

**STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
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DATE: September 22, 2004
TO: Holders of State Personnel Manual
FROM: Thomas H. Wright
SUBJECT: State Personnel Manual Changes - Revision No. 18

This memorandum transmits new or revised pages for the State Personnel Manual. The changes are summarized as follows:

| Remove Pages | Insert Pages | Policy Title and Explanation of Change | Effective Date |
|-----------------------------|---------------------|---|-----------------------|
| 2-8 – 2-9 | Same | Selection PDF Revised to correct the minimum age requirement. | 8-1-04 |
| 4-69 – 4-71.3 | Same | On-Call /Emergency Callback Advisory Note added to incorporate the revised compensation rates for On-Call Pay outlined in our memo dated July 12, 2004. PDF Word | 7-1-04 |
| 4-72 – 4-75 | Same | Shift Premium Pay PDF Revised policy to incorporate recent rule changes. | 11-1-04 |
| Table of Contents Section 5 | Same | Table of Contents PDF | 8-1-04 |
| 5-47.1 – 5-47.2 | Same | Community Service Leave (1) Deleted Advisory Note under Emergency Services since the temporary rule providing for wider use of leave for emergency management services has become a permanent rule. (2) Revised to incorporate leave with pay up to 30 days for organ donation. PDF Word | 8-1-04 |
| 5-53 – 5-54 | Same | Military Leave Deleted Advisory Note under Compensation since the temporary rule providing for differential pay has become a permanent rule. PDF Word | 8-1-04 |

(continued on reverse)

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|--------------------------|--------------|---|--------|
| 7-7 – 7-8 7-21 – 7-22 | Same Same | Disciplinary Action, Suspension and Dismissal Clarified Falsification of Credentials as follows: (1) Deleted last paragraph under “What is just cause for grossly inefficient job performance?” (2) Revised paragraph on Obtaining and Maintaining Credentials. (3) Revised Paragraph 1 under Falsification of Credentials. PDF Word | 7-1-04 |
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