



STATE OF NORTH CAROLINA  
OFFICE OF STATE PERSONNEL  
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GOVERNOR

DATE: September 5, 2000  
TO: Holders of State Personnel Manual  
FROM: Peggy S. Oliver  
SUBJECT: State Personnel Manual Changes - Revision No. 6

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 Pages 1-4	Same	<b>Table of Contents - North Carolina State Personnel Manual</b>	September 1, 2000
1-17 – 1-21	Same	<b>Unlawful Workplace Harassment</b> 1. Adds Advisory Note stating that conduct towards an outside vendor or contractor that would constitute unlawful workplace harassment toward an employee could constitute unacceptable personal conduct 2. Adds provision under Grievance and Appeals stating that agency shall take action within 60 days unless the agency has waived the 60-day period and grievant has acknowledged waiver.	August 17, 2000
3-14.1 – 3-14.9	3-14.1 – 3.14.4	<b>Teleworking Program</b> Policy changed to conform to new rules.	August 17, 2000
5-9 - 5-10	Same	<b>Sick Leave</b> Definition of Immediate Family corrected to omit "In-law" under the definition of Child	N/A
5-28 - 5-29	Same	<b>Voluntary Shared Leave</b> Definition of Immediate Family corrected to omit "In-law" under the definition of Child	N/A
5-44 - 5-47	Same	<b>Community Service Leave</b> Advisory Note added to clarify leave as it relates to religious activities	N/A

(Continued on reverse)

Table of Contents Section 6	Same	<b>Table of Contents</b> - Employment Benefits and Awards - Section 6	September 1, 2000
-0-	6-31 - 6-32	<b>Oliver Society Prize</b> New policy for administering the lifetime achievement award for Human Resource Management	September 1, 2000
8-30 – 8-33	8-30 - 8-35	<b>Workplace Violence</b> <ol style="list-style-type: none"> <li>1. <i>The Purpose</i> section was revised to strengthen language emphasizing that perpetrators will be held accountable for committing acts of violence as outlined in the policy.</li> <li>2. Added Domestic Violence in the <i>Definitions</i> section.</li> <li>3. Included in the <i>Prohibited Actions and Sanctions</i> section language stating that an act of off-duty violent conduct can be considered grounds for disciplinary action. The agency must demonstrate that action taken is supported by the existence of a rational nexus between the conduct committed and the potential adverse impact on a State employee's ability to perform the assigned duties and responsibilities.</li> <li>4. Changed the language in the <i>Advisory Note</i> in the <i>Prohibited Actions and Sanctions</i> section regarding a referral to the State Employees' Assistance Program. The advisory note states that when management determines that a potential for violence exists, an employee may be required to undergo an assessment to determine the risk of danger. The terminology used for the assessment process is called risk assessment.</li> <li>5. A new section entitled <i>Support and Protections</i> was added stating that agencies shall make reasonable efforts to protect and support victims of workplace violence including domestic violence.</li> <li>6. This policy also included in the <i>Agency/University Responsibilities</i> section that provisions shall be made for supervisors and managers to be trained in issues of workplace violence to foster a safe and healthy work environment.</li> </ol>	August 17, 2000