

## **10A NCAC 97B .0702 STANDARDS OF PERSONNEL ADMINISTRATION**

The personnel policies and procedures of a private agency must be submitted to the Office as part of the certification for funding. The Personnel Policies and Procedures Manual shall contain, at a minimum, the elements listed in this Rule.

These elements shall serve as a criteria for an evaluation of the personnel policies and procedures. The elements are:

- (1) a current compensation plan which contains both classification and compensation systems;
- (2) a grievance policy and procedure;
- (3) a code of conduct which provides:
  - (a) That no employee of a grantee, its agent, members of the employee's immediate family, and members of any board or policy-making body of such agencies, is allowed to solicit or accept gratuities, favors, or anything of monetary value from contractors or potential contractors, or to have any financial interest in any contract entered into by the grant recipient.
  - (b) Rules and regulations for penalties, sanctions, or other disciplinary actions to be applied employees or agents of the grant recipient.
  - (c) That no employee may engage in political activities as set forth in Rules .0801 through .0803 of this Subchapter;
- (4) rules prohibiting nepotism and which provide that:
  - (a) No person shall hold a job while he/she or a member of his/her immediate family serves on a board or committee of a grant recipient or delegate agency if that board or committee has authority to order personnel actions affecting his/her job.
  - (b) No person shall hold a job with the grant recipient over which a member of his/her immediate family exercises supervisory authority.
  - (c) No person shall hold a job with the grant recipient while either he/she or a member of his/her immediate family serves on a board or committee which, either by rule or by practice, regularly nominates, recommends, or screens candidates for the agency or program by which he/she is employed;
- (5) employees shall be paid at a rate no lower than the federal minimum wage. Subject to this minimum, the salary for each position supported by Office funds should be in accord with prevailing local practice for comparable positions in local public and/or private non-profit agencies;
- (6) employee benefits should be in accord with prevailing practice in comparable local public or private nonprofit agencies and should include annual and sick leave and health and retirement benefit plans; and
- (7) Reduction-In-Force Policy and Procedure.

*History Note: Authority G.S. 143B-10; 143B-276; 143B-277; 143-323(d);  
Eff. December 1, 1983;  
Amended Eff. October 1, 1984;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. April 25, 2015.*