

**SUBCHAPTER 13F - PERSONNEL**

**SECTION .0100 - AFFIRMATIVE ACTION POLICY**

<b>04 NCAC 13F .0101</b>	<b>GENERAL</b>
<b>04 NCAC 13F .0102</b>	<b>ASSIGNMENT OF RESPONSIBILITIES</b>
<b>04 NCAC 13F .0103</b>	<b>UTILIZATION ANALYSIS</b>
<b>04 NCAC 13F .0104</b>	<b>GOALS AND TIMETABLES</b>
<b>04 NCAC 13F .0105</b>	<b>INTERNAL EVALUATION</b>
<b>04 NCAC 13F .0106</b>	<b>REPORTING PROCEDURES</b>
<b>04 NCAC 13F .0107</b>	<b>JOB STRUCTURING</b>
<b>04 NCAC 13F .0108</b>	<b>SELECTION AND PLACEMENT</b>
<b>04 NCAC 13F .0109</b>	<b>RECRUITMENT</b>
<b>04 NCAC 13F .0110</b>	<b>SOURCES OF RECRUITMENT</b>
<b>04 NCAC 13F .0111</b>	<b>EMPLOYMENT APPLICATIONS ON FILE</b>
<b>04 NCAC 13F .0112</b>	<b>RECORDS AND REPORTS</b>

*History Note:* Authority G.S. 143B-454(5);  
Eff. February 1, 1976;  
Readopted Eff. June 18, 1979;  
Repealed Eff. March 1, 1989.

<b>04 NCAC 13F .0113</b>	<b>PROMOTIONS AND TRANSFER POLICIES AND PROCEDURES</b>
<b>04 NCAC 13F .0114</b>	<b>EMPLOYMENT TERMINATION POLICIES AND PROCEDURES</b>

*History Note:* Authority G.S. 143B-454(5);  
Eff. February 1, 1976;  
Readopted Eff. June 18, 1979;  
Repealed Eff. November 1, 1982.

<b>04 NCAC 13F .0115</b>	<b>GRIEVANCE PROCEDURES</b>
<b>04 NCAC 13F .0116</b>	<b>IMPLEMENTATION PROGRAM</b>
<b>04 NCAC 13F .0117</b>	<b>EQUAL EMPLOYMENT OPPORTUNITY GOALS</b>
<b>04 NCAC 13F .0118</b>	<b>UTILIZATION OF SKILLS OF PRESENT EMPLOYEES</b>
<b>04 NCAC 13F .0119</b>	<b>WAGE AND SALARY STRUCTURE</b>
<b>04 NCAC 13F .0120</b>	<b>BENEFITS AND CONDITIONS OF EMPLOYMENT</b>
<b>04 NCAC 13F .0121</b>	<b>LABOR UNIONS</b>
<b>04 NCAC 13F .0122</b>	<b>OUTSIDE CONTRACTORS</b>

*History Note:* Authority G.S. 143B-454(5);  
Eff. February 1, 1976;  
Readopted Eff. June 18, 1979;  
Repealed Eff. March 1, 1989.

**SECTION .0200 - EQUAL EMPLOYMENT OPPORTUNITY**

<b>04 NCAC 13F .0201</b>	<b>POLICY STATEMENT</b>
<b>04 NCAC 13F .0202</b>	<b>APPEAL PROCEDURE</b>

*History Note:* Authority G.S. 143B-454(5);  
Eff. February 1, 1976;  
Readopted Eff. June 18, 1979;  
Amended Eff. November 1, 1982;  
Repealed Eff. March 1, 1989.

**SECTION .0300 - GENERAL EMPLOYMENT POLICIES**

**04 NCAC 13F .0301      GENERAL**

*History Note:*      Authority G.S. 143B-454(5); 150B-14;  
                                 Eff. February 1, 1976;  
                                 Readopted Eff. June 18, 1979;  
                                 Amended Eff. March 1, 1989;  
                                 Repealed Eff. July 1, 1998.

**04 NCAC 13F .0302      PERSONNEL QUESTIONS**

*History Note:*      Authority G.S. 143B-454(5);  
                                 Eff. February 1, 1976;  
                                 Readopted Eff. June 18, 1979;  
                                 Amended Eff. March 1, 1989;  
                                 Repealed Eff. July 1, 1998.

**04 NCAC 13F .0303      RECRUITMENT: EVALUATION: AND REFERRAL**  
**04 NCAC 13F .0304      GRIEVANCES**  
**04 NCAC 13F .0305      POSTING OF POLICY**

*History Note:*      Authority G.S. 143B-454(5);  
                                 Eff. February 1, 1976;  
                                 Readopted Eff. June 18, 1979;  
                                 Repealed Eff. November 1, 1982.

