State Personnel Board Rulemaking/Rule Modification Process

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Proposed rule change	• Rule change is proposed as a result of feedback from the statewide HR Community, legislative change, etc.
	The HRA Policy team drafts recommended changes to the State Personnel Board Rule(s).
Research and	Internal review completed by HRA and DOAS leadership.
Recommendation	• Final draft of rule modifications prepared for scheduled State Personnel Board Meeting.
Decad Declarate	Proposed modifications are presented to the Board.
Board Review and	The December and additional control the indicate of the modification of the behavior of
Approval	Step 3 • The Board is asked to approve the release of rule modifications to public comment.
Public Comment Period	 The public comment period lasts for 30 calendar days. Agency Heads and HR Leaders are notified of the public comment period via email and the DOAS/HRA website. During this period, any comments received (from agencies, the public, etc) are thoroughly reviewed and considered.
Board Review and Adoption	 Additional modifications may be made to the rule(s) after the public comment period. Final rule modifications are presented to the Board during the next scheduled State Personnel Board Meeting. The Board is asked to approve adoption of the Board rule(s) as written.
Governor's Signature and Rule Codification	• The final rule is then forwarded to the Governor's office for signature. • Once the Governor's signature is received, the final rule is codified (or made effective).
Period Board Review and Adoption Governor's Signature and Rule	 Agency Heads and HR Leaders are notified of the public comment period via email and the DOAS/HRA webs During this period, any comments received (from agencies, the public, etc) are thoroughly reviewed and con Additional modifications may be made to the rule(s) after the public comment period. Final rule modifications are presented to the Board during the next scheduled State Personnel Board Meetin The Board is asked to approve adoption of the Board rule(s) as written.

^{*}Note: once a modified rule is made effective, agencies should review applicable HR policies to ensure consistency. Please see the "Summary of Rule Modifications, 2015-current" document for listing of modifications over time.