BOARD OF COUNTY COMMISSIONER'S MEETING

Monday, August 15th, 2022

224 Seminary Street

Kenansville, N.C. 28349

The Duplin County Board of Commissioners met at 6:00 p.m. on Monday, August 15th, 2022 in the Commissioners Room located at 224 Seminary Street, Kenansville, NC.

Present: Commissioners: Dexter B. Edwards; Kennedy Thompson; Jesse L. Dowe, III.; Wayne Branch and Elwood Garner.

Also Present: Mr. Davis H. Brinson, County Manager/Airport Director; Trisha-Ann Hoskins, Administrative Officer/Deputy Clerk; Tracy Chestnutt, Finance Officer; and Mr. Tim Wilson, County Attorney.

Call to Order

The meeting was called to order by Chairman Edwards.

Invocation and Pledge of Allegiance

Invocation was given by Commissioner Branch. The Board then led those in attendance in the pledge of allegiance to the flag of the United States of America.

Moment of Silence

A moment of silence was observed by those in attendance to recognize the sacrifice and to honor the memory of Wayne County Sheriff's Office Sgt. Matthew Fishman and Wake County Ned Byrd who were recently killed in the line of duty.

Approval of the Meeting Agenda

Motion was made by Commissioner Dowe, seconded by Commissioner Thompson, carried unanimously to approve the meeting agenda.

Approval of the Minutes – Governing Body

Motion was made by Commissioner Thompson, seconded by Commissioner Dowe, carried unanimously to approve the minutes of the August 5th, 2022 Board of Commissioners meeting as presented.

REGULAR MEETING AGENDA
CONSENT AGENDA

Motion was made by Commissioner Garner, seconded by Commissioner Thompson, carried unanimously to approve the consent agenda which consisted of: Budget Amendment Journal Entry Report; Tax and Solid Waste Releases- #19390-19392; Business Release Penalties Billed in Error; Performance Agreement between eGourment Solutions, Inc. and Duplin County regarding Project Ginny economic development incentives; Acceptance of Additional Funds for HMGP 4393 Expedited Hurricane Florence Acquisition Program.

ITEMS TO BE MADE PART OF MINUTES

Administrative Budget Amendment Journal Entry Report

AGENDA

Public Comments

No Public Comments

End Public Comments

Mr. Davis H. Brinson, County Manager/Clerk to the Board, appeared before the Board to introduce the newly hired Executive Director of Tourism, Mr. Robert Cox.

Ms. Melissa Kennedy, E-911 Addressing Project Coordinator, appeared before the Board to conduct a public hearing to receive public comments regarding a request from Mr. Steven Swedberg, to name a new lane in the 4800 Block of E NC 24 Hwy; Beulaville, N.C in the Limestone Township: Timberview Lane in accordance with the Duplin County Addressing and Road Naming Ordinance.

Chairman Edwards opened a Public Hearing

No Public Comments

Chairman Edwards closed the Public Hearing

Motion was made by Commissioner Garner, seconded by Commissioner Branch, carried unanimously to approve the request from Steven Swedberg, to name a new lane in the 4800 Block of East NC 24 Hwy; Beulaville, N.C in the Limestone Township: Timberview Lane in accordance with the Duplin County Addressing and Road Naming Ordinance.

Ms. Melissa Kennedy, E-911 Addressing Project Coordinator, appeared before the Board to request that a public hearing be scheduled on September 6th, 2022, to receive public comments regarding a request from Ms. Mary Jernigan, to name a new lane in the 1700 Block of N NC 11 & 903 Hwy; Kenansville, N.C. in the Kenansville Township: Hickory Hill Lane in accordance with the Duplin County Addressing and Road Naming Ordinance.

Motion was made by Commissioner Thompson, seconded by Commissioner Garner, carried unanimously to approve the request to schedule a public hearing on September 6th, 2022 to receive public comments regarding a request from Mary Jernigan, to name a new lane in the 1700 Block of N NC 11 & 903 Hwy; Kenansville, N.C. in the Kenansville Township: Hickory Hill Lane in accordance with the Duplin County Addressing and Road Naming Ordinance.

Ryan Cox, President of Insight Planning & Development, appeared before the Board to present 2022 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) potential application and request public hearings be scheduled on September 6th, 2022 and October 3, 2022 regarding same. The Rural Development Division of the NC Department of Commerce has announced the availability of Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) funds for activities within the County. CDBG-NR funds can be used for a variety of different activities in support of the North Carolina Department of Commerce's Rural Economic Development Division's three livability principles: (1) to promote equitable, affordable housing; (2) support existing communities; and (3) value communities and neighborhoods. Eligible activities must meet at least one of the three CDBG national objectives to be eligible: (1) benefit low-and-moderate income (LMI) persons; (2) prevent or eliminate slums or blight; or (3) meeting other community development needs that are deemed to be urgent because of existing conditions pose a serious and immediate threat to the health and welfare of the community, and other

financial resources are not available to meet the need. Eligible activities include: Community Revitalization, Housing Rehabilitation, Scattered-Site Housing, Public Facilities, Housing Development, and Water and Sewer Connections to Existing Housing.

