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**Report To The
GENERAL ASSEMBLY
of
NORTH CAROLINA**

**STATE PERSONNEL
PRACTICES *and* PROCEDURES**

LEGISLATIVE COUNCIL

1965

STATE PERSONNEL PRACTICES AND PROCEDURES

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Introduced by: Senator Clark
Adopted : 26 June 1963

A SENATE RESOLUTION DIRECTING THE STATE LEGISLATIVE COUNCIL
TO MAKE A STUDY OF STATE PERSONNEL PRACTICES AND PROCEDURES.

WHEREAS, the State of North Carolina is fortunate
to have numbered among its employees many devoted public ser-
vants who have served the State faithfully for many years;
and

WHEREAS, it is highly desirable that the State
attract to its service public spirited persons who wish to
make a career of government work; and

WHEREAS, it is highly desirable to retain the
services of those employees whose training and experience
through the years have made their retention in government
service highly desirable; NOW, THEREFORE,

Be it resolved by the Senate:

Section 1. The State Legislative Council is
hereby requested and directed in cooperation with the State
Personnel Department to make a study of the manner and
methods of classifying State positions of employment and
the fixing of salary scales and to make comparisons con-
cerning the same with fields of private employment and with
State employment in other States in this geographical area
and to report its findings and recommendations thereon to the
General Assembly of 1965.



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Sec. 2. This resolution shall become effective upon its adoption.

* * * * *

LEGISLATIVE COUNCIL STUDY NO. 5
(By Senate Resolution ratified 26 June 1963)

COMMITTEE FOR STUDY OF
STATE PERSONNEL PRACTICES AND PROCEDURES

- Chairman : Representative Gordon Greenwood
P. O. Box 8
Black Mountain, North Carolina
- Ex-Officio : T. Clarence Stone, President of the Senate
H. Clifton Blue, Speaker of the House of
Representatives
Hugh S. Johnson, Jr., Chairman of the Council
- Members from
the Council : Senator R. E. Brantley, Vice-Chairman of the
Council
Representative Jyles J. Coggins
Representative Hollis M. Owens, Jr.
Representative Sam L. Whitehurst
Senator Staton P. Williams
- Others : Senator David Clark
Representative Jack M. Euliss
Mrs. James W. Collier

"A SENATE RESOLUTION DIRECTING THE STATE LEGISLATIVE COUNCIL
TO MAKE A STUDY OF STATE PERSONNEL PRACTICES AND PROCEDURES."

With the cooperation of the State Personnel Department and the State Employees Associations, the Personnel Committee of the Legislative Council has studied carefully and thoroughly the matters designated in the above caption.

The Committee wishes to acknowledge the splendid cooperation and assistance received from the State Personnel Department and the State Employees Associations, noting specifically the very capable assistance received from the following individuals:

Mr. John Allen, Director
State Personnel Department

Mr. Sterling C. Manning, Assistant Director
State Personnel Department

Mr. Gardiner C. Parker
State Personnel Department

Mr. Sam W. Badgett
State Personnel Department

Mr. Clifton Beckwith, Executive Secretary
North Carolina State Employees Association

Mr. Otis Banks, Executive Secretary
State Highway Employees Association

The Committee acknowledges that without the cooperation of the above-mentioned individuals, a complete and thorough study could not have been accomplished.

After initial conferences,¹ the Chairman scheduled a public hearing on March 18, 1964.² One month prior to the hearing, letters soliciting their advice were forwarded to every state agency or department head, the state employees'

associations, the Chairman of the State Personnel Council, and other interested individuals. At the same time notices were forwarded to the news media of the state along with a brief statement concerning the purposes and aims of the Committee. All interested parties received adequate notice of the public hearing.³

Replies from department heads indicate an understanding of the Personnel Department's problems and include suggestions for improvement. These suggestions, along with any others placed before the Committee, have been carefully studied. Those which the Committee considered meritorious are recorded in the recommendations section of the report.

Following the public hearing, the Committee met on several different occasions with those who were vitally interested in the conditions of state employment.⁴ This group discussed, studied, and generally delved into the problems confronting the Personnel Department and those state employees subject to the Personnel Act.

This report enumerates the Committee's specific findings and recommendations.

The Committee finds that in studying the classification and fixing of salary scales, various related problems must be considered. For instance, salary cannot be studied independently of the various fringe benefits accorded state employees. For this reason, the report includes several miscellaneous recommendations. The Committee finds that these miscellaneous recommendations are equal in importance to those pertaining specifically to classification or salary.

* * * * *

Therefore, after careful deliberation,
the Committee respectfully submits the
following report and recommendations
for consideration by the Legislative
Council.

"WHEREAS, THE STATE OF NORTH CAROLINA IS FORTUNATE TO HAVE NUMBERED AMONG ITS EMPLOYEES MANY DEVOTED PUBLIC SERVANTS WHO HAVE SERVED THE STATE FAITHFULLY FOR MANY YEARS....."

Nearing the end of 1963, there are approximately 32,000 employees of the state who are subject to the Personnel Act. A careful check of the records of the separate agencies would reveal a gratifying number of employees who have remained in state government for ten, fifteen, or more than twenty-five years. This is substantiated by the fact that so many of our state employees have reached a high level in their salary ranges.⁵

During the calendar year of 1962, there were 3,666 employees out of a total number exceeding 32,000 who relinquished their positions with the state. Their various reasons for separation are enumerated in Exhibit "A" on Page 28. Annually, the state may anticipate that approximately twelve per cent of those employees subject to the Personnel Act will leave state government employment.

"WHEREAS, IT IS HIGHLY DESIRABLE THAT THE STATE ATTRACT TO ITS SERVICE PUBLIC SPIRITED PERSONS WHO WISH TO MAKE A CAREER OF GOVERNMENT WORK....."

FINDINGS:

The State Personnel Department maintains a centralized recruitment, interviewing, testing, and referral service for the use of all state departments and individual applicants. Local Employment Security offices throughout the state provide a network of identical services upon request. For those departments under the Merit System, registers of qualified eligibles who have passed examinations for the various classes of positions are maintained.

In addition, the State Personnel Department recruits applicants through professional boards, societies, other organizations, and their publications. They also recruit through colleges and schools as well as service separation centers.

In recruiting potential state employees, the department stresses the public service rendered, the career aspects, and the relative stability of state employment.⁶

There are some specific areas where changes might significantly affect the state's ability to attract career employees. These will be enumerated under the recommendations section of the report.

* * * * *

RECOMMENDATION

That the State Personnel Department carry on a more active recruitment program at service separation centers, high schools, and colleges by sending in interviewers in the same manner as private industry.

"WHEREAS, IT IS HIGHLY DESIRABLE TO RETAIN THE SERVICES OF THOSE EMPLOYEES WHOSE TRAINING AND EXPERIENCE THROUGH THE YEARS HAVE MADE THEIR RETENTION IN GOVERNMENT SERVICE HIGHLY DESIRABLE....."

Through the longevity program promulgated by the Personnel Department and authorized by the 1961 General Assembly, employees are now entitled to additional salary benefits if they have been in state employment for fifteen years, the last three being at the top of their salary ranges.⁷ This policy will greatly enhance the position of the employee who has reached the top of his range, but whose position will not qualify him for re-classification into a higher salary scale. Some changes in this policy as presently administered are discussed in the recommendations section.

An employee may also anticipate promotion or other upward change-in-status.⁸ A survey of the personnel records would probably reveal numerous instances of employees whose faithful and able service to the State have been rewarded by promotion or upward change-in-status.⁵

This does not mean that all state employees are thus rewarded, meritorious or not. There are those whose qualifications, training, and performance do not merit promotion or upward change-in-status. Employees may move from one department to another and either retain present status or be elevated.⁸

In addition, an employee may be demoted as a result of a reduction in actual duties and level of responsibility.

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For disciplinary reasons, a department head may have to penalize an employee by temporary suspension from the pay roll, transfer, demotion, or dismissal. An employee may also lose his position because of a general reduction in force.⁸

In the event of any disagreement between the various parties involved, any matter in dispute may be heard on appeal to the Personnel Council. Any employee or agency head may appeal from the decision of the Council and the matter shall be heard by the Governor and the decision or action of the Governor is final.⁹

In all matters of grievance, the State Personnel Department carefully reviews the situation and attempts to render to the employee a thoroughly just and informed decision.

