



North Carolina Department of Public Safety

Human Resources

Pat McCrory, Governor
Frank L. Perry, Secretary

Jerry Hodnett, Acting Director
Human Resources

January 30, 2015

ADMINISTRATIVE MEMORANDUM: 01-2015

TO: DPS Leadership
FROM: Jerry Hodnett 
RE: DPS Supplemental Staff Policy

The DPS Supplemental Staff Policy was released and distributed agency wide in late October 2014. However, multiple questions and issues continue to arise related to supplemental staff and the required procedures. Therefore, we are redistributing the policy and procedures as well as another recent administrative memorandum regarding the Affordable Care Act (ACA) and its impact on supplemental staff. We are also highlighting the common issues and problems that our office has identified since implementation.

1. The Human Resources Request for Supplemental Staff Form (HR022) must be submitted to the DPS Human Resources Office. Many work units are submitting the job order directly to Temporary Solutions, not to the DPS Human Resources Office first. The staff at Temporary Solutions has been instructed not to accept the job order unless sent by the DPS Human Resources Office. When the job order is not submitted correctly to the DPS Human Resources Office, it results in significant delays.
2. The Human Resources staff needs ample opportunity to review a request for supplemental staff. Many work units are submitting the HR022 without sufficient advance notice and in some cases after an individual has begun temporary employment. The Human Resources staff needs at a minimum two (2) to three (3) weeks advance notice to obtain the appropriate signatures and forward to Temporary Solutions. Under no circumstances should the temporary employee begin work without approval from DPS Human Resources and Temporary Solutions.
3. Use only the most current HR022 which can be accessed at <https://www.ncdps.gov/Index2.cfm?a=000002,002675>
4. The HR022 must have at least two (2) signatures: the Requesting Manager and the Region or Section Approver. The DPS Human Resources Office has received the HR022 forms without the required signatures and it therefore, must be returned.
5. The completed HR022 must be submitted to the e-mail service account at DPS_HR_EMPLOY_SupplementalStaff@ncdps.gov and not to personal e-mails accounts.

MAILING ADDRESS:
4203 Mail Service Center
Raleigh, NC 27699-4203

www.ncdps.gov



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214 W. Jones Street
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6. Temporary Solutions and DPS Human Resources must be notified immediately within 24 hours when an employee resigns/leaves for any reason or has a break in service.
7. The Employee Timesheets must be coded correctly when the temporary employee separates. The phrase "Last Timesheet" or "Permanent" based on the reason for leaving must be noted on the temporary employee's final timesheet.
8. When a temporary employee has separated to satisfy the required 31-day break, a new HR022 must be completed in full, including the individual's personnel number (BEACON identification number) and submitted to the DPS Human Resources Office for approval by Human Resources and Temporary Solutions to return the employee to work. The personnel number is necessary so Human Resources staff can review the individual's employment record in BEACON.

The link to the Supplemental Staff policy is

<https://www.ncdps.gov/emp/Policies/HR/SupplementalStaffPolicy103014.pdf>

Please also be reminded that any supplemental staff requested to work thirty (30) or more hours per week will automatically be eligible to receive the High Deductible Health Plan (HDHP) under the ACA. If the candidate is a state retiree receiving coverage under the State Health Plan (SHP), he/she will lose their SHP coverage if the request is for thirty (30) or more hours per week. Those completing the HR022 need to clarify on the form whether or not the candidate is a state retiree. **This is crucial.** The DPS Human Resources staff has received forms stating that the employee is not a state retiree when in fact they are and vice versa. Any eligible employees will receive a letter notifying them of their eligibility and how to enroll if they so choose.

Questions regarding the Supplemental Staff Policy may be directed to Ms. Laurie McVey or Ms. Nicole Grissom at (919)716-3800.

Thank you for your attention in this matter.

JH:MKS

Attachments: DPS Supplemental Staff Policy
Administrative Memorandum: 11-2014 Alternate Health Benefit Coverage for
Nonpermanent Full-Time State Employees

cc: Secretary Frank L. Perry
Chief Operating Officer Lorrie L. Dollar
Commissioner W. David Guice
Commissioner Gregory K. Baker
Commissioner William A. Crews