The maximum grant request is $950,000. The Program does not require a local match. Applications are due by September 30, 2022; however, an extension has been requested.

The Board of Commissioners must conduct two (2) public hearings prior to submission of an application. The first is to receive public comment about possible application activities. The second is to explain to the public the contents of the proposed application.

Staff recommends the Board conduct the first public hearing on September 6, 2022, and the second public hearing on October 3, 2022.

Motion was made by Commissioner Garner, seconded by Commissioner Thompson, carried unanimously to approve the request to schedule a public hearing on September 6th, 2022 to receive public comments regarding possible 2022 CDBG-Neighborhood Revitalization Potential Application activities and on October 3, 2022 to explain to the public the contents of the proposed application.

Frankie Herring, IT Director, appeared before the Board to present a Memorandum of Agreement (MOA) for Courtroom Cabling for Remote Proceedings. The NC Administrative Office of the Courts (NCAOC) wishes to install cabling in the Duplin County Courthouse to facilitate holding of proceedings by audio and video (AV) transmission. Session Law 2021-47 enacted on June 18, 2021, added a new section to NCGS § 7A49.6 to expand the courts' authority to hold proceeding by AV transmission. NCAOC has entered into a contract with ePlus, Inc. to provide AV equipment installation services throughout the state. NCAOC intends to pay for the AV equipment and equipment installation in the identified courtrooms, however, the County is responsible for paying for the actual cost of the cabling and its installation on a time and materials basis. The estimated cost of the cabling, speaker wire, me wire and labor to install same in Courtroom No. 1 (Superior Courtroom) and in Courtroom No. 3 is $8,613.00 which will be paid from the Courthouse maintenance and repairs budget.

Motion was made by Commissioner Thompson, seconded by Commissioner Dowe, carried unanimously to approve the Memorandum of Agreement for Courtroom Cabling for Remote Proceedings between the North Carolina Administrative Office of the Courts and Duplin County and to authorize the Chairman to sign the MOA.

Pamela Brame, Human Resources Director, and Semeka Perry, Interim HR Director appeared before the Board to present recommended Duplin County Personnel Policy updates. The following highlighted policies have been updated for 2022:

- Page 9 – Temporary/Substitute Employees further defined
- Page 43 – Section 11. Discrimination and Harassment – the Department Head and/or Agency Director was added to assist the HR Director with investigations, recommendations, meeting with employees, etc.
- Page 80 – Revised Social Media Policy and Access to IT Servers and Computers
- Page 94 – Bi-Lingual Differential Pay - incentive pay to recruit bi-lingual employees to assist with language barriers when providing county services
- Page 102 – Since Munis implementation - Longevity Pay is included in payroll checks
- Page 110 – Family Medical Leave Act (FMLA) updated based on information provided during School of Government Advanced FMLA course in April 2022
- Page 123 – Administrative Leave does not contribute to overtime clarification.
- Page 126 – Education Policies (Certification/Licensure) – incentives must be pre-approved by County Manager is further clarified
- Page 128 – Academic Compensation – policy is deleted
- Page 129 – Health Benefits, - Spousal Wavier, new hires have time allotted to select benefits and if fail to select those benefits, they are only awarded county provided benefits, Once FMLA is exhausted, employees will be responsible for paying all benefit premiums

Page 130 – Retiree Health Insurance – if eligible retiree selects retiree health insurance and is subsequently employed where health insurance is offered, the eligible retiree can suspend their retiree health insurance for the time insurance is provided at their employer and resume the county's retiree health insurance once they are no longer employed where health insurance is provided; if there is more than one family member qualified for retiree health insurance, the retirees can select the more affordable retiree health insurance option.

Commissioner Garner raised a question regarding the proposed change in Section 4. Definitions regarding a break in service. His concern was that if an employee had exhausted all of their leave and had to take an authorized leave without pay would that count as a break in continuous service that would prohibit the employee from being able to benefit from the health insurance for retired County employees without serving another 25 years of continuous service. The County Manager advised Commissioner Garner and the Board that "yes" in his opinion it would count as a break in continuous service which would prohibit the said employee from taking advantage of the post-retirement health insurance benefit.

Motion was made by Commissioner Thompson, seconded by Commissioner Dowe, carried unanimously to approve the updated 2022 Duplin County Personnel Policies as presented to be effective August 15, 2022 except for the proposed change found in the highlighted sentence on page 10 regarding a break in service which was to be revised and presented before the Board at the next Board meeting for further consideration.

Mr. Davis H. Brinson, County Manager/Clerk to the Board, and Sheriff's Office Captain Jason Brock, appeared before the Board to present the Budget Amendment for Sheriff's Office Capital. The Sheriff's Office was approved to purchase eight (8) Dodge Durangos in the Fiscal Year (FY) 2022-23 budget as Dodge Chargers were no longer available to purchase. In preparation for their budget request the Sheriff's Office received a quote of $37,170 per Durango. Since the budget was adopted, the price per vehicle has now gone up $4,306 each to $41,476. Thus, the capital budget will need to be increased by $34,448 from $297,360 to $331,808. The Sheriff's Office proposed to transfer the funds from lapse salary.