GENERAL STATEMENT ON STATE PERSONNEL DEPARTMENT

Personnel administration is often difficult and taxing. Administering governmental personnel departments frequently seems even more difficult.

Since they are employees of the people of North Carolina, state employees should remain aware of their final responsibility to the people of this state. Therefore, they must possess to a high degree the special characteristics of perception, discretion, and sensible judgment. Dissatisfied employees can greatly undermine the efficiency and effectiveness of government as well as communications with those who are served by that government. This is not quite so critical in, for example, private industry where revenues are derived from private sources and where good public relations are certainly desirable, but not always essential.

Being constantly aware of the economy of the state and of the individual needs of the state's employees, the State Personnel Department strives to achieve a balance between often conflicting needs. Finding this impossible, it must at least achieve a good relationship with all of the involved parties. Although some misunderstandings or misinterpretations occur, the department attempts to maintain a close relationship with those affected by its action. It encourages employees who have honest grievances to consult with them so that mutual understanding and satisfaction may be maintained.¹⁰

MANNERS AND METHODS OF CLASSIFICATION

FINDINGS:

The manner and method of classification of state employees is generally consistent with those applied by other governmental units and private industry.¹¹

State government positions are classified by evaluating them as objectively as possible on the basis of factors such as the following:¹²

- a. Comparison of duties and responsibilities with those of similar positions in State government.
- b. Special consideration of the most difficult, responsible, important or demanding duties and responsibilities of a position.
- c. Proper consideration of the necessary education and experience background which an applicant should bring to a position in order to perform it successfully after a reasonable period of orientation or training.
- d. Consideration of the work hazards involved.
- e. Consideration of consequences of error.
- f. The amount of supervision received (whether the employee works independently, with only general instructions from time to time, or under close supervision, with frequent, specific instruction.)
- g. Supervision exercised: Number of people supervised, the kind of supervision which must be given them, and the nature and importance of decisions.

Point evaluation, factor analysis, and other types of job evaluation plans are simply variations of this technique.

Although this method of classification operates well, annual individual classification changes and accompanying salary



adjustments produce inequities in the system. These inequities should be corrected as quickly as possible.

In order to maintain a balanced administrative structure, the State Personnel Department should accomplish a complete classification and salary study each two years. This study is essential to the proper development of the state's personnel procedures.

* * * * *

RECOMMENDATION

That the Personnel Department survey all classifications subject to the Personnel Act not less than once during each two-year period in order to alleviate inequities and to achieve a proper balance between State personnel practices and those of other employers.

admission... should be... To... for... results... reference... Document

... ..

THE FIXING OF SALARY SCALES

FINDINGS:

In fixing salary scales, the State Personnel Department attempts to remain competitive with other governmental and industrial personnel jurisdictions while at the same time avoiding setting the pace for salary ranges in the state.¹³

Salary ranges are established and revised on the basis of the following considerations:¹²

- a. Comparisons of salary ranges for similar work in North Carolina business and industry, local government jurisdictions, the federal government, and neighboring states.
- b. Comparisons with ranges for similar types of work within the State government.
- c. Turnover rates.
- d. Recruitment problems.
- e. Retention problems.

Salary administration presupposes a fundamentally sound system of position classification. In establishing a proper salary range for a given classification the factors listed above are all considered.

The recommendation given in the preceding section of the report applies equally to the manner of fixing salary scales.

In addition, the recommendation shown below should alleviate the problem of employees not knowing or understanding how the merit salary pay plan is administered.

* * * * *

RECOMMENDATION

That Chapter 143 of the General Statutes be amended in accordance with the draft bill attached which requires that merit salary plans of the various state agencies, departments, or institutions be made a matter of record with the State Personnel Department and the employees of the various state agencies, departments, or institutions.

(Legislation proposed by the Committee to effectuate the above recommendation appears on Page 59 of this report.)



THE FORTY-HOUR WEEK

FINDINGS:

State employment is not comparable to private industry or other states in the area of work schedules.¹⁴

The Committee believes that the problem of excessive work schedules may be considered critical in some areas. In a separate report, findings and recommendations have been submitted relative to the work schedules for employees of mental institutions.

However, a substantial number of state employees now work more than forty hours a week and some of these work more than sixty hours.¹⁵ Of these, many can and are being re-scheduled so that their jobs can be completed within forty hours. This is accomplished in most cases without any additional appropriation.

On the other hand, many employees involved in custodial care cannot be re-scheduled. Their work is continuous, whether it be day or night, weekday or weekend, ordinary working day or holiday. It is commendable that houseparents in our state institutions generally feel a personal obligation for constancy in their work. They do not want relief from long hours so much as they need some type of compensation for their extended and sometimes difficult schedules.

This problem is especially critical in correctional institutions where houseparents must deal with children whose lives are often abnormal and disturbing. It is also a difficult problem in the Schools for the Blind and Deaf where the houseparents must care for very young and handicapped children.



The Committee finds that all state employees can be placed on a forty-hour week or its equivalent through a reserve appropriation for allocation to the specific agencies involved. This type of appropriation would require the following funds: ¹⁶

\$	735,000	total for July 1, 1965 - June 30, 1966
<u> </u>	<u>795,231</u>	total for July 1, 1966 - June 30, 1967
\$	1,530,231	total for the biennium

The above figures do not include retirement and social security funds which must be expended on behalf of the state.

* * * * *

RECOMMENDATION

That all state employees be placed on a forty-hour week or its equivalent through the appropriation of funds by the 1965 General Assembly. All departments should be using a forty-hour work week or its equivalent within one year following this appropriation.

STATUS OF TEMPORARY EMPLOYEES

FINDINGS:

In the various departments of state government, numerous temporary employees are hired annually.¹⁷ These temporary positions are exempt from the Personnel Act. On many occasions, temporary employees are hired to deal with emergency situations, such as forest fires or unusual amounts of snow or ice on the highways. In situations of this nature, the various departments should retain their authority to seek and employ temporary help.

However, numerous employees remain classified as "temporary" over a number of years with no break in service. By virtue of his temporary designation, an employee is unable to accumulate retirement benefits, to participate in group hospitalization or life insurance plans, or receive other benefits.

Furthermore, the state is unable to maintain central records on the number of temporary employees and can exert relatively little authority. The Committee believes that this situation is detrimental to the state and the employee alike.

* * * * *

RECOMMENDATION

That the Personnel Department be granted the authority to determine whether a position should be designated "temporary" or "permanent."

REVERSION OF SALARY FUNDS

FINDINGS:

Over the years the General Assembly appropriates funds for salary increments and for additional personnel needs. This appropriation is the result of careful analysis of the needs as opposed to the availability of funds. Since the General Assembly intends by this method to reward faithful service or to increase efficiency, these funds are "frozen" and may be used for no other purpose. Any unused portion reverts to the General Fund at the end of each biennium. The Committee heard reports that the reversion of intended salary increments, adjustments, etc., has caused dissatisfaction among some state employees.¹⁸

There will always be some reversion since allocated positions may remain unfilled for some time or since they may be adequately filled at a salary range lower than anticipated.¹⁹ The Committee endorses reversions of this type and submits that it is proper for the Personnel Department in its best judgment to administrate as economically as feasible.

However, the charts below indicate the extent to which increment and adjustment funds have been used. It should be noted that Chart 1 shows total appropriations and expenditures for 1957 through 1964. Chart 2 gives a sampling of appropriations and expenditures for nine out of more than a hundred state agencies.

CHART 1

	<u>TOTAL APPROPRIATION FOR SALARIES, INCRE- MENTS OR ADJUSTMENTS</u>	<u>AMOUNT ACTUALLY EXPENDED</u>	<u>TOTAL LAPSED</u>
1957-59	\$ 231,257,064	\$ 216,684,785	\$ 14,572,279
1959-61	240,580,098	222,527,680	18,052,418
1961-63	284,286,879	264,078,424	20,208,455
Annual:			
1963-64	161,713,451	149,659,976	12,053,475
1964-65	169,411,912	Not Available	Not Available

(These figures include General Fund and Highway Fund Appropriations for salaries and wages of positions subject to the Personnel Act, positions exempt from the Personnel Act, and temporary positions, as well as appropriations for salary increases and adjustments.)