**04 NCAC 13F .0306      QUALIFICATIONS**  
**04 NCAC 13F .0307      EMPLOYMENT OF RELATIVES**  
**04 NCAC 13F .0308      COMMITMENTS**  
**04 NCAC 13F .0309      AGE LIMITATIONS AND RETIREMENT**  
**04 NCAC 13F .0310      MEDICAL EXAMINATION PROCEDURE**  
**04 NCAC 13F .0311      RE-EMPLOYMENT**  
**04 NCAC 13F .0312      MINIMUM AGE**  
**04 NCAC 13F .0313      WORK SCHEDULE**  
**04 NCAC 13F .0314      LIMITATIONS**  
**04 NCAC 13F .0315      EMPLOYMENT OF THE MENTALLY RETARDED**

*History Note:*      Authority G.S. 143B-454(5); 143-218(5),(12);  
                                 Eff. February 1, 1976;  
                                 Repealed Eff. June 18, 1979.

**SECTION .0400 - GENERAL PAY POLICIES**

**04 NCAC 13F .0401      PAY STATUS**  
**04 NCAC 13F .0402      TOTAL COMPENSATION AND TOTAL EMPLOYMENT**  
**04 NCAC 13F .0403      OVERTIME PAY**  
**04 NCAC 13F .0404      AVAILABILITY OF FUNDS**  
**04 NCAC 13F .0405      NEW APPOINTMENTS: SALARY RATE**  
**04 NCAC 13F .0406      NEW APPOINTMENTS: DATE TO BEGIN WORK**  
**04 NCAC 13F .0407      NEW APPOINTMENTS: INCREMENT ANNIVERSARY DATE**  
**04 NCAC 13F .0408      NEW APPOINTMENTS: QUALIFICATIONS**  
**04 NCAC 13F .0409      NEW APPOINTMENTS: TRAINEE APPOINTMENTS**  
**04 NCAC 13F .0410      APPLICATION FOR EMPLOYMENT: FORM P-105**  
**04 NCAC 13F .0411      APPLICATION: COMPLETENESS AND SIGNATURE**

04 NCAC 13F .0412	PROMOTION: GENERAL
04 NCAC 13F .0413	PROMOTION: SALARY RATE
04 NCAC 13F .0414	PROMOTION: EFFECTIVE DATE
04 NCAC 13F .0415	PROMOTION: INCREMENT ANNIVERSARY DATE
04 NCAC 13F .0416	PROMOTION: QUALIFICATIONS
04 NCAC 13F .0417	DEMOTION: GENERAL
04 NCAC 13F .0418	DEMOTION: EFFECTIVE DATE
04 NCAC 13F .0419	DEMOTION: QUALIFICATIONS
04 NCAC 13F .0420	REALLOCATION
04 NCAC 13F .0421	SALARY RANGE REVISION
04 NCAC 13F .0422	OVERTIME PAYMENT
04 NCAC 13F .0423	TRANSFER
04 NCAC 13F .0424	REINSTATEMENT
04 NCAC 13F .0425	ANNUAL SALARY INCREASES
04 NCAC 13F .0426	OUTSIDE EMPLOYMENT
04 NCAC 13F .0427	LONGEVITY PAY
04 NCAC 13F .0428	EMERGENCY CALL-BACK PAY
04 NCAC 13F .0429	OTHER TYPES OF EMPLOYMENT

*History Note:* Authority G.S. 143B-454(5); 143-218(5),(12);  
Eff. February 1, 1976;  
Repealed Eff. June 18, 1979.

#### SECTION .0500 - LEAVE AND SEPARATION

04 NCAC 13F .0501	GENERALLY
04 NCAC 13F .0502	ANNUAL LEAVE
04 NCAC 13F .0503	SICK LEAVE
04 NCAC 13F .0504	FUNERAL LEAVE
04 NCAC 13F .0505	PETTY LEAVE
04 NCAC 13F .0506	LEAVE-ADVERSE WEATHER CONDITIONS
04 NCAC 13F .0507	EDUCATION LEAVE
04 NCAC 13F .0508	CIVIL LEAVE
04 NCAC 13F .0509	WORKMEN'S COMPENSATION LEAVE
04 NCAC 13F .0510	HOLIDAYS
04 NCAC 13F .0511	MILITARY LEAVE
04 NCAC 13F .0512	MATERNITY LEAVE
04 NCAC 13F .0513	OTHER TYPES OF LEAVE WITHOUT PAY
04 NCAC 13F .0514	SEPARATION
04 NCAC 13F .0515	LEAVE WITHOUT PAY

*History Note:* Authority G.S. 143B-454(5); 143-218(5), (12);  
Eff. February 1, 1976;  
Repealed Eff. June 18, 1979.

#### SECTION .0600 - GRIEVANCES

04 NCAC 13F .0601	POLICY
04 NCAC 13F .0602	POSTING OF POLICY
04 NCAC 13F .0603	PROCEDURE
04 NCAC 13F .0604	DISCIPLINARY ACTION: SUSPENSION: AND DISMISSAL

*History Note:* Authority G.S. 143B-454(5); 143-218(5),(12);  
Eff. February 1, 1976;  
Repealed Eff. June 18, 1979.

