

25 NCAC 01I .2408 ONGOING EXPECTATIONS

In order that the Office of State Human Resources shall have access to the information and materials necessary to an informed judgment of whether an exempted, local personnel system remains substantially equivalent, local jurisdictions desiring to maintain exempted systems shall comply with the following requirements:

- (1) **Recertification.** Recertification of the commitment by a Board of County Commissioners of authority to maintain a system or portion of a system of personnel administration in accordance with the Basic Requirements for a Substantially Equivalent Personnel System may be necessary, at the discretion of the State Human Resources Commission, in the following instances:
 - (a) Upon significant change in the membership of the Board of Commissioners or Area Authority.
 - (b) Upon passage of significant new legislation or policy which will apply to the local system or system portion.
 - (c) Upon major reorganization, restructuring, or downsizing of the personnel system of the county or Area Authority.
- (2) **Staffing.**
 - (a) The Board of County Commissioners or Area Authority shall provide for the ongoing presence of a qualified staff for all exempted portions of the local personnel system.
 - (b) The staffing complement assigned to the personnel system by the Board of County Commissioners or Area Authority shall at all times remain adequate to assure that the day-to-day operational demands of the personnel management system are met in an efficient and expedient manner, and to assure that administrative and technical requirements for maintaining the personnel system in professionally sound order are well served.
 - (c) Each jurisdiction which has been granted a substantially equivalent personnel system exemption shall annually, or upon major interim change, file with the Office of State Human Resources an organizational chart which accurately depicts the complement and organizational structure of the staff currently assigned to the operation of the personnel function.
- (3) **Filling of System Documentation.** Each jurisdiction which has been granted a substantially equivalent personnel system exemption by the State Human Resources Commission shall annually, or upon substantial interim change, file with the Office of State Human Resources:
 - (a) All personnel policies currently pertaining to exempt portions of the local system, which have been adopted by the Board of County Commissioners, County Manager, Area Authority, or Area Director.
 - (b) Documentation which in material and substance fully illustrates the design, method, and process currently being employed in the administration of exempted portions of the local personnel system. If there has been no substantial change in personnel policies or technical method within an annual period, the County Manager or Personnel Director shall so certify in a letter to the Local Government Coordinator, Substantially Equivalent Systems, Office of State Human Resources.
 - (c) Jurisdictions with exempted systems shall cooperatively respond to related requests by the Office of State Human Resources for additional information which is deemed essential to a complete and accurate understanding of the design and process of a local system.
- (4) **Records and Reports.** Personnel records shall be created and maintained as necessary to serve the operational requirements of exempted portions of the local personnel system, and to maintain an auditable history of position and employee actions processed.

*History Note: Authority G.S. 126-11;
Eff. October 10, 1992;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 20, 2016.*