



**STATE OF NORTH CAROLINA**  
**OFFICE OF STATE PERSONNEL**  
**1331 MAIL SERVICE CENTER**  
**116 WEST JONES STREET**  
**RALEIGH, NC 27699-1331**

MICHAEL F. EASLEY  
GOVERNOR

THOMAS H. WRIGHT  
STATE PERSONNEL DIRECTOR

DATE: July 10, 2001

TO: Holders of State Personnel Manual

FROM: Thomas H. Wright

SUBJECT: State Personnel Manual Changes - Revision No. 9

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

<b>Remove Pages</b>	<b>Insert Pages</b>	<b>Policy Title and Explanation of Change</b>	<b>Effective Date</b>
Table of Contents Pages 1-4	Same	<b>Table of Contents</b>	July 1, 2001
1-15 - 1-16	1-15 - 1-16.1	<b>EEO Program and Plan</b> Revised to redefine Workforce Analysis.	May 31, 2001
1-19 - 1-20	Same	<b>Unlawful Workplace Harassment</b> Advisory Note on Page 1-19 deleted. Current employees and former employees use the same complaint procedures.	June 21, 2001
2-8 - 2-9	Same	<b>Selection</b> Revised to correct the statute reference under Age Limitations.	July 1, 2001
Table of Contents Section 3	Same	<b>Table of Contents - Section 3</b> <b>Employment and Records</b>	July 1, 2001
4-18 - 4-19	Same	<b>Demotion or Reassignment</b> Revised to add paragraph at end of Salary Rate, which was erroneously omitted.	July 1, 2001
4-72 - 4-73	Same	<b>Shift Premium Pay</b> Heading in first paragraph on Page 73 corrected from "Hours Eligible - Medical" to "Hours Eligible." This applies to all eligible positions with the <u>exception</u> for medical outlined in the second paragraph.	N/A
6-7 - 6-8	Same	<b>Workers' Compensation Administration</b> Revised to correct typographical error in last paragraph on Page 6-8.	N/A