MEMORANDUM

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

FROM: Delores A. Joyner, Administrator
      State Personnel Commission

DATE: February 28, 2011

RE:    Approved Personnel Actions for the February 17, 2011 State Personnel
       Commission Meeting

Below is a list of personnel actions that were approved by the Governor’s Office and the State
Personnel Commission at the February 17, 2011 State Personnel Commission meeting.

(1)  *Minutes of the December 9, 2010 State Personnel Commission Meeting

(2)  *State Classification and Pay Actions

(3)  Revised Merit-Based Recruitment and Selection Plans
       Department of Crime Control & Public Safety
       North Carolina Board of Cosmetic Art Examiners
       North Carolina State University
       University of North Carolina – Wilmington
(4) **Proposed Rule and Policy Amendments**

**Reduction in Force Rules**
- 25 NCAC 1H.0904  Agency and Employee Responsibilities
- 25 NCAC 1H.0905  Office of State Personnel Responsibilities
- 25 NCAC 1H.1003  Agency and Employee Responsibilities

**Lactation Support Rule**
- 25 NCAC 1N.0602  Policy

(5) **Agency and University Employee Grievance Policies and Procedures**

**Agencies**
- North Carolina Department of Administration
- North Carolina Department of Commerce
- North Carolina Department of Correction
- North Carolina Department of Transportation
- Employment Security Commission
- Office of the State Auditor
- North Carolina Wildlife Resources Commission
- North Carolina Office of the Commissioner of Banks
- State Board of Elections

**Universities**
- North Carolina Agricultural and Technical State University
- Fayetteville State University
- North Carolina Central University
- North Carolina School of Science & Mathematics
- North Carolina State University
- University of North Carolina – Asheville
- University of North Carolina – Greensboro
- University of North Carolina – Pembroke
- University of North Carolina – Wilmington
- Western Carolina University
- Winston-Salem State University

(6) **The State Personnel Commission approved that each agency that has not submitted their employee grievance procedures to the State Personnel Commission for approval, shall follow the employee grievance policy and procedures of the Office of State Personnel, until such time as their employee grievance procedures are approved by the State Personnel Commission.**

*Please click on this item to review the approved action. Some of the other items may be reviewed at the Office of State Personnel’s website:  [http://www.osp.state.nc.us/](http://www.osp.state.nc.us/)*