Motion was made by Commissioner Dowe, seconded by Commissioner Branch, carried unanimously to approve a budget amendment in the amount of $34,448 from within the Sheriffs Office's budget to cover the cost to purchase eight (8) Dodge Durangos.

Tracey Simmons Kornegay, Health Director, appeared before the Board to request acceptance of the new funding for FY22-23 and carry forward funding from FY21-22. The Advancing Equity—AA 466 Funding is a continuation of funding to address COVID-19 related health disparities and advance health equity by improving state, local, US territorial and freely associated state health department capacity and services to prevent and control COVID-19 infection (or transmission) among populations at higher risk and that are underserved, including racial and ethnic minority groups and people living in rural communities. This Agreement Addendum provides funds for the Local Health Department to address COVID-19-related health disparities and advance health equity by expanding local health department capacity and services to prevent and control COVID-19 infection (or transmission) among HMPs, or other priority populations.

Motion was made by Commissioner Thompson, seconded by Commissioner Branch, carried unanimously to accept Advancing Equity – AA 466 funding in the amount of $67,980 on behalf of the Duplin County Health Department and to approve the associated budget amendment.

Tracey Simmons Kornegay, Health Director, appeared before the Board to request the Board accept ARPA (American Recue Plan Act) COVID-19 School Health Team Workforce – AA 620 Funding. The continuation of funding is intended to support school nurse and/or other school health serving positions (e.g., health educator, school mental health professional, school social worker) to provide services to students. People in those positions will serve as members of a school-based health team, collaborating with local school health programs to provide COVID-19 support and response in schools. Supporting positions may include

supplementing the salaries of current positions to improve retention, recruiting, creating, and hiring of new student serving positions to fill gaps in the school-based health team, and/or contracting for positions to fill gaps in the school-based health team to provide and support other school health program activities that foster healthy students who are in school and ready to learn.

Motion was made by Commissioner Garner, seconded by Commissioner Branch, carried unanimously to accept ARPA COVID-19 School Health Team Workforce – AA 620 funding in the amount of $195,240 on behalf of the Duplin County Health Department and to approve the associated budget amendment.

Tracey Simmons Kornegay, Health Director, appeared before the Board to request the Board accept ARPA (American Rescue Plan Act) COVID-19 Public Health Regional Workface - AA 621 Funding. Continuation of funding to establish, expand, train, and sustain the state, tribal, local, or territorial public health workforce to support jurisdictional COVID-19 prevention, preparedness, response, and recovery initiatives. As part of this initiative, DPH is making available funds for the 10 regions identified by the North Carolina Association of Local Health Directors (NCALHD) to recruit, hire, and train personnel to fill critical gaps in its Public Health Infrastructure Foundational Capabilities in order to respond to the COVID-19 pandemic. The Public Health National Center for Innovations' Public Health Leadership Forum identified 7 Foundational Capabilities of Public Health—the suite of skills, programs, and activities that must be available in state and local health departments everywhere for the health system to work anywhere.

The local health departments within each region have identified a lead local health department (Lead Regional LHD) for its region to host and manage the program described in this Agreement Addendum (AA). Duplin County Health Department was chosen to be Region 8's lead regional LHD.

Each Lead Regional LHD, in collaboration with the local health departments within its respective region, will:

- produce a gap analysis to identify staffing and training shortfalls
- recruit and hire staff to support regional activities, and
- manage a training program to enhance the skills and expertise of LHD staff in the region.

All capability strengthening efforts should pay special attention to diversity, equity, and inclusion in that the Lead Regional LHDs should recruit staff who are representative of and have language competence for the communities they serve and promote diversity and inclusion when considering training and growth opportunities for all staff.

Motion was made by Commissioner Garner, seconded by Commissioner Branch, carried unanimously to approve Duplin County as the Lead Public Health County for Region 8 for the ARPA COVID-19 Public Health Regional Workforce (AA 621); to accept $2,084,305 for same on behalf of the Duplin County Health Department and to approve the associated budget amendment.

Tracey Simmons Kornegay, Health Director, appeared before the Board to request the Board accept Communicable Disease Pandemic Recovery – AA 546 Funding. Continuation of funding to provide local health departments the ability to expand communicable disease surveillance, detection, control, and prevention activities to address COVID-19 and other communicable disease-related challenges impacted by the COVID-19 pandemic.

Motion was made by Commissioner Garner, seconded by Commissioner Branch, carried unanimously to accept Communicable Disease Pandemic Recovery (AA 546) funding in the amount of $281,572 on behalf of the Duplin County Health Department and to approve of the associated budget amendment.