CHART 2

1961-63
Salaries & Wages

	<u>Budgeted</u>	<u>Unexpended</u>
Revenue Department	\$ 7,913,309	\$ 364,642
Motor Vehicles Department	16,737,484	637,525
Department of Conservation and Development	5,793,416	208,463
Agriculture Department	4,260,932	167,980
Public Instruction	-1,450,691	306,625
Department of Administration	2,335,583	22,133
State Board of Health	4,549,542	545,010
Prison Department	17,920,827	1,122,603
Department of Labor	<u>1,415,036</u>	<u>49,131</u>
Totals	\$ 62,376,820	\$ 3,424,112

(It should be noted that this is not an accurate measure of the money that actually reverts to the treasury because of unfilled positions. These figures are derived from budget reports. The picture is complicated considerably by the under- or over-realization of departmental receipts.)

The Committee believes that state employees generally are loyal, conscientious, and aware of the fact that their incomes depend upon the economy of the state.

* * * * *

RECOMMENDATION

That salary increment and adjustment funds appropriated for state employees should be allocated to all deserving employees during the biennium for which it was appropriated.

FRINGE BENEFITS

FINDINGS:

In comparison to fringe benefits offered in other Southeastern states and private industry, North Carolina generally offers its employees excellent benefits. A comparison with Southeastern states is included as Exhibit "B" for your information.

Since the 1963 General Assembly strengthened the Retirement Act, retirement benefits are substantially increased.²⁰ The Committee strongly endorses this action and recommends that the retirement system remain on its present sound actuarial basis. However, North Carolina appears to lag in the matter of employees' life and hospitalization insurance programs.

A survey made by the Committee indicates that in 1960, fourteen of the forty-three states replying to the questionnaire offered some type of state support toward employees' hospitalization programs.²¹ In June of 1964, there are twenty-three states which offer this benefit. The Committee finds that some type of employer-supported hospitalization plan is offered almost consistently throughout private industry.²²

Among the seven Southeastern states with which North Carolina generally compares, five offer some type of financial contribution toward their employees' hospitalization plans.

Although most state employees can obtain group life and hospitalization coverage through the employees associations, the state does not contribute funds to this program. State participation in a program of hospitalization and life insurance might be found advisable if a thorough study were made on the matter.

* * * * *

RECOMMENDATION

That the 1965 General Assembly authorize the Legislative Council to study the advisability of state participation in a program of life and/or hospitalization insurance for state employees and other fringe benefits and report its findings to the 1967 General Assembly.

LONGEVITY

FINDINGS:

In view of the fact that the State Personnel Department is currently studying the present longevity plan, the Committee feels that other study would be unnecessary.

* * * * *

RECOMMENDATION

That the State Personnel Department present a recommendation on a new longevity plan to the 1965 General Assembly.

NEEDS OF THE PERSONNEL DEPARTMENT

FINDINGS:

There are more than 32,000 state employees subject to The Personnel Act. In addition to constant and continuing tasks such as recruitment interviewing, testing and certifying, surveying classifications and salary ranges for these positions, the staff of the department must hear grievances of employees and their supervisors, fill a large portion of the positions for more than a hundred state departments and agencies, maintain excellent public relations among state employees, and so on and on the list of statutory and related duties could go.

This State is fortunate in that the staff of its Personnel Department is capable, experienced, and efficient. However, the performance of its obligations relates directly to the limitations imposed by a small staff.²³ One of the chief complaints which the Committee received from employees and department heads was that the Personnel Department was too slow in filling the needs of the separate agencies.²⁴ The individual employees and department heads voicing these complaints generally recognized that the limited staff of the Personnel Department primarily accounts for the existence of this problem.

In spite of the frequency of this complaint, the Personnel Department remains critically short of staff. Members of the department are so acutely aware of the needs of others that they have been reluctant to ask for a substantial increase in personnel for their own department, although they are well aware of the difficulties arising from their inability to act quickly on requests.

However, notwithstanding the department's conflicting desires and needs, the Committee finds that unless some relief can be made available to the department, this situation will remain difficult. This problem is one that affects the efficiency of all state departments and should be remedied. Four additional analysts would adequately fill the department's requirements. These could be hired for a total of \$24,456 per year.²⁵

ANALYSTS:

3 Personnel Analysts II	\$ 18,972
1 Personnel Analyst I	<u>5,484</u>
Total - one year	\$ 24,456

* * * * *

RECOMMENDATION

That in order to accomplish a two-year continuing study of classification, the Personnel Department's budget should be increased to authorize four additional analysts and related personnel provided sufficient space can be allocated to the department.

AUTHORITY OF THE PERSONNEL DEPARTMENT

FINDINGS:

The State Personnel Program is, and should be, a very important element in State Government. This is being recognized more today than ever before. As a result, considerable thought is being given by the Legislative Branch, the Executive Branch, the general public, State employees, and State Employees' Associations, to changes that may strengthen and give additional support to the State Personnel Program. The changes being considered are many and varied. Some changes will no doubt be found feasible and needed while still others will not be.

The importance of a strong and adequate State Personnel Program cannot be considered of minor importance when we consider the large number of State employees under the State Personnel Act and the large percentage of the total appropriation that goes toward payment of salaries for these positions. An effective Personnel program administered in close cooperation with the Executive and the Legislative Branches can only serve to represent the best interest of the citizens of North Carolina.

* * * * *

RECOMMENDATION

That the House and Senate establish committees on Personnel Management to provide a focal point for legislation involving personnel practices in State Government.

EXHIBITS AND FOOTNOTES

* * * * *

EXHIBIT "A"

SEPARATION BY REASON OF STATE EMPLOYEES

SUBJECT TO THE PERSONNEL ACT
Calendar Year 1962

<u>Reason</u>	<u>Number</u>	<u>Per Cent</u>
Resignation		
Disatisfied with work	34	
Other Employment	1129	
Personal Reasons	105	
To Keep House	24	
Family Reasons	139	
Health	148	
Transportation Problem	20	
Non-Cooperative with Supervisor	1	
Embezzlement of State Funds	1	
Intoxication, Unbecoming Conduct	3	
Asked to Resign	13	
Moved	425	
Pregnancy	169	
Marriage (Primary reason only)	32	
Education	168	
No Reason Given	79	
Other	302	
Total	2792	76.2%
Dismissed	388	10.5%
Reduction in Force	53	1.4%
Did Not Report	84	2.4%
Retired	267	7.3%
Death	82	2.2%
Grand Total	3666	100%

Generally, there is a 12% turnover in state employment.

EXHIBIT "B"

Exhibit "B" relates specific comparisons of fringe benefits among eight Southeastern States. General comments pertaining to fringe benefits in all fifty states appear with each chart.

More detailed information is available in the office of the Legislative Council.

TABLE I
HOLIDAYS
(1960)

In general, the number of holidays granted ranges from 9 to 15 days annually.

<u>No. of Holidays</u>	<u>No. of States</u>
4	9
10	5
11	14
12	9
13	5
14	4
15	2

The remaining states show no set annual policy regarding holidays.

