

The dual employment policy is a statewide uniform policy to be followed when one state agency secures the services of an employee of another state agency on a part-time, consulting or contractual basis. The Dual Employment Policy applies to all SHRA and EHRA State Employees. Form CP-30 should be used for reporting purposes involving dual employment. In either instance, N.C. A&T can be the Parent Agency or the **Borrowing Agency**. Also, dual employment does not apply to employees in the public school system or employees of institutions in the community college system. This policy applies only in situations involving one employee and two agencies.

### **\*Borrowing Agency (N.C. A&T)**

*The state department, agency or institution seeking on a temporary or part-time basis the services of an employee of another state agency. The following steps will be initiated by the Department or Program of North Carolina A&T State University.*

N.C. A&T wants to borrow a permanent SHRA or EHRA employee from another state agency. The borrowed employee cannot be an employee of the public school system or the community college system.

- N.C. A&T Borrowing Department should send an email to the Dual Employment Coordinator in Human Resources requesting to confirm employee status at Parent Agency when considering an employee for hire.
- When employment status is confirmed and the candidate **IS NOT** eligible for dual employment, use one of the other appropriate hiring processes available
  - ISAF for EHRA employees
  - ePAF for SHRA temporary employees
- When employment status is confirmed and the candidate **IS** eligible for dual employment submit Dual Employment packet through the appropriate approval process
- Packet Includes:
  - Dual Employment Form CP-30
    - Complete Section I – *see attached guide*
  - Letter/Email confirming employee status of borrowed employee from HR DE Coordinator
  - Check Request payable to the Parent Agency – *see attached guide*
    - Use account **71940** for Salary for Services
    - Use account **61810** for Matching Social Security
- Approval Process for borrowed **TEACHING** employee:
  - If using **STATE** funds from a **vacant** state funded position:

- Departmental approvals – to include the Dean
- Academic Budget & Personnel– *LaChelle McLean*
- Office of Budget & Planning – *Cherrie Chrisp*
- Accounting Office – *Laisha Baez*
  - *Payment is processed to Parent Agency to complete the payment process to borrowed employee*
- If using **STATE** funds from receipt, overhead and operational funds:
  - Departmental approvals – to include the Dean
  - Office of Budget & Planning – *Cherrie Chrisp*
  - Academic Budget & Personnel – *LaChelle McLean*
  - Accounting Office – *Laisha Baez*
    - *Payment is processed to Parent Agency to complete the payment process to borrowed employee*
- If using **GRANT** funds
  - Department Approvals – to include the Dean
  - Contracts & Grants approval
    - Send to C&G Director – *Natalie Teagle*
    - Send to C&G Compliance Officer – *LaVonne Matthews*
    - Send to Grant Accountant
  - Academic Budget & Personnel approvals – *LaChelle McLean*
  - Accounting Office – *Laisha Baez*
    - *Payment is processed to the Parent Agency to complete the payment process to borrowed employee*
- If using **FOUNDATION** funds
  - Department Approvals - to include the Dean
  - NC A&T Real Estate Foundation Director of Accounting – *Jacqueline Stringfellow*
  - A&T Accountant in Comptroller’s Office – *Betty Williamson*
  - Office of Academic Budget & Personnel – *LaChelle McLean*
  - Accounting Office
    - *Payment is processed to Parent Agency to complete the payment process to borrowed employee*
- If split-funding between **STATE**, **GRANT** and **FOUNDATION** funds or any combination

- Follow the appropriate approval process as it relates to the necessary budget offices per their approval process to include:
  - Department Approvals – to include the Dean
  - Budget Office Approvals as required:
    - Academic Budget & Personnel
    - Office of Budget & Planning
    - Contract & Grants
      - C&G Director
      - C&G Compliance Officer
      - C&G Grant Accountant
    - N.C. A&T Real Estate Foundation Director of Accounting
    - N.C. A&T Accounting in Comptroller’s Office
  - Office of Academic Budget & Personnel – *LaChelle McLean* (may be necessary if not part of the budget office approval process)
  - Office of Budget & Planning – *Cherrie Chrisp* (may be necessary if not part of the budget office approval process)
  - Accounting Office – *Laisha Baez*
    - *Payment is processed to Parent Agency to complete the payment process to borrowed employee.*
- Approval process for **NON-TEACHING** employee (i.e. Honorarium, Advisory Board Member, or project/event participant)
  - If using **STATE** funds:
    - Departmental approvals – to include the Dean
    - Office of Budget & Planning - *Cherrie Chrisp*
    - Accounting Office – *Laisha Baez*
      - *Payment is processed to Parent Agency to complete the payment process to borrowed employee*
  - If using **GRANT** funds
    - Department Approvals – to include the Dean
    - Contracts & Grants approval
      - Send to C&G Director – *Natalie Teagle*
      - Send to C&G Compliance Officer – *LaVonne Matthews*
      - Send to Grant Accountant
    - Accounting Office – *Laisha Baez*

- *Payment is processed to the Parent Agency to complete the payment process to borrowed employee*
- If using **FOUNDATION** funds
  - Department Approvals - to include the Dean
  - N.C. A&T Real Estate Foundation Director of Accounting – *Jacqueline Stringfellow*
  - A&T Accountant in Comptroller’s Office – *Betty Williamson*
  - Accounting Office
    - *Payment is processed to Parent Agency to complete the payment process to borrowed employee*
- If split-funding between **STATE, GRANT** and **FOUNDATION** funds or any combination
  - Follow the appropriate approval process as it relates to the necessary budget offices per their approval process to include:
    - Department Approvals – to include the Dean
    - Budget Office Approvals as required:
      - Office of Budget & Planning
      - Contract & Grants
        - C&G Director
        - C&G Compliance Officer
        - C&G Grant Accountant
      - N.C. A&T Real Estate Foundation Director of Accounting
      - A&T Accounting in Comptroller’s Office
    - Office of Budget & Planning – *Cherrie Chrisp (may be necessary if not part of the budget office approval process)*
    - Accounting Office – *Laisha Baez*
      - *Payment is processed to Parent Agency to complete the payment process to borrowed employee.*