

**STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
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DATE: December 14, 2004
TO: Holders of State Personnel Manual
FROM: Thomas H. Wright
SUBJECT: State Personnel Manual Changes - Revision No. 19

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
Table of Contents Section 4	Same	Table of Contents	1-1-05 PDF only
4-66 – 4-67	Same	Longevity Clarified how longevity is paid upon transfer to an appointment type that is ineligible for continued longevity pay.	11-1-04 Word PDF
4-79 – 4-108	4-79 – 4-106	Hours of Work and Overtime Compensation` Incorporates changes to the Fair Labor Standards Act	8-23-04 Word / PDF
5-51 – 5-54	Same	Military Leave Added provisions for the National Disaster Medical System	10-1-04 Word PDF
Table of Contents Section 9	Same	Table of Contents	1-1-05 PDF only
-0-	9-19 – 9-21	Mentoring Program New policy for implementing mentoring programs	1-1-05 Word / PDF
11-1 – 11-2	Same	Separation Voluntary Resignation Without Notice changed to incorporate rule change.	9-1-04 Word PDF
Index Pages 15-1 – 15-12	Same	Index	1-1-05 Word / PDF