



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: November 4, 2020**

**RE: Approved Personnel Actions for the October 1, 2020  
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 October 1 2020 State Human Resources Commission meeting.

The State Human Resources Commission met on October 1, 2020 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, Douglas Boyette, John Eller, 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 August 6, 2020 SHRC meeting.

The Commission approved the following actions:

1. Minutes for August 6, 2020  
(Commission Action: Recommend Approval of Minutes for August 6, 2020)

2. 2021 Proposed Calendar of SHRC Commission Meetings

February 4, 2021

April 1, 2021

June 3, 2021

August 5, 2021

October 7, 2021

December 2, 2021

(Commission Action: Recommend Approval of 2021 Calendar of SHRC Commissioner Meetings)

3. Diversity and Workforce Services: Local Government

Iredell County - Petition for Substantial Equivalency

Iredell County Request for Substantial Equivalency Status in 2 Program Areas:

Recruitment/Selections and Classification/Compensation.

(Commission Action: Recommend Approval of Substantial Equivalency Status in 2 Program Areas: Recruitment/Selections and Classification/ Compensation)

4. 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:

a) Talent Management (SME Joel Jordan)

1) Performance Management Policy for Agencies

Last revised in 2016, as part of 2020 NC OSHR Policy Review Project, only formatting and conforming changes were made to the document. No substantive changes.

Relevant Statutes: G.S. 126      Relevant Rules: 25 NCAC 01K .0101

Summary of Change Proposed:

The proposed changes to this policy are primarily to improve clarity and readability of the policy itself. There are also some technical corrections to improve alignment with the NC Employment Grievance Policy and the Appointment Types and Career Status Policy. No procedural changes are included in the proposed revisions.

- Removal of references to Trainee Classification and Trainee Salary Progression
- Clarification of standardized three-point rating scale language
- Clarification of performance rating dispute resolution
- Multiple formatting revisions for readability and ease of use

2) Performance Management Policy for Universities

Last revised in 2016, as part of 2020 NC OSHR Policy Review Project, only formatting and conforming changes were made to the document. No substantive changes.

Relevant Statutes: G.S. 126

Summary of Change Proposed:

The proposed changes to this policy are primarily to clarify some definitions and terms. There are also some language revisions to improve alignment with the Agency Appointment Types and Career Status Policy.

b) Total Rewards/Class and Compensation & Salary Administration  
(SME Andrea Clinkscales/Joe Marro)

1) Initial Classification Policy

Last revised in 2005, as part of 2020 NC OSHR Policy Review Project, only formatting and conforming changes were made to the document. No substantive changes.

Relevant Statutes: G.S. 126-4 (2)

Summary of Change Proposed:

- Update references from State Personnel Act to State Human Resources Act
- Modified language to be more specific and to what is currently used in this field such as changing “new minimum rate” to “new salary range minimum” and general references to “new range” to specify “new salary range”

2) Extended Duty for Medical Personnel Policy

Last revised in 1995, as part of 2020 NC OSHR Policy Review Project, only formatting and conforming changes were made to the document. No substantive changes.

Relevant Statutes: G.S. 126-4 (2)

Summary of Change Proposed:

- Update references from State Personnel Act to State Human Resources Act.

3) Technical Adjustments to the Pay Plan Policy

Created in 1991, this is the first time the policy is being reviewed. The current Policy aligns with practice. No substantive changes. Document was formatted per current project parameters and to clarify a few terms.

Relevant Statutes: G.S. 126-4 (2) Relevant Rules: 25 NCAC 1F .0100

Summary of Change Proposed:

- Correcting the terminology from “length” of salary ranges to “width” of salary ranges
- Adding language to reflect “changing salary range minimums, midpoints, or maximums” to account for situations where technical corrections may be required due to minor calculation errors, rounding issues, or legislatively mandated changes that are not labor market-based range revisions as determined through standard OSHR market pricing methodologies

c) Deputy Director/Recruitment

(SME Twanetta Lytle Altson/Kristin Siemek/Kassia Elliott/Carol Battle)

1) Veteran’s Preference/ Employment Preferences for Veterans  
and their Spouses and Statutory Policies

Last revised in 2013, as part of 2020 NC OSHR Policy Review Project, minor wording changes were made for clarification only. No substantive changes.

Relevant Statutes: G.S. 126-80; G.S. 126-81; G.S. 126-82; G.S. 126-83; G.S. 126-34.01; G.S. 126-34.02; G.S. 128-15

Relevant Rules: 25 NCAC 01H .0632 (c); 25 NCAC 01H .0633 (6); 25 NCAC 01H Section .0700; 25 NCAC 01H Section .1100

Summary of Change Proposed:

- Add the word “Policy” to the title
- In Statutory Authority section replace “law” with “The State Human Resources Act”; and replace “that” with “The State Human Resources Commission” to add clarification
- In “What Periods are Included?” section, replace colon after “Terrorism” with “or” to clarify
- In “How to Claim Veterans Preference” section, insert “in the applicant tracking system or by...” to bring up to date
- In “Minimum Qualifications” section, advisory note replace “used” with “evaluated” and “using” with “evaluated” with format change
- In “Determining Military Service Credit” section, (2) add “or, in” to indicate that paragraphs (1) and (2) pose an “or” situation

2) Employment Contracts Policy

Last revised in 2008, as part of 2020 NC OSHR Policy Review Project, minor wording changes were made for clarification only. No substantive changes.

Relevant Statutes: G.S. 126 4(6)

Relevant Rules: 25 NCAC 01C .0215

Summary of Change Proposed:

- Added the word “policy” in content
- Removed exception in (a) to Apprenticeships because G.S. 94 was repealed in 2017
- Corrected typo from .0003 to .0103 in (a)(1)

3) Service Awards Policy

Last revised in 2018, as part of 2020 NC OSHR Policy Review Project, minor wording changes were made for clarification only. No substantive changes.

Relevant Statutes: G.S. 126-4 (15) Relevant Rules: 25 NCAC 01C .0900

Summary of Change Proposed:

- Add the word “Policy” to the title
- Moved Policy paragraphs to beginning of policy and combined with purpose paragraph consistent with formatting for 2020 NC OSHR Policy Review Project (Commission Action: Motion to Recommend Approval of Accepting these policies and histories as is or with some clarifying edits)

The items are available to view on the State Human Resources Commission’s HR Directors’ SharePoint site at:

<https://ncconnect.sharepoint.com/sites/SHRC/HR%20Directors/Forms/AllItems.aspx?viewid=5ce74308%2Dc66d%2D48f0%2D8c5e%2D94f2018a6219&id=%2Fsites%2FSHRC%2FHRC%20Directors%2F10%2001%202020%20SHRC%20Meeting>