Tracey Simmons Kornegay, Health Director, appeared before the Board to request the Board accept COVID-19 Vaccination Program – AA 716 Funding. The continuation of funding to help support activities associated with COVID-19 mass vaccination planning and implementation. Planning and response require close collaboration among public and private sector partners, public health emergency response and emergency management, and healthcare organizations and industry groups within the community.

This funding may be used for associated costs for COVID-19 vaccine storage and handling, vaccine planning, COVID-19 vaccination services in open and closed point-of-dispensing (POD) locations, including staffing to serve as vaccinators in PODs, contract needs for vaccination services, and other infection control supplies to support safe vaccine administration within the community.

Motion was made by Commissioner Thompson, seconded by Commissioner Dowe, carried unanimously to accept COVID-19 Vaccination Program (AA 716) funding in the amount of $299,150 on behalf of the Duplin County Health Department and to approve of the associated budget amendment.

Tracey Simmons Kornegay, Health Director, appeared before the Board to request the Board accept ED Regional Prevention Support Teams – AA 545 Funding. The continuation of funding of the LTC Regional Prevention Support Teams [RPST] in each of the 10 Pubic Health regions (Duplin County belong to Region 8 compromised of 9 counties in the southeastern portion of NC) to provide on-site infection prevention and control consultation to all types of Long-Term Care facilities.

The goal of the RPSTs is to reduce the introduction of disease through on-site training and consultation with facility staff in the use of evidence-based infection control procedures consistent with applicable CDC, CMS and HHS guidance. This initiative is particularly important for residential facilities that do not typically have health care professionals on staff.

RPSTs are based in each of the 10 public health regions with operational and fiscal responsibilities managed by one lead local public health department in each region, and is supported by NC DHHS/DPH project management and program oversight. The lead health department is identified collaboratively between NC DHHS/DPH and the public health regions. Each RPST has a prevention coordinator and additional training staff based upon the number of Nursing Home and Adult Care Home beds in each region. Training for the RPSTs is provided by the Division of Public Health in collaboration with the University of North Carolina's Statewide Program for Infection Control and Epidemiology (UNC SPICE).

Motion was made by Commissioner Thompson seconded By Commissioner Branch, carried unanimously to accept ED Regional Prevention Support Teams (AA 545) funding in the amount of $390,126 on behalf of the Duplin County Health Department and to approve of the associated budget amendment.

Tracey Simmons Kornegay, Health Director, appeared before the Board to present Epidemiology and Laboratory Capacity (ELC) Enhancing Detection Activities – AA 543 Funding. The continuation of funding to provide funds for local health departments to prevent, prepare for, and respond to COVID-19 by supporting testing, case investigation and contact tracing, surveillance, containment, and mitigation.

Motion was made by Commissioner Thompson, seconded by Commissioner Branch, carried unanimously to accept ELC Enhancing Detection Activities (AA 543) funding in the amount of $648,084 on behalf of the Duplin County Health Department and to approve of the associated budget amendment.

Gary Rose, Tax Administrator, appeared before the Board to present the Tax Collector's Settlement, a report of the taxes collected for the 2021 Tax Year. Each year the Tax Collector is required to present this report to the Board of Commissioners.

Motion was made by Commissioner Thompson, seconded by Commissioner Dowe, carried unanimously to accept the Tax Collector's Settlement.

Davis H. Brinson, County Manager/Clerk to the Board, appeared before the Board to make general announcements and/or updates.

Motion was made by Commissioner Dowe, seconded by Commissioner Garner, carried unanimously to adjourn until Tuesday, September 6th, 2022 at 6:00 p.m. for a Commissioners Meeting at the Administrative Building located at 224 Seminary Street in Kenansville, N.C.

Davis H. Brinson
Clerk to the Board

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Duplin County, NC

JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	01	675	BUA	07/28/2022	07/28/2022	081522	chelsey.lanier	1	N	Hist	2023	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION / ACCOUNT DESCRIPTION		DEBIT	CREDIT	OB
1	4314	43520					T			1,500.00	
							REPAIRS & MAINTENANCE EQUIPME				
2	4314	43110					T		1,500.00		
							TRAVEL				
							** JOURNAL TOTAL		0.00	0.00	
							** GRAND TOTAL		0.00	0.00	