<u>STATE</u>	<u>TOTAL RECOGNIZED HOLIDAYS</u>
NC	10
ALA.	13
FLA.	9
GA.	11
KEN.	14
TENN.	14
VA.	14

TABLE II
ANNUAL SICK LEAVE
(1960)

STATE	NO. OF DAYS	ACCUMULATION	ELIGIBILITY	OTHER REASONS GRANTED	LEAVE WITHOUT PAY
N.C.	10	UNLIM.	IMMED.	QUARANTINE MED. APPOINT. FAMILY DEATH	UP TO 12 MONTHS
ALA.	12	90	IMMED.	FAMILY DEATH	NONE
FLA.	12	UNLIM.	2 WEEKS	FAMILY DEATH	NONE
GA.	15	90	1 MO.	--	--
KEN.	12	120	1 MO.	QUARANTINE FAMILY DEATH	NONE
LA.	12, 15, OR 18 - LONGEVITY	UNLIM.	1 MO.	QUARANTINE MED. AP'T.	22 DAYS
TENN.	12	120	1 MO.	QUARANTINE FAMILY DEATH	NONE
VA.	15	90	1 MO.	QUARANTINE DR. AP'T. FAMILY DEATH	NONE

TABLE III
ANNUAL LEAVE
(1960)

STATE	ELIGIBILITY	NO. OF DAYS	LONGEVITY LEAVE	ACCUMULATION (DAYS)	UNUSED VACATION SEPARATION PAYMENTS MADE (RATE)	VACATION SALARY PAID ON DISMISSAL OR WITHOUT NOTICE
N.C.	NONE	15	NONE	30	DAILY RATE	YES
ALA.	NONE	12	NONE	30	SALARY	NO
FLA.	NONE	12	15 DAYS AFTER 10 YEARS	30	SALARY	OPTIONAL
GA.	30 DAYS	15	NONE	45	SALARY	MAX. OF 30 DAYS
KEN.	30 DAYS	12	NONE	24	SALARY	NO
LA.	NONE	12	15 DAYS AFTER 3 YRS. - 18 AFTER 10 YEARS	45	MAX. \$600 ⁰⁰ OR 30 DAYS	YES
TENN.	30 DAYS	12	15 DAYS AFTER 5 YRS. - 18 AFTER 10 YRS.	30	DAILY RATE	YES
VA.	30 DAYS	12	"	30	DAILY RATE	YES

TABLE IV

HOSPITALIZATION INSURANCE
JUNE, 1964

Group health insurance is available in all but three states and is often sponsored by the Employees Association as in N. C. Of the remaining forty-six states, 23 states contribute toward employee's hospitalization plans, four paying all costs and 10 paying at least half the costs.

Detailed information regarding types of coverage offered in the separate states is available in the office of the Legislative Council.

STATE	ELIGIBILITY	PERCENTAGE PAID	
		BY EMP.	BY STATE
N. C.	IN GROUPS	100	
ALA.	ALL	100	
FLA.	ALL	100	
GA.	ALL	40	60
KEN.	ALL	100	
LA.	ALL	50	50
TENN.	ALL	50	50
VA.	ALL	50	50

TABLE V

LIFE INSURANCE
JUNE, 1964

Group life insurance is not as prevalent among the states as health. Thirty-one states have plans available. Seventeen states participate in cost and two additional states pay the entire cost.

Detailed information regarding types of coverage offered is available in the Council office.

STATE	ELIGIBILITY	PERCENTAGE PAID	
		BY EMP.	BY STATE
N. C.	IN GROUPS	100	
ALA.	ALL	100	
FLA.	ALL	100	
GA.	ALL	35	65
KEN.	ALL	100	
LA.	ALL	100	
TENN.	ALL	50	50
VA.	ALL	83	17

TABLE VI
MILITARY LEAVE AND
LEAVE WITHOUT PAY
(1960)

All states grant military leave, generally 15 days. The states are evenly divided regarding policies of payment of salary while on military leave. All states grant employees leave without pay, nineteen states leaving to the agencies discretionary authority for granting leave without pay to employees.

Explanation of Symbols

- M - Maternity
- E - Education
- H - Health
- D - Disciplinary
- EM- Extended Military
- A - Others with Approval
- F - Federal Government

STATE	MILITARY LEAVE FOR TRAINING	SALARY DEDUC. FOR LEAVE	REASONS FOR LEAVE WITHOUT PAY
N.C.	15 CAL. DAYS	NO	M E H D
ALA.	21	YES	M E H D
FLA.	17	NO	M E EM
GA.	30	NO	M E A
KEN	15	YES	F
LA.	15 CAL. DAYS	NO	M E
TENN.	15	YES	M E EM
VA.	15	YES	A

TABLE VII
LONGEVITY
(1960)

Twenty-four states have longevity plans. However, here must be added that these plans are a relatively new development and at this date, it would be safe to assume that considerably more states have adopted similar plans. The typical plan calls for one, two, or three steps above the maximum, the first being granted after two to five years at maximum and subsequent steps at regular intervals. Each longevity step is approximately 5% of base salary.

STATE	EXPLANATION OF PLAN
N.C.	15 YRS. SERVICE, AT TOP OF RANGE FOR 3 YRS. - ELIGIBILITY FOR 2 1/2% MERIT INCREMENT.
ALA.	NONE
FLA.	1 STEP AFTER 10 YRS., TWO OF WHICH HAVE BEEN AT TOP OF RANGE & WITH MERITORIOUS SERVICE UPON ADOPTION OF ADDITIONAL INCREMENTS, GEORGIA ELIMINATED ITS LONGEVITY IN 1963.
GA.	
KEN	2 STEPS ADDITIONAL AT 5% INCREASE
LA.	10 YRS. SERVICE - 3 STEPS FOR AT GRADE - NORMAL ONE STEP.
TENN.	NONE
VA.	STANDARD RANGES PROVIDED; 6 STEPS AT 25% MINIMUM. MAXIMUM RANGE BASED ON MERIT SYSTEM.

TABLE VIII

WORKMEN'S COMPENSATION
(1960)

STATE	CLASSES COVERED	PAYMENTS PER WEEK	
		MINIMUM	MAXIMUM
N.C.	ALL	\$ 10.00	\$ 35.00
ALA.	HIGHWAY ONLY	5.00	33.00
FLA.	ALL	8.00	42.00
GA.	ALL	10.00	30.00
KEN.	NONE		
LA.	ALL	10.00	35.00
VA.	ALL	12.00	35.00

11 but six states provide some form of workmen's compensation for permanent total disability twenty-six states provide lifetime benefits; N. C. for 400 weeks. Sixteen states provide benefits for period of disability in cases of temporary total disability; N. C. for 400 weeks. At least 33 states provide over 350 weeks of benefits for cases of permanent partial disability with 7 granting benefits during disability; N. C. for 400 weeks.

TABLE IX

OVERTIME
(1960)

STATE	CLASSES ELIGIBLE	RATIO OF OVERTIME TO REGULAR PAY	RATIO OF COMPESATORY TIME TO OVERTIME
N.C.	NONE	% NONE	% 100
ALA.	BY SPECIAL APPROVAL	100	↑
FLA.	ALL	100	
GA.	NONE	NONE	
KEN.	NON-EXECUTIVE NON-PROFES.	100	
LA.	VARIABLE	150	
TENN.	ALL	100	↓
VA.	VARIABLE	100	

thirty-five states allow payment at the rate of at least 100% of regular salary or overtime worked. Of these, eight allow payment at the rate of 150% of regular salary. Most of these same thirty-five states also grant compensatory time at least equal to overtime if preferred to payment. Ten states grant compensatory time off for overtime work. In the remaining five states, the policy varies in each agency. North Carolina falls with the ten states who grant compensatory time off but do not pay overtime rates.

TABLE X
 RETIREMENT SYSTEMS
 (FEBRUARY 1964)

STATE	MEMBERSHIP	ASSETS	CONTRIBUTIONS*	
			EMPLOYEE	EMPLOYER
N.C.	102,000	\$ 395,000,000	4% - \$4800 6% - ABOVE	5.7% SCHOOLS 3.8% OTHERS
ALA.	17,000	--	6%	6%
FLA.	75,000	140,000,000	6%	6%
GA.	22,000	--	3% - \$4200 5% - ABOVE	5% - \$200 7% - ABOVE
KEN.	--	104,000,000	3 1/2%	5 1/2%
LA.	33,000	283,000,000	6% - \$7500 0 - ABOVE	10%
TENN.	40,000	97,000,000	3% - \$4800 5% - ABOVE	3.7%
VA.	80,000	--	4 1/2% \$1200	3.7% SCHOOLS 2.3% SCHOOLS

* RATE OF CONTRIBUTION COMPUTED AS PERCENTAGE OF SALARY.

