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Division of Budget and Analysis
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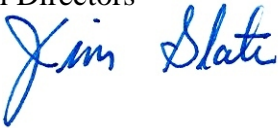
Beverly Eaves Perdue, Governor
Lanier Cansler, Secretary

James B. Slate, Jr., Director

July 7, 2009

MEMORANDUM 2009-06

TO: Division Directors
Office Directors
Budget Officers
Personnel Directors

FROM: Jim Slate 

RE: Personnel Guidance for SFY 09-10

The purpose of this memo is to provide guidance to Divisions for how we will need to manage personnel actions through State Fiscal Year 09-10. In a memo sent on June 18, 2009, we provided guidance related to the management of purchase and travel expenditures. In that memo we mentioned that our budget for SFY 09-10 will be impacted by a number of issues which will reduce fund availability including: pending legislative action to the SFY 09-11 DHHS budget; the prospect of carrying SFY 08-09 bills into SFY 09-10 and the potential of additional OSBM allotment restrictions for SFY 09-10. For these reasons, we will need to carefully manage our personnel actions throughout SFY 09-10.

Guidelines for the Posting and Hiring of Positions

The following guidelines will apply to all SFY 09-10 personnel actions regardless of funding source and will apply to all positions including time limited and temporary positions:

- **The posting for all positions should be limited only to those that are deemed to be essential to the core mission of the Department.**
- **Critical Care Positions at State Operated Healthcare Facilities:** The following critical care positions at State Operated Healthcare Facilities will not require departmental approval to post or extend a job offer (including promotions to these positions using the “Guidelines for Salary Actions.....” below) unless use of salary reserve is required as part of the proposed offer. The critical care positions are: registered nurses , licensed practical nurses, health care technicians, forensic healthcare technicians, youth program assistants, development disability trainers, physicians, pharmacists, clinical social workers, physician extenders/nurse practioners, occupational therapists and assistants and physical therapists and assistants. In all cases facilities are expected to carefully manage personnel actions to assure that they are within budget. Job offers for critical care positions listed above that require the use of salary reserve shall be approved by the Deputy Secretary of Health Services prior to extending an offer by use of the department’s freeze process.
- **All Other Department Critical Care and Non-Critical Care Positions:** Approval is not required to post all other department critical care and non-critical care positions, but does require prior approval using the department’s freeze process before interviews are conducted. To expedite recruitment and selection using the freeze process, departmental approval may be obtained from the respective Deputy or Assistant Secretary before posting to enable interviews to be conducted and a job offer extended unless salary reserve is required to meet the prospective candidate’s salary requirement. If salary reserve is required, approval from the respective Deputy/Assistant Secretary shall be obtained prior to extending an offer to the selected candidate by use of the freeze process.

Guidelines for Salary Actions and Trainee/Minimum/SMR Adjustments Regardless of Funding Source

- **Promotions** for positions are subject to review and approval by the respective Assistant Secretary and Deputy Secretary when salary reserves are needed.
- **A promotional increase** is limited to 5% or to the minimum of the new pay grade (or SMR), whichever is greater. This same limit shall apply to career-banded promotions.

- Eligibility for additional increases, such as 5% per pay grade or calculation as a new hire or additional for competency adjustment, can be requested and documented on the personnel action form when/if funding becomes available. The effective date of such an action would be on a current basis and NOT retroactive.
- **Salary adjustments** within an established trainee schedule/progression or up to the minimum/SMR upon completion of the trainee period can be processed.
- **All other salary adjustments** remain under a hard freeze and any requests for exceptions should be routed to the respective Assistant or Deputy Secretary using the freeze release process.

Reduction-in-Force Placement and Re-employment

- **Critical Care at State Operated HealthCare Facilities:** An employee who has received official notice of impending reduction in force may be placed or re-employed in the special list of critical care positions outlined above if salary reserve is not required. If salary reserve is required, then the freeze process applies. If salary reserve is required, the unfreeze form should note under “Other Salary Action” that this is a RIF placement or re-employment to include relevant employee, salary, position and budget information. Any placement or re-employment of an employee is subject to prevailing policies governing reduction in force.
- **All Other Critical Care and Non-Critical Care Positions:** The prior posting guidelines apply before an employee can be placed or reemployed. Any placement or re-employment of an employee is subject to prevailing policies governing reduction in force.

JS:KG;gg