1 Journals printed

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Duplin County, NC

BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT	PROJ	ORG DESCRIPTION / ACCOUNT	ACCOUNT DESCRIPTION / LINE DESCRIPTION	PREV BUDGET / EFF DATE	BUDGET CHANGE	AMENDED BUDGET	ERR
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2023	02	188	08/15/2022		BUA 08152022	1	2		
1	4982	39805		SCADA System	TRANSFER FROM WATER FUND	.00	-2,014,237.00	-2,014,237.00	
	46-70-7100-4982-000-39805				SCADA PROJECT APVD 8-15-22	08/15/2022			
2	7100	39969		Water	FUND BALANCE APPROPRIATED	.00	-2,014,237.00	-2,014,237.00	
	61-70-7100-0000-000-39969				SCADA PROJECT APVD 8-15-22	08/15/2022			
3	4982	41010		SCADA System	ADMINISTRATIVE EXPENSE	.00	14,500.00	14,500.00	
	46-70-7100-4982-000-41010				SCADA PROJECT APVD 8-15-22	08/15/2022			
4	4982	41040		SCADA System	ENGINEERING SERVICES	.00	311,975.00	311,975.00	
	46-70-7100-4982-000-41040				SCADA PROJECT APVD 8-15-22	08/15/2022			
5	4982	41060		SCADA System	CONSTRUCTION	.00	1,607,262.00	1,607,262.00	
	46-70-7100-4982-000-41060				SCADA PROJECT APVD 8-15-22	08/15/2022			
6	4982	49910		SCADA System	CONTINGENCY	.00	80,500.00	80,500.00	
	46-70-7100-4982-000-49910				SCADA PROJECT APVD 8-15-22	08/15/2022			
7	7100	49940		Water	TRANSFER TO CAPITAL PROJECTS	.00	2,014,237.00	2,014,237.00	
	61-70-7100-0000-000-49940				SCADA PROJECT APVD 8-15-22	08/15/2022			
					** JOURNAL TOTAL		0.00		

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Duplin County, NC

BUDGET AMENDMENT JOURNAL ENTRY PROOF

CLERK: tracy.chestnutt

YEAR PER JNL SRC ACCOUNT EFF DATE JNL DESC REF 1 REF 2 REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
2023 2 188	TRANSFER FROM WATER FUND		S		2,014,237.00
BUA 4982-39805		T			
08/15/2022 08152022	SCADA PROJECT APVD 8-15-22				
BUA 7100-39969	FUND BALANCE APPROPRIATED		S		2,014,237.00
08/15/2022 08152022	SCADA PROJECT APVD 8-15-22	T			
BUA 4982-41010	ADMINISTRATIVE EXPENSE		S	14,500.00	
08/15/2022 08152022	SCADA PROJECT APVD 8-15-22	T			
BUA 4982-41040	ENGINEERING SERVICES		S	311,975.00	
08/15/2022 08152022	SCADA PROJECT APVD 8-15-22	T			
BUA 4982-41060	CONSTRUCTION		S	1,607,262.00	
08/15/2022 08152022	SCADA PROJECT APVD 8-15-22	T			
BUA 4982-49910	CONTINGENCY		S	80,500.00	
08/15/2022 08152022	SCADA PROJECT APVD 8-15-22	T			
BUA 7100-49940	TRANSFER TO CAPITAL PROJECTS		S	2,014,237.00	
08/15/2022 08152022	SCADA PROJECT APVD 8-15-22	T			
	JOURNAL 2023/02/188 TOTAL			[redacted]	

Duplin County, NC

BUDGET AMENDMENT JOURNAL ENTRY PROOF

FUND ACCOUNT	YEAR PER	JNL	EFF DATE ACCOUNT DESCRIPTION	DEBIT	CREDIT
			FUND TOTAL	.00	.00

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JB/JH

DUPLIN COUNTY
TAX AND SOLID WASTE REQUEST
RELEASE DATE AUGUST 15, 2022

RELEASE NUMBER	NAME	TOWNSHIP	TOWN	FIRE DISTRICT	TAX YEAR	ACCOUNT NUMBER	COUNTY TAX	CAPITAL FUND	TOWN TAX	FIRE DISTRICT	LATE LIST PENALTY	SOLID WASTE	TOTAL RELEASE	REASON FOR RELEASE
19390	CECIL BROCK	02	70		2022	010002769	$ 321.75	$ 9.00	$ 211.50				$ 542.25	CORRECTED ELDERLY EXEMPTION
19391	CODY COREY	05		006	2022	10005237	$ 14.30			$ 1.50	$ 7.90	$ 90.00	$ 113.70	SWMH DOUBLE LISTED - 2018 DISCOVERY
19392	CODY COREY	05		006	2022	10005237	$ 13.90			$ 1.50	$ 9.24	$ 90.00	$ 114.64	SWMH DOUBLE LISTED - 2017 DISCOVERY
	SEE ATTACHED - BIS RELEASED PENALTIES BILLED IN ERROR FOR TOWNS OF FAISON, BEULAVILLE & TEACHEY										$ 3,014.75		$ 3,014.75	
	GRAND TOTAL						**$ 349.95**	**$ 9.00**	**$ 211.50**	**$ 3.00**	**$ 3,031.89**	**$ 180.00**	**$ 3,785.34**	

