

**NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATIC  
DUAL EMPLOYMENT PROCEDURES**

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When the department is initiating a Dual Employment request, complete the following steps. The Dual Employment Policy is located on the HR Homepage of the UniCenter, under the Employment section.

- 1) Communicate with the Parent State Agency Contact for confirmation that the dual employment will be approved with the parent agency.
- 2) Identify funding and complete the Payroll Budget Code form.
- 3) Request that the employee complete the Pre-Services Checklist and a Criminal Background Check Form.
- 4) Complete the Dual Employment Request and Justification form.
  - a. Identify on this form the rate of pay. Contact Human Resources for assistance in determining the actual hourly or flat rate of pay based on the work being performed.
  - b. If the employee is a relative of any employee in the requesting department, complete an Anti-Nepotism Certification (located under the subject Anti-Nepotism).
  - c. Attach a justification of the work to be done and identify the knowledge, skills or experience that the employee has to accomplish the assignment.
- 5) Submit the Dual Employment Request, Justification, Pre-Services Checklist and Criminal Background Check form and Payroll Budget Code form to Human Resources for approval.

The Dual Employment Request is submitted from Human Resources to the Chancellor's Office for final approval. The Dual Employment request must be approved by the Chancellor before work can begin. The approved Dual Employment request is submitted to the Payroll Office.

**CP-30 "Request for Additional Payment to Employee for Work Performed for Another State Agency" :**

The borrowing department will complete Section One of the CP-30 each month and submit it to the Chancellor for final signature. The CP-30 is then submitted to the NCSSM Payroll Office. The NCSSM Payroll Office sends the CP-30 to the Parent Agency along with a check to make payment to the borrowing employee. The Parent Agency completes Section Two of the CP-30 and returns the CP-30 to the NCSSM Payroll Office. For additional information concerning the CP-30, contact the NCSSM Payroll Department.