



Office of State Human Resources

ROY COOPER
Governor

BARBARA GIBSON
Director, State Human Resources

MEMORANDUM

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

FROM: Bailey Bruce, Administrator
State Human Resources Commission

DATE: October 24, 2017

RE: Approved Personnel Actions for the September 7, 2017 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 September 7, 2017 State Human Resources Commission meeting.

1. Minutes for the April 6, 2017 SHRC Meeting

2. Request for Readoption of – Employee Relations Rules

- a. 25 NCAC 01J.1302 General Agency Grievance Procedure Requirements
- b. 25 NCAC 01J.1306 Back Pay (amend)
- c. 25 NCAC 01J.1307 Front Pay
- d. 25 NCAC 01J.1308 Leave
- e. 25 NCAC 01J.1309 Health Insurance
- f. 25 NCAC 01J.1310 Interest
- g. 25 NCAC 01J.1311 Reinstatement
- h. 25 NCAC 01J.1312 Causes for Reinstatement
- i. 25 NCAC 01J.1314 Discrimination, Harassment, or Retaliation
- j. 25 NCAC 01J.1315 Voluntary Programs or Benefits
- k. 25 NCAC 01J.1316 Remedies for Procedural Violations
- l. 25 NCAC 01J.1318 Certain Remedies Not Available
- m. 25 NCAC 01J.1319 Situations in Which Attorney's Fees May Be Awarded
- n. 25 NCAC 01J.1320 Attorney's Fees May Be Awarded as a Result of a Settlement

3. Request for Final Adoption 25 NCAC 01H and 01J Rules

- a. 25 NCAC 01H.0631 Posting and Announcement of Vacancies
- b. 25 NCAC 01H.0635 Minimum Qualifications
- c. 25 NCAC 01H.0701 General Provisions
- d. 25 NCAC 01H.0801 Promotional Priority Consideration for Current Employees
- e. 25 NCAC 01H.0902 Requirements for Reduction in Force Priority Consideration
- f. 25 NCAC 01H.1001 Exempt Priority Reemployment Consideration – Policy and Scope
- g. 25 NCAC 01H.1104 Veteran’s Preference
- h. 25 NCAC 01J.0603 Disciplinary Action and Grievance
- i. 25 NCAC 01J.0605 Dismissal for Unsatisfactory Job Performance
- j. 25 NCAC 01J.0606 Dismissal for Grossly Inefficient Job Performance
- k. 25 NCAC 01J.0610 Written Warning
- l. 25 NCAC 01J.0611 Disciplinary Suspension Without Pay
- m. 25 NCAC 01J.0612 Demotion
- n. 25 NCAC 01J.0613 Procedure
- o. 25 NCAC 01J.0614 Definitions
- p. 25 NCAC 01J.0619 Dismissal for Unacceptable Personal Conduct
- q. 25 NCAC 01J.1100 Unlawful Workplace Harassment and Retaliation

4. Agency Performance Management Policy

5. Disciplinary Action Policy

6. Policy Revisions

- a. Policy Revisions Related to Removal of Trainee Appointment
- b. Employment Offers
- c. Appointment Types and Career Status
- d. New Appointments
- e. Voluntary Shared Leave

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.