SUBMITTED BY: _____ **FINAL APPROVAL BY:** _____ **DATE APPROVED:** 8-15-2022

RELEASES FOR LATE PENALTIES THAT WERE BILLED FOR TOWNS THAT COUNTY DOES NOT COLLECT THEIR TAXES

Bill Numbe Bill		Balance	Late Listing Distr Town		RELEASE AMOUNT
2240997	2022	38.06	5.25	74 BEULAVILLE TOWN OF	$1.97
2241004	2022	53.4	7.36	74 BEULAVILLE TOWN OF	$2.76
2241043	2022	39.91	5.5	74 BEULAVILLE TOWN OF	$2.06
2241114	2022	2613.06	360.16	74 BEULAVILLE TOWN OF	$134.87
2241312	2022	1251.62	172.51	74 BEULAVILLE TOWN OF	$64.60
2241376	2022	172.25	23.74	74 BEULAVILLE TOWN OF	$8.89
2241387	2022	107.01	14.75	74 BEULAVILLE TOWN OF	$5.52
2241392	2022	1413.38	194.81	74 BEULAVILLE TOWN OF	$72.95
2241439	2022	50.3	6.93	74 BEULAVILLE TOWN OF	$2.59
2241539	2022	675.49	101.19	75 FAISON TOWN OF	$43.76
2241552	2022	3020.47	416.31	74 BEULAVILLE TOWN OF	$155.89
2241667	2022	73.39	10.12	74 BEULAVILLE TOWN OF	$3.79
2241669	2022	58.57	8.07	74 BEULAVILLE TOWN OF	$3.02
2241727	2022	406.89	56.08	74 BEULAVILLE TOWN OF	$21.00
2241814	2022	110.13	16.5	75 FAISON TOWN OF	$7.14
2241825	2022	98.11	13.52	74 BEULAVILLE TOWN OF	$5.06
2241860	2022	98.12	14.7	75 FAISON TOWN OF	$6.36
2241868	2022	61.75	8.51	74 BEULAVILLE TOWN OF	$3.19
2241887	2022	1183.21	177.24	75 FAISON TOWN OF	$76.64
2241956	2022	667.17	91.96	74 BEULAVILLE TOWN OF	$34.44
2242065	2022	50.42	7.55	75 FAISON TOWN OF	$3.26
2242080	2022	301.83	45.21	75 FAISON TOWN OF	$19.55
2242137	2022	1510.26	208.16	74 BEULAVILLE TOWN OF	$77.95
2242165	2022	2841.59	425.66	75 FAISON TOWN OF	$184.07
2242172	2022	1099.63	151.56	74 BEULAVILLE TOWN OF	$56.75
2242306	2022	80.44	11.09	74 BEULAVILLE TOWN OF	$4.15
2242517	2022	148.79	20.51	74 BEULAVILLE TOWN OF	$7.68
2242542	2022	26387.09	3952.72	75 FAISON TOWN OF	$0.00
2242619	2022	165.4	24.78	75 FAISON TOWN OF	$10.72
2242659	2022	67	10.04	75 FAISON TOWN OF	$4.34
2242723	2022	557.94	83.58	75 FAISON TOWN OF	$36.14
2242746	2022	189.9	28.45	75 FAISON TOWN OF	$12.30
2243974	2022	37.05	5.11	74 BEULAVILLE TOWN OF	$1.92
2244732	2022	51.15	7.05	74 BEULAVILLE TOWN OF	$2.64
2245799	2022	37.6	5.63	0 FAISON TOWN OF	$2.43
2245809	2022	61.68	9.24	75 FAISON TOWN OF	$4.00
2246309	2022	87.66	12.08	0 BEULAVILLE TOWN OF	$4.52
2246499	2022	45.88	6.32	74 BEULAVILLE TOWN OF	$2.36
2246528	2022	42.39	5.89	78 TEACHEY TOWN OF	$2.24
2247145	2022	198.58	29.75	75 FAISON TOWN OF	$12.87
2247754	2022	74.43	11.15	75 FAISON TOWN OF	$4.82
2248714	2022	118.6	16.35	74 BEULAVILLE TOWN OF	$6.12
2249012	2022	74.43	11.15	75 FAISON TOWN OF	$4.82
2249435	2022	134.15	18.49	74 BEULAVILLE TOWN OF	$6.92
2249471	2022	85.86	12.56	75 FAISON TOWN OF	$5.70
2249990	2022	36.01	5	78 TEACHEY TOWN OF	$1.90

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JB/JH

2250198	2022	35.4	5.3	75 FAISON TOWN OF	$2.29
2250526	2022	124.15	17.11	74 BEULAVILLE TOWN OF	$6.41
2250792	2022	177.56	26.6	75 FAISON TOWN OF	$11.50
2250807	2022	127.98	17.77	78 TEACHEY TOWN OF	$6.75
2251082	2022	37.63	5.64	0 FAISON TOWN OF	$2.44
2251230	2022	44.79	6.71	75 FAISON TOWN OF	$2.90
2251352	2022	81	12.13	75 FAISON TOWN OF	$5.24
2251435	2022	91.96	13.78	75 FAISON TOWN OF	$5.96
2251655	2022	75.91	11.37	75 FAISON TOWN OF	$4.92
2251743	2022	81.09	11.26	78 TEACHEY TOWN OF	$4.28
2251756	2022	43.66	6.54	75 FAISON TOWN OF	$2.83
2251870	2022	43.52	6	0 BEULAVILLE TOWN OF	$2.25
2251951	2022	432.63	60.07	78 TEACHEY TOWN OF	$22.81
2251999	2022	187.9	25.9	74 BEULAVILLE TOWN OF	$9.70
2252018	2022	663.94	81.46	76 FAISON TOWN OF	$50.99
2252146	2022	427.54	58.93	74 BEULAVILLE TOWN OF	$22.07
2252389	2022	37.08	5.11	74 BEULAVILLE TOWN OF	$1.91
2252648	2022	54.81	8.21	75 FAISON TOWN OF	$3.55
2253107	2022	26387.09	3952.72	75 FAISON TOWN OF	$1,709.28
TOTAL					$3014.75