FOOTNOTES

1. Initial Conferences with Gordon H. Greenwood and the following people on February 13-14, 1964:

1. Mr. John L. Allen, Jr., Director
State Personnel Department
2. Mr. Sterling C. Manning, Assistant Director
State Personnel Department
3. Mr. Gardiner C. Parker, Chief of Classification Division
State Personnel Department
4. Mr. Clifton Beckwith, Executive Secretary
North Carolina State Employees Association
5. Mr. J. Roger Hester, President
North Carolina State Employees Association
6. Mr. Otis M. Banks, Executive Secretary
North Carolina State Highway & Prison Employees
Association
(Conference attended by Mr. Banks' representative)
7. Mr. J. A. Sanders, President
North Carolina State Highway & Prison Employees
Association

2. Agenda: Public Hearing
March 18, 1964

Mr. Clifton Beckwith, Executive Secretary
North Carolina Employees Association

Mrs. Peggy Dean, Stenographer
North Carolina Insurance Department

Dr. William C. Archie, Director
North Carolina State Board of Higher Education

Mr. Ralph Andrews, Director
North Carolina Recreation Commission

Mrs. Elizabeth M. Hughey, State Librarian
North Carolina State Library

Mr. Blaine M. Madison, Commissioner
North Carolina Board of Juvenile Correction

Mr. Egbert N. Peeler, Superintendent
North Carolina State School for the Blind and Deaf

3. On January 28, 1964, letters were forwarded to the Governor, all State Department Heads and other interested individuals informing them of the purpose of the study and soliciting their suggestions. Replies were received from approximately fifty of these individuals and are on file in the Legislative Council office for your inspection.

On March 2, 1964, letters were forwarded to the North Carolina News Media and those recipients of the January 28, 1964 letters who expressed an interest, informing them of the date of the Public Hearing and inviting any interested individuals to appear or attend.

4.

All meetings of the Personnel Committee were joined by the below-listed individuals, who were invited and did participate fully in all discussion:

Mr. John L. Allen, Jr., Director
State Personnel Department

Mr. Sterling C. Manning, Assistant Director
State Personnel Department

Mr. Clifton Beckwith, Executive Secretary
North Carolina State Employees Association

The meeting of the Committee on April 15, 1964 was attended by the following individuals:

Mrs. Ester K. Herrin, Secretary
Committee on Roadblocks in Nursing

Mr. Clifton Beckwith, Executive Secretary
State Employees Association

Mr. John Allen, Director
State Personnel Department

Mr. Gardiner Parker
State Personnel Department

Mr. Sterling C. Manning
State Personnel Department

Mr. Sam W. Badgett
State Personnel Department

Mr. Otis M. Banks, Executive Secretary
State Highway Employees Association

Mr. E. E. Lambert, Life Actuary
North Carolina Insurance Department

5. All personnel status records are retained by the Budget Officers of the various departments. The Committee believed that a thorough investigation of these records would constitute an unnecessary burden on the separate departments, therefore such a survey was not made.
6. See "Section A" of the Personnel Manual of the State Personnel Department.
7. In accordance with G.S. 143.36 and policy established by the State Personnel Department in August, 1962.
8. See Section "H" of the Personnel Manual of the State Personnel Department.
9. G.S. 143-42. Appeal provided in case of disagreement.
10. Page 10 - "Employees Handbook, State of North Carolina"
"If you have any problem or grievance concerning personal relations with other employees or your working conditions, discuss the situation with your immediate supervisor. Such a discussion will, in most cases, disclose a simple misunderstanding which can be cleared up immediately. If this does not satisfy you, discuss the matter further with your division or agency head."

"When any ruling of the State Personnel Department adversely affects you or your classification, your agency head or you may appeal the decision to the State Personnel Council. An appeal from the Council's decision may be made to the Governor and his decision is final."

11. Conferences held annually between the below-listed states benefit the North Carolina Personnel Department in allowing its members to remain thoroughly acquainted with other states' personnel practices:

North Carolina
Alabama
Florida
Georgia

Kentucky
Louisiana
Tennessee
Virginia

In addition to the conference, the department runs intermittent surveys and produces charts similar to those enclosed for comparison of North Carolina practices with other employees. (The next ten pages are examples of ratings of salary scales under the North Carolina Personnel Department.)

North Carolina
State Personnel Department

Class:	Anesthetist		N. C. 2-64	NORTH CAROLINA RANGE
7000	7800	7200	7296	7656
		7344	(64)	(65)
		6960	5748	6024
		6900		
6000	6000	6000		
		6780		
		6000		
		5172		
5000				
4000				

STEP NUMBER	BELOW MIN.	1	2	3	4	5	6	ABOVE MAX.	TOTAL	AVERAGE VACANT PER MO.	AVERAGE EMPLOY.	% TURNOVER (SEP. AVE. EMPLOY.)
DISTRIBUTION OF POSITIONS DATE:												
DISTRIBUTION OF SEPARATIONS PERIOD:												
NEW HIRES ABOVE MINIMUM PERIOD:												

North Carolina
State Personnel Department

	N. C. 11-63	NORTH CAROLINA RANGE.
Class: <u>Engineering Technician I</u>		
6000		
5000	4980	4980
4000	4752	4980
3000		

	4980	4980	5052	4859	5040	4920	4752	4980
4560	4320	4080	4020	4859	4140	3936	3744	3924
Fla.	Ala.	Ky.	La.	N.J.	Ohio	Va.	(55)	(56)
3600	3360	3828	3120	3723	4140	3936	3744	3924

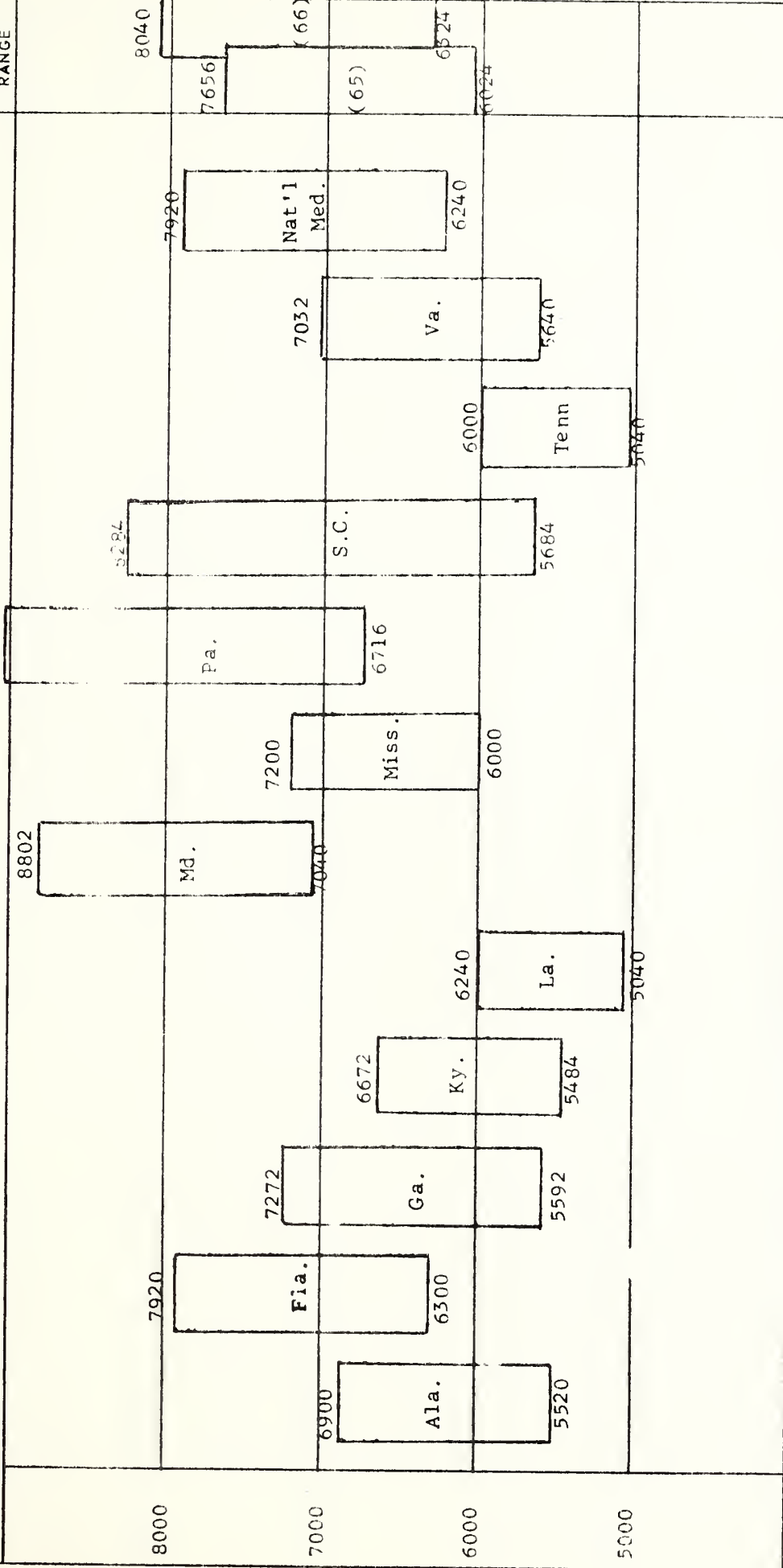
STEP NUMBER	BELOW MIN.	1	2	3	4	5	6	ABOVE MAX.	TOTAL	AVERAGE VACANT PER MO.	AVERAGE EMPLOY.	% TURNOVER (SEP. ÷ AVE. EMPLOY.)
11-63												
DISTRIBUTION OF POSITIONS DATE:												
DISTRIBUTION OF SEPARATIONS PERIOD:												
NEW HIRES ABOVE MINIMUM PERIOD:												

