



**STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
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RALEIGH, NC 27699-1331**

**BEVERLY EAVES PERDUE
GOVERNOR**

**LINDA D. COLEMAN
STATE PERSONNEL DIRECTOR**

November 21, 2011

Memorandum

To: Agency and University HR Directors

From: Linda D. Coleman *LDC*
State Personnel Director

Re: Special Emphasis Project (SEP) – Young Employees Initiative
Community Service Leave

The Office of State Personnel's Special Emphasis Project (SEP) – Young Employees Initiative Report indicates that young employees value their time and want to use it in the most meaningful and useful way; many through a commitment to volunteering or community service. The Young Employees Initiative has just completed a pilot on the impact of marketing and increased usage of Community Service Leave.

We found that Community Service is a vital concern to all employees. It is a benefit not only for the employee; but also to the people and organizations they serve. The impending holiday season offers ample volunteer opportunities for employees to lend a hand at local schools, community centers, homeless shelters, elderly/retirement communities, hospitals, etc.

As we approach the end of the year, we request your assistance in conducting a final push for employees to use their remaining 2011 Community Service Leave before they lose it. Please promote Community Service Leave by posting and circulating the attached flyer via your departmental website, intranet, newsletter, and any area where employees may congregate. I am also including a list of possible organizations throughout the state that may have volunteer opportunities. We also would like for you to feature profiles of your employees who are engaging in volunteerism and community service.

If you have any questions about the SEP – Young Employees Initiative or the flyer, please contact Sondra Chavis, Project Manager at (919) 807-4863 or e-mail at sondra.chavis@osp.nc.gov.

Many thanks in advance for your support of this very valuable project for the overall enhancement of the human resources for NC State Government.

Attachments: Community Service Leave Flyer
Community Service Opportunities

C: Agency Heads