

December 3, 2019

Ms. Vonette Richter  
Legal Division Director  
North Dakota Legislative Council  
State Capitol  
600 East Boulevard, 2nd Floor  
Bismarck, ND 58505-0360

Dear Ms. Richter:

The Notice of Intent to Adopt and Amend Administrative Rules and a copy of the proposed rules are enclosed as required by N.D.C.C. § 28-32-10(1). I am attaching two versions of the proposed rules, one is a draft showing the changes, and the other includes the "accepted" changes.

Sincerely,



Lynn Hart, SPHR, SHRM-SCP, CCP, CEBS  
*Classification and Compensation Manager*

Enclosures

CC Lisa Kudelka, Chief People Officer

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ABBREVIATED NOTICE OF INTENT TO  
AMEND AND REPEAL ADMINISTRATIVE RULES  
RELATING TO CLASSIFICATION, SALARY ADMINISTRATION, COMPENSATION,  
RECRUITMENT & SELECTION, AND REASONS FOR SICK LEAVE

TAKE NOTICE that ND Human Resource Management Services will hold a public hearing to address proposed changes to the N.D. Admin. Code at 1:00 p.m. on Monday, January 6, 2020, in the Red River Room of the State Capitol.

The proposed rules may be reviewed at the office of ND Human Resource Management Services, 600 East Boulevard Avenue, Dept. 113, Bismarck ND 58505-0120, or on the HRMS website at [www.nd.gov/omb/agency/state-government-human-resource-management](http://www.nd.gov/omb/agency/state-government-human-resource-management). A copy of the proposed rules may be requested by writing the above address, e-mailing [HRMS@nd.gov](mailto:HRMS@nd.gov), or calling (701)328-3293. Also, written comments may be submitted to the above address until January 16, 2020. If you plan to attend the public hearing and will need special facilities or assistance relating to a disability, please contact ND Human Resource Management Services at the above telephone number or address at least 7 days prior to the public hearing.

Dated this 26 day of November 2019.

  
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Lisa Kudelka  
Chief People Officer, Human Resource Management Services

NOTICE OF INTENT TO  
AMEND AND REPEAL ADMINISTRATIVE RULES

TAKE NOTICE that ND Human Resource Management Services (HRMS), in cooperation with the State Personnel Board, will hold a public hearing to address proposed amendments to and repeals of Administrative Code Article 4-07 and Article 59.5-03-02 at 1:00 p.m. on Monday, January 6, 2020, in the Red River Room of the State Capitol. Written and oral comments will be accepted at the hearing.

The proposed rules will reflect changes to N.D.C.C. sections 54-52.4-02, 54-52.4-03, and 54-52.4-04 as a result of HB 1470 and sections 54-06-24 and 54-06-30 as a result of SB 2015. ND Human Resource Management Services will also be amending rules of the Division relating to the following chapters of N.D. Administrative Code Article 4-07 and 59.5-03-02: N.D.A.C. 4-07-02 relating to salary administration procedures; N.D.A.C. 4-07-03 relating to classification plans; N.D.A.C. 4-07-04 relating to compensation plans; N.D.A.C. 4-07-05 relating to recruitment and selection; N.D.A.C. 4-07-13 relating to sick leave; N.D.A.C. 59.5-02-02 regarding classification appeals; and 59.5-03-02.1-03 relating to pay grade appeals.

The proposed amendments and repeals are not expected to have an impact on the regulated community in excess of \$50,000, and neither the Governor nor any member of the Legislative Assembly requested a regulatory analysis.

The proposed rules may be reviewed at the office of ND Human Resource Management Services, 600 East Boulevard Avenue, Dept. 113, Bismarck ND 58505-0120, or on the HRMS website at [www.nd.gov/omb/agency/state-government-human-resource-management](http://www.nd.gov/omb/agency/state-government-human-resource-management). A copy of the proposed rules may be requested by writing the above address, e-mailing [HRMS@nd.gov](mailto:HRMS@nd.gov), or calling (701)328-3293. Written or oral comments on the proposed rules sent to the above address or telephone number and received by January 16, 2020, will be fully considered.

If you plan to attend the public hearing and will need special facilities or assistance relating to a disability, please contact the ND Human Resource Management Services at the above telephone number or address at least 7 days prior to the public hearing.

Dated this 26 day of November, 2019.



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Lisa Kudelka  
Chief People Officer, Human Resource Management Services