North Carolina
State Personnel Department

Class: Public Health Nursing Consultant

9011

NORTH
CAROLINA
RANGE

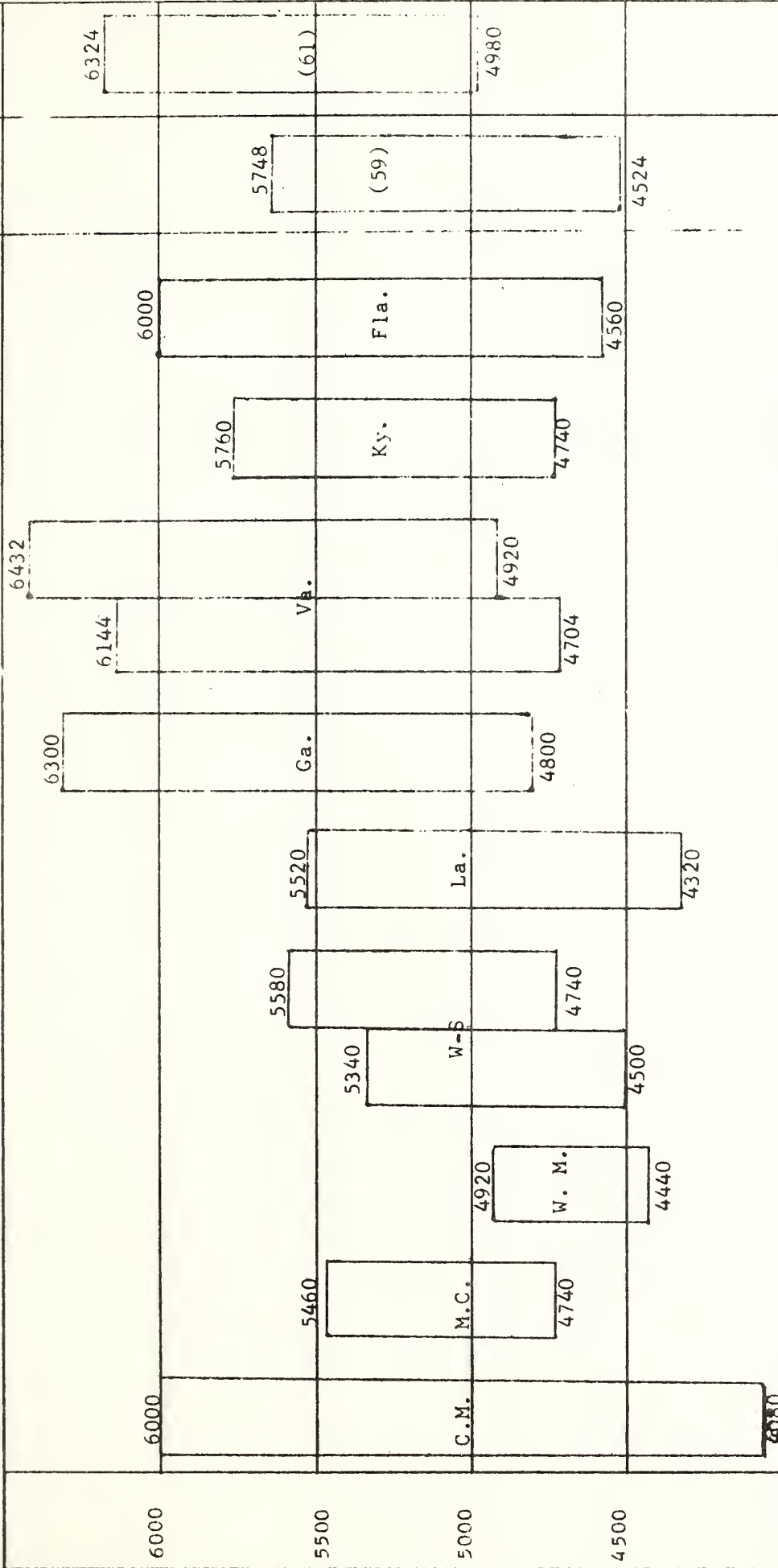


STEP NUMBER	BELOW MIN.	1	2	3	4	5	6	ABOVE MAX.	TOTAL	AVERAGE VACANT PER MO.	AVERAGE EMPLOY.	% TURNOVER (SEP. - AVE. EMPLOY.)
DISTRIBUTION OF POSITIONS DATE:												
DISTRIBUTION OF SEPARATIONS PERIOD:												
NEW HIRES ABOVE MINIMUM PERIOD:												

North Carolina
State Personnel Department

Class: Nurse Supervisor I

N. C.
2-64
NORTH
CAROLINA
RANGE



STEP NUMBER	BELOW MIN.	1	2	3	4	5	6	ABOVE MAX.	TOTAL	AVERAGE VACANT PER MO.	AVERAGE EMPLOY.	% TURNOVER (SEP. AVE. EMPLOY.)
DISTRIBUTION OF POSITIONS												
DATE:												
DISTRIBUTION OF SEPARATIONS												
PERIOD:												
NEW HIRES ABOVE MINIMUM												
PERIOD:												

North Carolina
State Personnel Department

Class:	Medical Laboratory Technician III (6043)		N. C. 2-64	NORTH CAROLINA RANGE
7000	6900			
6000	6000	Ala. 5520	6024	6324
5000	5820	Fla. 4800	(60)	(61)
4000	4452	Ga. 4800	4752	4980
	6300	Ga. 4800		
	6360	Ky.		
	6720	Va 5160		

STEP NUMBER	BELOW MIN.	1	2	3	4	5	6	ABOVE MAX.	TOTAL	AVERAGE VACANT PER MO.	AVERAGE EMPLOY.	% TURNOVER (SEPARATIONS PER AVE. EMPLOY.)
DISTRIBUTION OF POSITIONS DATE:												
DISTRIBUTION OF SEPARATIONS PERIOD:												
NEW HIRES ABOVE MINIMUM PERIOD:												

North Carolina
State Personnel Department

Class: Interviewer I	N. C. 2-64	NORTH CAROLINA RANGE	5940					
			5280	5220	5205	5040	5400	5525
6000			5760					
5000			5520	5529	5205	5040	5400	5525
4000			4980	4802	4165	3960	4320	4320
3000			4740	4740	4121	3840	4320	4320
			4560	4121	4165	3840	4320	4320
			4104	3888	3828	3840	4320	4320