STATE OF NORTH CAROLINA

COUNTY OF DUPLIN

PERFORMANCE AGREEMENT

THIS AGREEMENT is made and entered into this the ____ day of June 2021 by and between eGourmet Solutions Inc., a New York Corporation authorized to do business in North Carolina (the "**Company**"), and the County of Duplin, North Carolina (the "**County**" and, together with the Company, the "**Parties**");

WITNESSETH

WHEREAS, the Company has qualified for a $150,000.00 grant through the North Carolina Department of Commerce's Building Reuse Grant program (hereinafter "the Building Reuse Grant"), subject to fulfilling the terms and conditions of the Building Reuse Grant. A copy of the Building Reuse Grant Agreement is attached hereto and incorporated herein by reference.

WHEREAS, a condition of the Building Reuse Grant is that a five percent (5%) local match (i.e. $7,500.00) must be provided by the County if the Company complies with all requirements of the Building Reuse Grant Agreement.

WHEREAS, the Company has qualified for a $120,000.00 grant through the One North Carolina Fund (hereinafter "the One NC Grant"), subject to fulfilling the terms and conditions of the One NC Grant. A copy of the One NC Grant Agreement is attached hereto and incorporated herein

WHEREAS, a condition of the One NC Grant is that the County must provide matching funds of at least $1.00 for every $3.00 of state funds pursuant to its status as a Tier 1 county. Accordingly, $40,000.00 is the anticipated grant match amount to be paid by the County if the Company complies with all requirements of the One NC Grant Agreement.

WHEREAS, the County desires to enter into this Performance Agreement in order to increase its population, increase the taxable property in the County, support industries within the County, and increase employment in the County.

WHEREAS, the Company is willing to invest in the infrastructure necessary to carry out the objectives of this Agreement and to comply with all of the terms and conditions of both the Building Reuse Grant and the One NC Grant.

WHEREAS, the Duplin County Board of Commissioners have determined that this Agreement satisfies the criteria identified in N.C. Gen. Stat. §158-7.1, and that the Company's compliance with the terms of this Agreement will stimulate the local economy, diversify the economy, promote business, increase taxable property, and result in the creation of a substantial number of jobs in the County.

WHEREAS, a public hearing was duly advertised and held in accordance with the North Carolina General Statutes and this Agreement has been approved by the Duplin County Board of Commissioners. The Board of Commissioners has now authorized the Chairman to sign the Agreement on behalf of the County.

NOW, THEREFORE and in consideration of the mutual covenants and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are now acknowledged by the parties, the parties agree as follows:

1. **Term.** This Agreement shall become effective upon execution by the parties and shall continue in effect until May 18, 2025 unless earlier terminated in accordance with this Agreement.

2. **Economic Incentive Purpose.** The economic incentives offered pursuant to this Agreement are expected to bring jobs to Duplin County, enlarge the tax base, and diversify the economy of Duplin County. The incentives agreed to be paid by the County under this Agreement are in consideration of the Company making improvements to infrastructure and real property in the County, increasing the tax base and business prospects of the County, and creating a substantial number of jobs in the County in accordance with the requirements of both the Building Reuse Grant and the One NC Grant.

3. **Incentive Package.** The County agrees to request the applicable grant funds from the North Carolina Department of Commerce and provide the grant match funds in accordance with both the Building Reuse Grant and the One NC Grant, provided the Company has fulfilled all of the requirements of the respective grant and this Agreement and the County has received satisfactory proof of compliance. The County will thereafter make payment of any grant funds actually received from the N.C. Department of Commerce, along with any required grant match funds, in accordance with the respective grant's terms.

   It is specifically understood that the County has no obligation to request grant funds or make any payments until the County has received assurances from the N.C. Department of Commerce that the Company has fulfilled all terms and conditions of the respective grant. It is further acknowledged and understood that only funds actually received by the County from the N.C. Department of Commerce in relation to the respective grant will be paid to the Company, in accordance with that grant's terms.

4. **Company's Responsibilities.** The Company shall fully comply with all terms of both the Building Reuse Grant and the One NC Grant, time being of the essence. The Company understands, acknowledges, and agrees that no payments will be made by the County if it fails to comply with the terms of the respective grant. The Company further understands, acknowledges, and agrees that noncompliance with the terms of the Building Reuse Grant or the One NC Grant may serve as grounds for immediate termination of this Agreement.

5. **Statutory Compliance.** The Company understands that County's participation is contingent upon compliance by the Company with N.C. Gen. Stat. §158-7.1.

