



The CCPS All-Points Bulletin

February 2002

A Message from the Secretary

As you are no doubt aware by now, the state is in another serious budget shortfall situation. This is requiring the Administration to take extraordinary measures to save money. The details are outlined below in the *All Points Bulletin*. We all need to assure the public that we will continue to carry out our public safety responsibilities in spite of the current budget shortfall. In addition, I want to assure all of our very dedicated employees that I understand how vital you are to the public safety mission of this Department.

Public safety is the key component of Severe Weather Awareness Week, which Governor Easley has declared for March 10-16 this year. When a tornado threatened downtown Raleigh last year, we found out that a lot of employees in the state government complex in Raleigh didn't know what to do to protect themselves. Since this may be the case elsewhere, we are asking all state agencies to join us in educating North Carolinians about what to do in the event of severe weather.

I ask that all members of our Department participate in the statewide tornado drill scheduled for the morning of Wednesday, March 13th. The National Weather Service will use the Emergency Alert System to announce the drill over radio and television stations across the state. Please take this opportunity to ensure that your office has a plan to act in the event of a tornado in your area. Some basic tips are listed on the back of this newsletter. If you need more information, contact your local emergency management office, or go to www.ncem.org or www.fema.gov/library/torninfo.htm. Thank you.

Bryan E. Beatty

From the Fiscal Office

Effective February 5, 2002, the following General Fund (state appropriations supported) expenditure restrictions are mandated by the Governor's Office and the Office of State Budget and Management for all state agencies:

1. A 7% general fund appropriation reversion is required and controlled through monthly allotment restrictions (CCPS's 7% reversion is \$2.280 million).
2. No purchase orders will be issued unless specifically approved by the Secretary as an exception.
3. Travel is limited to instances involving public safety and/or emergency situations with an approved Budget Division Authorization (BDA).
4. Capital improvement appropriations are placed on hold.
5. Vacant permanent positions may not be filled that are partially or totally funded from general funds, highway funds, federal funds, or department receipts unless:
 - ◆ Approved by the Secretary as an extraordinary exception and reported to OSBM weekly beginning February 22, 2002.
 - ◆ Prior commitments (verbal or written communication between agency and prospective employee detailing salary & EOD) have been made.
 - ◆ Filling the position would not require general funds or highway funds.
 - ◆ Temporary employees, if supporting funds are currently budgeted in a temporary or seasonal salary line item.
 - ◆ Non-administrative positions directly responsible for emergencies, critical law enforcement and public safety.
 - ◆ Vacancies exist because individuals are on, or obtain, leave without pay in accordance with personnel policies.
6. No promotions, reallocations/reclassifications, in-range adjustments or other salary adjustments may be made unless approved by Secretary Beatty as an extraordinary exception and reported to OSBM weekly beginning February 22, 2002.

Please be reminded that if you are making a change for any reason in your direct deposit that the process takes approximately a month. New direct deposit forms need to be completed, with a voided check or savings deposit slip attached, signed and received in the Payroll Office no later than the 3rd of the month by 9:30 a.m. to be processed in that month. If the 3rd falls on the weekend, the form must be in the week before. We do require the ORIGINAL form to process the change.

From the Human Resources Office

The Office of State Personnel has temporarily revised policies so that state employees activated for military duty as a result of the terrorist attacks of September 11th will not suffer loss of pay, time, or efficiency ratings in their state jobs.

While there are numerous impacts, the primary ones are:

- Employees will receive full pay for 30 days after their last workday, and will receive differential pay afterward, so their families will not suffer financially if military salaries are lower than civilian pay.
- Employees will continue to accumulate state vacation and sick leave while on military duty.

If employees have additional questions, they should contact their Division human resources representative.

Congratulations!

ALE Agent **William "Bill" Chandler** received his PhD in Public Administration from NC State University in December. The title of his dissertation was "The Deterrent Effects of the Undercover Compliance Check Strategy to Reduce the Sale of Alcoholic Beverages to Minors in North Carolina: A Quasi-Experimental Design." You can access a copy of Bill's dissertation at www.lib.ncsu.edu/etd/public/etd-52111910910132821/etd-title.html.

Patty Petteway, SHP Telecommunications Shift Supervisor in Salisbury, was graduated from the NC Certified Public Manager Program on January 28th. Over the past two years, Patty completed ten courses, two post-course assessments, and a comprehensive organizational improvement project.

Secretary Beatty presented the department's Commendation Award to **Trooper James Deaton**, SHP, Shelby, on Wednesday, February 13th. In July 2001, Trooper Deaton displayed courage and professionalism in an attempt to rescue a drowning man. The Commendation Award is the Department's second highest recognition for heroism.

Congratulations to the 61 members of the Highway Patrol who were promoted on February 7th. Good luck in your new areas of responsibility.

Comings & Goings

Welcome to our new employees: **Marsha Smith**, ALE; **Donald O'Dell**, **Vance Stewart**, and **Corey Sutton**, BPS; **Walter Ake**, EM; **Rebecca Streett**, GCC; **Donna Boyette**, **Jamie Chambers**, and **Ronald Tilman**, NG; **Sherry Bartlett**, **Phillip Beckett**, **Rodney Brisson**, **Nathan Hamilton, Jr.**, **Earl Lewis**, and **Peggie Richardson**, SHP. Farewell and good luck to our recent retirees: **Sylvia Griffin**, EM; and Maj. **R.W. Isley** and L/Sgt. **C.L. Salmon**, SHP.

Thank You

Dear Friends,

Please accept my sincere thanks to each of you who recently shared your leave with me. A total hip replacement caused me to miss three months of work and your generosity allowed me to properly recuperate without having to resort to Leave Without Pay. Thank you all so much for your wonderful kindness - it will never be forgotten!

Sincerely, Mike Sprayberry

Tornado Safety Tips

When a tornado **WATCH** is issued:

- Stay tuned to a local radio or TV station or listen to NOAA Weather Radio.
- Survey your immediate surroundings for the most suitable shelter.
- Be alert for changing weather conditions.

When a tornado **WARNING** is issued, or you have an indication that a tornado may be approaching, TAKE COVER IMMEDIATELY:

At Home - Seek shelter on the lowest possible floor or in the basement. Under the stairs or in a bathroom or closet are good shelter spots. Stay away from windows. Crouch on the floor in the egg position.

At Work - Seek shelter on the lowest possible floor or a basement, if there is a basement. Stairwells, bathrooms and closets are good spots. Stay away from windows. As a last resort, crawl under your desk.

At School - Seek shelter in interior hallways, small closets and bathrooms. Stay away from windows. Get out of mobile classrooms. Stay out of gymnasiums, auditoriums and other rooms with a large expanse of roof. Bus drivers should be alert for bad weather on their routes.