STEP NUMBER	BELOW MIN.	1	2	3	4	5	6	ABOVE MAX.	TOTAL	AVERAGE VACANT PER MO.	AVERAGE EMPLOY.	% TURNOVER (SEP. ÷ AVE. EMPLOY.)
DISTRIBUTION OF POSITIONS DATE:												
DISTRIBUTION OF SEPARATIONS PERIOD:												
NEW HIRES ABOVE MINIMUM PERIOD:												

North Carolina
State Personnel Department

Class:	Attendant (6940)	N. C. 7-63	NORTH CAROLINA RANGE
5000			
4000	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>4505</p> <div style="border: 1px solid black; padding: 2px;">U. S. GS-2</div> <p>3560</p> </div> <div style="text-align: center;"> <p>3924</p> <div style="border: 1px solid black; padding: 2px;">Pa.</div> </div> <div style="text-align: center;"> <p>3168</p> <div style="border: 1px solid black; padding: 2px;">Va.</div> <p>2520</p> </div> </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>3744</p> <div style="border: 1px solid black; padding: 2px;">(50)</div> <p>2964</p> </div> </div>	
3000	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>4056</p> <div style="border: 1px solid black; padding: 2px;">N. Y.</div> <p>3252</p> </div> <div style="text-align: center;"> <p>3312</p> <div style="border: 1px solid black; padding: 2px;">Ohio</div> <p>2760</p> </div> </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>3576</p> <div style="border: 1px solid black; padding: 2px;">(49)</div> <p>2832</p> </div> </div>	
2000	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>3420</p> <div style="border: 1px solid black; padding: 2px;">Fla.</div> <p>2460</p> </div> <div style="text-align: center;"> <p>2580</p> <div style="border: 1px solid black; padding: 2px;">La.</div> <p>1980</p> </div> </div>		

STEP NUMBER	BELOW MIN.	1	2	3	4	5	6	ABOVE MAX.	TOTAL	AVERAGE VACANT PER MO.	AVERAGE EMPLOY.	% TURNOVER (SEP. + AVE. EMPLOY.)
DISTRIBUTION OF POSITIONS DATE: 4-1-63		432	368	354	348	207	157	36	1902	46.3	1855.7	16.1
DISTRIBUTION OF SEPARATIONS PERIOD: Calendar, 1962		157	50	61	17	8	5	1	299			
NEW HIRES ABOVE MINIMUM PERIOD: July-Dec. 1962												

North Carolina
State Personnel Department

Class:	Draftsman I	N. C. 11-63	NORTH CAROLINA RANGE										
5000	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>4980</p> <p>4560</p> <p>4320</p> <p>Ala.</p> <p>3600</p> <p>3360</p> </div> <div style="width: 45%;"> <p>4080</p> <p>4020</p> <p>Ky.</p> <p>3348</p> </div> </div>		4980										
4500	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>4839</p> <p>Ohio</p> <p>4752</p> <p>Md.</p> <p>4040</p> <p>Ga.</p> <p>3828</p> <p>Fla.</p> <p>3600</p> </div> <div style="width: 45%;"> <p>4920</p> <p>Va.</p> <p>4140</p> <p>N.J.</p> <p>3725</p> <p>La</p> <p>3120</p> </div> </div>												
4000	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>5040</p> <p>4576</p> <p>BLS Chl. '63</p> <p>3796</p> </div> <div style="width: 45%;"> <p>5196</p> <p>5018</p> <p>BLS Ra1. '62</p> <p>4108</p> <p>4284</p> <p>TVA</p> </div> </div>	4116	(56)										
3500	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>4980</p> <p>4752</p> <p>4576</p> <p>4320</p> <p>Ala.</p> <p>3600</p> <p>3360</p> </div> <div style="width: 45%;"> <p>4080</p> <p>4020</p> <p>Ky.</p> <p>3348</p> </div> </div>	(52)	3924										
11-63	STEP NUMBER	BELOW MIN.	1	2	3	4	5	6	ABOVE MAX.	TOTAL	AVERAGE VACANT PER MO.	AVERAGE EMPLOY.	% TURNOVER (SEP. ÷ AVE. EMPLOY.)
	DISTRIBUTION OF POSITIONS DATE:												
	DISTRIBUTION OF SEPARATIONS PERIOD:												
	NEW HIRES ABOVE MINIMUM PERIOD:												

North Carolina
State Personnel Department

Class: Highway Engineer II

N. C.
9-63

11172

NORTH
CAROLINA
RANGE

10000	10695	10698	10056	10032	10695	11172	10224
9000	9120	9060	9360	9420	8575	9324	(71)
8000	9120	9060	9360	9420	8575	BLS 9192	8940
7000	7800	7200	7740	7920	7680	7932	8940
	Ala.	Ga.	N.J.	Ohio	U.S.		
	7200	7020	7740	7920	8575		
	6300						

STEP NUMBER	BELOW MIN.	1	2	3	4	5	6	ABOVE MAX.	TOTAL	AVERAGE VACANT PER MO.	AVERAGE EMPLOY.	% TURNOVER (SEP. ÷ AVE. EMPLOY.)
DISTRIBUTION OF POSITIONS DATE:												
DISTRIBUTION OF SEPARATIONS PERIOD:												
NEW HIRES ABOVE MINIMUM PERIOD:												

North Carolina
State Personnel Department

Class: <u>Psychologist I</u>	N.C. 2-64	NORTH CAROLINA RANGE
8000	9100	7656
7920	U S GS-9	
7800		
7753		
7380		
7344		
7302		
7000		
7032	6960	(65)
6600		
6300		
6060		
6024	(63)	
6000		
5400		
5484		
5280		
5000	5484	
	Va.	
	4920	

STEP NUMBER	BELOW MIN.	1	2	3	4	5	6	ABOVE MAX.	TOTAL	AVERAGE VACANT PER MO.	AVERAGE EMPLOY.	% TURNOVER (SEP. AVE. EMPLOY.)
DISTRIBUTION OF POSITIONS DATE:												
DISTRIBUTION OF SEPARATIONS PERIOD:												
NEW HIRES ABOVE MINIMUM PERIOD:												

12. This summary was prepared by Gardiner Parker, Chief of Classification Division, State Personnel Department, for this report.

13. Statement of John L. Allen, Jr., before the Personnel Committee on April 15, 1964.

14. Listed below are average weekly hours of production workers on manufacturing payrolls in North Carolina, 1955-62:

1955 - 40.2	1959 - 40.8
1956 - 39.9	1960 - 39.7
1957 - 39.1	1961 - 40.1
1958 - 38.9	1962 - 40.8

More detailed information is available in the office of the Legislative Council.

15. The next four pages indicate the number of hours exceeding forty per week as they occur in the separate agencies of the State.

SUMMARY REPORT ON NUMBER OF EMPLOYEES WORKING OVER 40 HOURS PER WEEK

Hours Per Week

EDUCATIONAL INSTITUTIONS	Total No. Empl.	No. Over 40 Hours	% of Total Over 40	Hours Per Week																
				41½	42	42½	43	44	44½	45	45½	46	46½	47	48	50½	55	60	Other	
Appalachian	236	171	72%							171										
A & T	340	217	64%				118										99			
Charlotte College	50	5	10%		3		2													
East Carolina	412	217	52%	2		4	150			18	25	1	17							
Elizabeth City	66	47	71%		3		19			3			14							7
Fayetteville	71	42	59%	5			6			16		1	3	1	3					7
N. C. College at Durham	185	11	6%																	11
Pembroke	33	33	100%				32										1			
Wilmington College	17	7	41%				7													
Winston-Salem	81	57	70%				39										18			
UNC	2783	394	14%		2	89	107			64							132			
N. C. State	1675	73	4%				10	39	16								7			1
W. C. U. N. C.	385	234	60%			1	7	177		29	1						19			
TOTALS	6334	1508	24%	5	4	96	11	667	39	317	1	25	1	1	310	1	3	2	25	

No. of Employees

Note: Fayetteville State College reported 3 cooks working 55 hours and 1 Food Service Director working 50½ hours; State College reported one Dairy Supervisor working 60 hours; Elizabeth City reported one Food Service Director working 60 hours. Employees listed under "other" are dorm supervisors whose work schedule requires that they live on the premises.

