

AGENDA
STATE HUMAN RESOURCES COMMISSION MEETING
April 2, 2020 - BUSINESS SESSION – 9:00AM
VIA TELECONFERENCE

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I. CALL TO ORDER AND ETHICS STATEMENT

II. APPROVAL/ADJUSTMENTS TO AGENDA FOR APRIL 2, 2020

III. CONSENT AGENDA

1. Minutes for February 6, 2020

**(Commission Action: Motion to Recommend Approval of
Minutes for February 6, 2020)**

2. Exceptions Granted under 25 NCAC 01A .0104 Twanette Lytle-Alston

Exceptions granted due to the Communicable Disease
Emergency. Subject-matter experts Andrea Clinkscales,
Andrea Porterfield, and Joe Gilroy will be available to
provide additional information via teleconference.

(Information Only)

3. 2019 Settlement Report

Nancy Astrike

(Information Only)

IV. BUSINESS SESSION

A. Public Comments

B. State Human Resources Director’s Report

Barbara Gibson

NOTE: This agenda is not final; therefore, the order of the cases is subject to change. If you have a special need that justifies a particular scheduling request, please notify the State Human Resources Commission Administrator as soon as possible; however, it may not be possible to accommodate all special requests.

C. Legal, Commission, and Legislative:

Christine Ryan

25 NCAC 01J .1306 Back Pay

Motion to Submit as Permanent Rule to the Rules Review Commission. No public comment was received at the public hearing (1/7) or to the publication in the NC Register (comment period ended 2/14). Previously, revisions were made to clarify Section (g) to require that the employee provide a sworn statement verifying interim income and unemployment compensation, and to remove the requirement that the employee provide verification of gross earnings.

(Commission Action: Motion to Recommend Approval of Submission of 25 NCAC 01J .1306 Back Pay to the Rules Review Commission as a Permanent Rule)

D. Legal, Commission, Legislative:

Christine Ryan

25 NCAC 01E .0311 Separation

Motion to Submit as a Permanent Rule to the Rules Review Commission. No public comment was received at the public hearing (1/7) or to the publication in the NC Register (comment period ended 2/14). Previously, revisions were made to add reference to 25 NCAC 01E .0210 to clarify an exception to unused sick leave not being paid out when an employee is separated from State service.

(Commission Action: Motion to Recommend Approval of Submission of 25 NCAC 01E .0311 Separation to the Rules Review Commission as a Permanent Rule)

**E. Total Rewards/Recruiting: Continuous Posting
DPS Youth Program Education Assistant positions.**

Kristin Siemek

Revisit the request for approval of continuous posting for Youth Program Education Assistants. Additional information has been obtained in answer to questions posed by the Commission and DPS representatives will be in available at the meeting.

(Commission Action: Motion to Recommend Approval of Continuous Posting for DPS Youth Program Education Assistant positions)

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F. Total Rewards/Classification and Compensation: Joe Marro
6 New and 11 Revised Classification Specs for New Class & Compensation System

6 New Class Specs:

- ALE Director
- ALE Assistant Director
- Special Operations Director
- Special Operations Chief
- Special Operations Investigative Supervisor
- Special Operations Investigator

11 Revised Class Specs:

- Correctional Behavioral Specialist II
- Correctional Behavioral Specialist I
- Archives and Records Division Director
- Archivist Manager
- Archivist Supervisor
- Archivist III
- Archivist II
- Archivist I
- Electrician Supervisor
- OSHA Safety Officer II
- OSHA Industrial Hygienist II

(Commission Action: Motion to Recommend Approval of the 6 New and 11 Revised Classification Specifications for the New Class and Compensation System)

G. Total Rewards/ Classification and Compensation: Joe Marro
2019 Annual Compensation & Benefits Report

The NC General Statue (NCGS) 126-7.3 [State Human Resources Act] requires OSHR to submit a compensation and benefits report annually. This document seeks to guide the Governor and the General Assembly in making funding appropriations for State employees' salary increases and salary structure adjustments. The report also addresses current economic and labor market conditions and sets the stage for strategic planning to address them. Attached is an outline of what OSHR intends to present in the 2019 Compensation & Benefits Report.

(Commission Action: Motion to Recommend Approval of the 2019 Annual Compensation & Benefit Report)

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Rules/Policies Review

**H. Legal/Commission/Policy: Overview
of 2020 NC OSHR Policies Review Process for 2020**

Christine Ryan

Overview of 2020 process to accomplish review of all applicable rules and policies for NC OSHR.

**I. Total Rewards/Salary Administration
Community Service Leave Rules**

Andrea Porterfield

25 NCAC 01E .1601-.1607 Community Service Leave Rules

Changing the name of the Rule (to Volunteer Service and Child Involvement Leave) to expand the use of the community service portion to support employees who wish to volunteer beyond the borders of North Carolina (especially during times of disaster relief) and to make it clear that child involvement is a part of the rules.

(Commission Action: Motion to Recommend Approval of Beginning Rulemaking Process for 25 NCAC 01E .1601-.1607 Revised Community Service Rules)

**J. Total Rewards/Salary Administration:
Community Service Policy**

Andrea Porterfield

Aligning the Community Service Policy with proposed changes to the Community Service Leave Rules (Volunteer Service and Child Involvement Leave Rules) including the change to the name of the policy to expand the use of the community service portion to support employees who wish to volunteer beyond the borders of North Carolina (especially during times of disaster relief) and to make it clear that child involvement is a part of the policy.

(Commission Action: Motion to Recommend Approval of Revisions to the Community Service Leave Policy to Align it with Pending Changes to the Community Service Leave Rules)

V. ADJOURN

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