June 4, 2020 SHRC meeting with a request to begin the rulemaking process, the Rule was updated to align with current practices by including inmates, interns, and externs as exceptions to the mandatory break-in-service requirement for temporary employment. These three categories of temporary employees are already exempted in the Temporary Employment Policy and in practice. The updated Rule also more clearly defines each of the excepted categories. It also clarifies that the Rule applies to all temporaries employed by the state.

(Commission Action: Motion to Recommend Approval of Submission of 25 NCAC 01C .0405 Temporary Appointment to the Rules Review Commission as a Permanent Rule)

4. Total Rewards/Salary Administration: 25 NCAC 01E .0908 Eligibility Rule (Holidays)
No comments were received at the public hearing (9/1) or to its publication in the NC Register (comment period ended 10/16). Presented at the June 4, 2020 SHRC meeting with a request to begin the rulemaking process, the Rule, last amended February 1, 1995 and then by review on October 4, 2016 (renewed as necessary without substantive public interest) was being revised to reflect the current practice of how part-time and temporary employees receive holiday pay. Specifically, clarifying that the policy applies to some part-time employees (halftime or more) and does not apply to other part-time employees (less than halftime) and removing the trainee appointment.

(Commission Action: Motion to Recommend Approval of Submission of 25 NCAC 01E .0908 Eligibility Rule (Holidays) to the Rules Review Commission as a Permanent Rule)

5. Legal, Commission, & Policy: 2020 NC OSHR Policies Review Project
These are being reviewed as part of the 2020 NC OSHR Policies Review Project. There are no substantive changes to:

- 1) Temporary Solutions: Temporary Employee Policy

Created in 2016 and revised in 2017, as part of 2020 NC OSHR Policy Review Project, this policy was presented to the SHRC at the June 4, 2020 SHRC meeting proposing amendment to the associated Rule, 25 NCAC 01C .0405, to align it with current State practices regarding temporaries by including inmates, interns, and externs as exceptions to the mandatory break-in service requirement for temporary employment. These three categories of temporary employees are already exempted in the Temporary Employment Policy and in practice. The updated Rule more clearly defines each of the excepted and clarified that the Rule applies to all temporaries employed by the State. 25 NCAC 01C .0405 received no comments at the public hearing (9/1) or to its publication in the North Carolina Register (comment period ended 10/16) and is proposed to be submitted to the Rules Review Commission as a permanent rule. No substantive changes.

Relevant Statutes: G.S. 126-4(10); Relevant Rules: 25 NCAC 01C .0405

Summary of Change Proposed:

this policy is revised now to update and clarify employment requirements for state government temporary positions and employees in alignment with the relevant rule and current practice.

2) Total Rewards/Class and Compensation

a) Adverse Weather Policy

Last revised in 2019, as part of 2020 NC OSHR Policy Review Project, only formatting and clarifying changes were made to the document to align it with the terminology in the associated rule, 25 NCAC 01E .1005. No substantive changes.

Relevant Statutes: G.S. 126-4(5) & (10) Relevant Rules: 25 NCAC 01E .1005
25 NCAC 01N .0400

Summary of Changes Proposed:

Update Adverse Weather policy to more closely reflect Administrative Rule 25 NCAC 01E .1005 by:

- Updating the usage of “Mandatory” (e.g., “Mandatory Employees”, “Mandatory Operations”) to “Emergency”. There is no mention of “Mandatory” in Administrative Rule: 25 NCAC 01E .1005. The Communicable Disease policy also references “Mandatory” Employees specifically to a public health emergency. Changing “Mandatory” to “Emergency” in the Adverse Weather policy will also alleviate possible confusion of the “Mandatory” designation referenced in the Communicable Disease Policy,

b) Emergency Closing Policy

Last revised in 2019, as part of 2020 NC OSHR Policy Review Project, only formatting and clarifying changes were made to the document to align it with the terminology in the associated rule, 25 NCAC 01E .1005. No substantive changes.

Relevant Statutes: G.S. 126-4(5) & (10) Relevant Rules: 25 NCAC 01E .1005
25 NCAC 01N .0400

Summary of Changes Proposed:

Update Emergency Closing policy to more closely reflect Administrative Rule 25 NCAC 01E .1005 by:

- Updating the usage of “Mandatory” (e.g., “Mandatory Employees”, “Mandatory Operations”) to “Emergency”. There is no mention of “Mandatory” in Administrative Rule: 25 NCAC 01E .1005. The Communicable Disease policy also references “Mandatory” Employees specifically to a public health emergency. Changing “Mandatory” to “Emergency” in the Adverse Weather policy will also alleviate possible confusion of the “Mandatory” designation referenced in the Communicable Disease policy.

c) Holidays Policy

Last amended February 1, 1995 and then by review on October 4, 2016 (renewed as necessary without substantive public interest), this policy was presented to the SHRC at the June 4, 2020 SHRC meeting as part of 2020 NC OSHR Policy Review Project, proposing amendment to the associated Rule, 25 NCAC 01E .0908 to align it with current State practices regarding how part-time and temporary employees receive holiday pay. 25 NCAC 01E .0908 received no comments at the public hearing (9/1) or to its publication in the North Carolina Register (comment period ended 10/16) and is proposed

to be submitted to the Rules Review Commission as a permanent rule. No substantive changes.

Relevant Statutes: G.S. 126-4(5) & (5a); Relevant Rules: 25 NCAC 01E .0900

Summary of Changes Proposed:

TR-SA proposes this policy be revised as follows:

- Add the word Policy to the title
- Add the word “State” to properly identify the State Human Resources Act and State Human Resources Commission in the Statutory Authority and Alternative Holiday Schedule Sections.

d) Interchange of Government Employee Policy

Last revised in 1979, as part of 2020 NC OSHR Policy Review Project, only formatting and clarifying changes were made to the document. No substantive changes.

Relevant Statutes: G.S. 126-52 Relevant Rules: 25 NCAC 01M .0100

Summary of Changes Proposed:

Update Interchange of Governmental Employees mention of a “state agreement form” under the guidelines, to change that wording to “Memorandum of Agreement”.

(Commission Action: Motion to Recommend Approval of Accepting these policies and histories as is or with some clarifying edits)

7. Classification and Compensation

Submission of Classification Specifications for the Statewide

Compensation Plan; 2 total submitted for February 4, 2021 meeting:

2 Revised Class Specs:

- Emergency Management Officer
Emergency Management Specialist
(formerly titled: Emergency Management Planner)

(Commission Action: Motion to Recommend Approval of the 2 Revised Classification Specifications for the New Classification and Compensation System)

The items are available to view on the State Human Resources Commission’s HR Directors’ SharePoint site at: [State Human Resource Commission - 02 4 2021 SHRC Meeting - All Documents \(sharepoint.com\)](#)