SUMMARY REPORT ON NUMBER OF EMPLOYEES WORKING OVER 40 HOURS

Hours Per Week

CORRECTIONAL SCHOOLS	Total No. Empl.	No. over 40 Hours	% of Total Over 40 Hours	4 1/2	42	42 1/2	43 1/2	44	45	45 1/2	46	47	47 1/2	48	50	51	55	55 1/2	57	63	65	68	72	93
East Carolina Training Sch.	33	31	94%					6						10										15
Juvenile Eval. & Treat. Cen.	43	32	74%					5						27										
Leonard Trng. School	45	41	91%					7						12			22							
Morrison Trng. Sch.	57	57	100%					9						19			Reported in Excess of 48 Hours							
State Home & Ind. School	42	39	93%		2			9						6					6					16
State Training School	39	28	72%	2				1	2					3	2		1				4	12		
Stonewall Jackson	59	54	92%			2	6	9	2	1	1	1							30					
TOTALS	318	282	89%	2	2	2	6	37	11	2	1	1	1	106	2	2	23	1	6	30	4	12	15	16

Note: Employees reported working in excess of 48 hours are counselors, nurses, maintenance and food service employees with the exception of one at State Training School who reported the budget officer working 55 1/2 hours. Many of these employees live at the institutions and are considered as subject to call at all times.

SUMMARY REPORT ON NUMBER OF EMPLOYEES WORKING OVER 40 HOURS PER WEEK.

Hours Per Week

OTHER INSTITUTIONS	Total No. Employees	No. Over 40 Hours	% of Total Over 40 Hours	Hours Per Week											
				41	42	44	45	46	48	49½	67¾				
School for Blind & Deaf	132	115	87%	24			47					3			41
School for Deaf	131	104	79%		1	52	1	3	47						
Orthopedic Hospital	116	116	100%			116									
Cerebral Palsy Hospital	50	17	34%		17										
Confederate Women's Home	13	11	85%			2	4	1	4						
TOTALS	442	363	82%	24	18	170	52	4	51	3	41				

No. of Employees

Note: Employees at the School for Blind & Deaf who work over 48 hours are the houseparents, medical personnel, and 3 watchmen.

Hours Per Week

DEPARTMENTS	Total No. Employees	No. Over 40 Hours	% of Total Over 40 Hours	Hours Per Week					
				No. of Employees	44	44½	46	48	
Adjutant General	39	1	3%				1		
Agriculture (Farms)	662	78	12%			78			
General Services	171	17	10%						17
Prison	2566	50	2%		9			4	37
Wildlife (Protection Game, Fish)	297	251	84%	251					
TOTALS	3735	397	11%	260	78	4	55		

Note: Employees in Prison working over 40 hours include food service personnel, medical personnel in Central Prison, three maintenance employees, and three clerical employees. Arrangements have not been completed to reduce these employees to 40 hours.

16.

Figures shown are based on information obtained from a study of State Personnel Department working with a Personnel Committee Sub-committee: (Representative Jyles J. Coggins, Chairman; Mrs. John B. Chase; Representative Jack M. Euliss.)

"The N. C. State School for the Blind and Deaf will need approximately \$85,000.00 in order to reduce its work week to 40 hours or its equivalent.

"The N. C. School for the Deaf will need approximately \$54,750.00 in order to inaugurate a 40-hour work week or its equivalent. It is highly recommended that the utmost efforts be made to accomplish this reduction of the work week at these two schools.

"The N. C. Orthopedic Hospital now has a 44-hour work week, but plans are now being made to inaugurate the 40-hour week administratively with no additional money requested.

"The Confederate Womens' Home, with 13 employees and 25 patients, the youngest being 75 years old, is being placed on a 40-hour week administratively, to be effected May 1, 1964.

"The Cerebral Palsy Hospital is now in the process of putting all kitchen workers on a 40-hour week. All other workers have already been scheduled for a 40-hour week. This has been done administratively.

"The State's educational institutions have a variance from 4 per cent to 100 per cent of employees working over 40 hours per week. It is believed that many of these employees' working hours can be reduced administratively, as has been demonstrated at other state institutions. A

lot of the over 40-hour work week has been the result of the department's failure to just schedule the hours. Where necessary, it is recommended that additional personnel be secured to inaugurate the 40-hour week.

"The Correctional Schools of the State rank next to the Department of Mental Health as to the number of employees working more than 40 hours. It is recommended that the employees' schedule be set at 40 hours per week, or its equivalent, and that this be done administratively wherever possible and that where necessary additional funds for additional personnel be provided. It is estimated that it will take an additional 107 new employees at a cost of \$711,036.00 for the biennium 1965-67.

"We have tried to review the need of all State employees concerning the length of their work week and believe they all should have the same number of work hours with difference of pay reflecting the differences in the jobs. Again, we believe a goodly number of employees working more than 40 hours per week can be reduced to 40 hours per week by having their departmental heads scheduling them for the 40 hours. This has been demonstrated to be feasible in a number of instances."

17. G.S. 143-46 specifically exempts "persons employed solely on an hourly basis."

18. Statement by Clifton Beckwith at the March 18, 1964 hearing before the Personnel Committee.
19. G.S. 143-36. "Duties and Powers of Director and Council as to State Employees. The State Personnel Director shall file a report with the Governor setting the salaries and wages to be paid to each of the employees in said State department"

20. G.S. 135-3.

21. Complete results of this survey are available in the office of the Legislative Council.

22. A 1963 survey of 342 industries in North Carolina reveals the following information relative to employer participation in life and hospitalization programs:

LIFE INSURANCE

Employee pays all costs	: 112
Employer pays more than half but not all	: 46
Employer pays up to half the cost	: 111
Employee pays all the cost	: 19
No plan	: 54

HOSPITALIZATION INSURANCE

Employer pays all cost	: 107
Employer pays more than half but not all	: 50
Employer pays up to half the cost	: 124
Employee pays all	: 42
No plan	: 19

(Source: "Fringe Benefit Practices in Major Manufacturing Industries of North Carolina", Employment Security Commission of North Carolina.)

23. At the present time 31 people are employed in the Personnel Department. Of these, only 8 are employed as Personnel Analysts in the Classification and Payroll Divisions.

24. There are approximately 100 separate agencies in state government with whom the State Personnel Department must work.

25. These figures were obtained from the Director of the Personnel Department.

INTRODUCED BY: Representative Greenwood and others

Referred to:

1 A BILL TO BE ENTITLED AN ACT TO AMEND G.S. 143-36 OF THE STATE
2 PERSONNEL ACT RELATING TO THE PROCEDURE AND METHOD OF AWARDING
3 EFFICIENCY OR MERIT SALARY INCREMENTS TO STATE EMPLOYEES.

4 The General Assembly of North Carolina do enact:

5 Section 1. G.S. 143-36 is hereby amended by adding a
6 new paragraph immediately following the third paragraph to
7 read as follows:

8 "Within thirty days of the effective date of
9 this paragraph, each agency, board, commission,
10 department, or institution of State government
11 subject to the provisions of this article shall
12 file with the State Personnel Director a written
13 description of the plan or method it is currently
14 following in awarding or allocating efficiency or
15 merit salary increments. At the same time, each
16 such agency, board, commission, department, or
17 institution shall cause a copy thereof to be
18 distributed to each employee. The State Personnel
19 Director, with the approval of the State Personnel
20 Council, shall modify, alter or disapprove any
21 such plan submitted to it which it deems not to
22 be in accordance with the provisions of this ar-
23 ticle. After plans are filed as described above,
24 no changes or modifications shall thereafter be

SESSION 1963

1 made except at the direction of or with the appro-
2 val of the State Personnel Director, as approved
3 by the State Personnel Council. Whenever any
4 change, alteration or modification of any plan
5 is made by any agency, board, commission, depart-
6 ment, or institution, a copy of such modified plan
7 shall be furnished by such agency, board, commission,
8 department, or institution to each employee."

9 Sec. 2. All laws or clauses of laws in conflict with this
10 Act are hereby repealed.

11 Sec. 3. This Act shall become effective upon its rati-
12 fication.

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