



**STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
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GOVERNOR

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STATE PERSONNEL DIRECTOR

DATE: November 1, 2000
TO: Holders of State Personnel Manual
FROM: Peggy S. Oliver
SUBJECT: State Personnel Manual Changes - Revision No. 8

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	Table of Contents	November 1, 2000
2-5	Same	Recruitment and Posting of Vacancies Advisory Note added to specify that applicants must meet the minimum training and experience requirements to fill positions that are not posted	November 1, 2000
5-9 - 5-10	Same	Sick Leave Clarifies that daughter-in-law and son-in-law are part of the immediate family definition	N/A
5-28 - 5-29	Same	Voluntary Shared Leave Clarifies that daughter-in-law and son-in-law are part of the immediate family definition	N/A
Table of Contents Section 6	Same	Table of Contents - Section 6 Benefits and Awards	November 1, 2000
6-23 - 6-24	Same	Governor's Award for Excellence Corrects "Employee Appreciation Week" to "Excellence in State Government Week"	N/A
6-27	Same	Special Leave Awards 1) Changes "Suggestion System" to "Incentive Bonus Program" 2) Adds Advisory Note about awarding special leave to <i>teams</i>	July 1, 2000
-0-	6-33 - 6-34	Richard Caswell Award Noteworthy Dedicated Service New award program to recognize employees with forty-five or more years of service	November 1, 2000

(over)

-0-	6-35 - 6-38	State Employee Memorial Program New memorial program to honor employees who have lost their lives in the line of duty	November 1, 2000
13-4 - 13-5	Same	State Personnel Commission Revises membership on the State Personnel Commission	April 22, 2000
Table of Contents Section 14	Same	Table of Contents - Section 14 Statutory Provisions	August 2, 2000
14-1 - 14-41	14-1 - 14-43	State Personnel Act Revises Act to incorporate the following revisions made by the 1999 and 2000 sessions of the General Assembly: <ol style="list-style-type: none"> 1) 126-5(c1) Adds to list of exemptions the executive director of the independent staff of the IRMC 2) 126-5(c2)(3) - "Department of Community Colleges" changed to "Community Colleges System Office" 3) 126-5(d)(5) Deletes "policymaking" 4) 126-8.3 - Adds provision for sharing leave with the public schools 5) 126-35 - Adds new subsection stating that the burden for showing that an employee was discharged, suspended, or demoted for just cause rests with the department or agency employer 	August 10, 1999 May 21, 1999 July 2, 1999 June 9, 1999 August 2, 2000
Index Pages 15-5 - 15-12	Same	Index	November 1, 2000