6. **Binding Effect.** This Agreement and the obligations of performance contained herein shall be binding upon the Company and its successors and assigns.

7. **Proof of Compliance.** At any time this Agreement is in effect, and upon request by the County, the Company agrees to provide County all reports, records, certificates, or other documents necessary for the County to verify that the Company has fulfilled its obligations under this Agreement, including but not limited to those set forth in the Building Reuse Grant Agreement and the One NC Grant Agreement, as referenced in Paragraph No. 4 above. If the Company is not in compliance with all of the criteria contained in this Agreement, the Building Reuse Grant Agreement, and the One NC Grant Agreement, then the Company shall forfeit its right to receive grant funds.

8. **Good Standing.** The County shall not be obligated to make any Incentive Payment if the Company is not current on real property taxes, personal property taxes, assessments, or other financial obligations lawfully incurred by the Company and payable to the County.

9. **Default.** In the event the Company does not meet its obligations as set forth within this Agreement, the Building Reuse Grant Agreement, or the One NC Grant Agreement, the County shall have no obligation to make further payments and may terminate this Agreement.

10. **Indemnification**. The Company agrees to hold harmless and indemnify the County, and their respective members, Commissioners, officers, directors, employees, agents and attorneys (hereinafter collectively referred to as "Indemnified Parties"), from any claims of third parties arising out of or any act or omission of the Company in connection with the performance of this Agreement. Without limiting the generality of the foregoing, the Company releases the indemnified parties from, and agrees that such indemnified parties are not liable for, and agrees to indemnify and hold harmless the indemnified parties against, any and all liability or loss, cost or expense, including, without limitation, reasonable attorneys' fees, fines, penalties, and civil judgments, resulting from or arising out of or in connection with or pertaining to, any loss or damage to property or any injury to or death of any person. Each indemnified party is an express third party beneficiary of the Company's obligations under this paragraph.

11. **Representations.** The representations made by the Company in applying for the grants referenced herein are incorporated by reference and deemed by the parties to be material to this Agreement. The Company hereby affirms these representations.

12. **Notices.** All notices, certificates, or other communications required by or made pursuant to this Agreement shall be sufficiently given and shall be deemed given when delivered or mailed by certified mail, return receipt requested, as follows:

    The County: Duplin County

    The Company: eGourmet Solutions, Inc.

13. **Amendments, Changes, and Modifications.** Except as otherwise provided in this Agreement, this Agreement may not be amended, changed, modified, or altered except by written agreement of the parties.

14. **Severability.** If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

15. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original, and it shall not be necessary in making proof of this Agreement to produce or account for more than one such fully-executed counterpart.

16. **Governing Law.** This Agreement is governed by and shall be construed in accordance with the laws of the State of North Carolina

17. **Captions.** The captions or headings used throughout this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any provision of this Agreement.

18. **Construction.** The parties acknowledge and stipulate that this Agreement is the product of mutual negotiation and bargaining and that it has been drafted by counsel for the parties. As such, the doctrine of construction against the drafter shall have no application to this Agreement.

19. **Disputes.** The parties agree to submit any disputes arising from this Agreement to the Duplin County Superior Court, North Carolina, and acknowledge that any other venue would be deemed improper.

IN WITNESS HEREOF, the parties hereto have executed this Agreement under seal as of the day and year first above written.

Approved and Accepted:

(Official Seal)

County of Duplin
(Local Government)

By: _____
Name: DEXTER B. EDWARDS
Title: CHAIRMAN

Date: 8-15-2022

ATTEST:

_____ Clerk

COMPANY PERFORMANCE AGREEMENT

THE ONE NORTH CAROLINA FUND

STATE OF NORTH CAROLINA

COUNTY OF WAKE

This Company Performance Agreement (the "CPA"), effective the 18th day of May 2021 (the "**Effective Date**"), by and between eGourmet Solutions Inc. a New York Corporation authorized to do business in North Carolina (the "**Company**"), and the County of Duplin, North Carolina (the "**Local Government**," and, together with the Company, the "**Parties**");

WITNESSETH:

WHEREAS, the Local Government has applied for a One North Carolina Fund grant from the North Carolina Department of Commerce (the "**DOC**"); and

WHEREAS, a One North Carolina Fund grant award in the amount of One Hundred Twenty Thousand Dollars ($120,000) (the "**Grant**") has been negotiated and agreed to by DOC and the Parties; and

WHEREAS, the grant has been approved by DOC for disbursement to the local government pursuant to the terms of the One North Carolina Fund Local Government Grant Agreement between the Local Government and the DOC (the "**LGGA**"); and

WHEREAS, the grant is to be used by the company toward the goal of creating Forty (40) new jobs (the "**Target New Jobs**"), which shall be permanent full-time jobs (each, a "**New Job**"), and Five Hundred Thousand Dollars ($500,000) (the "**Target Investment**") in new investment in the State of North Carolina; and

WHEREAS, the company has represented that the grant is necessary to enable the investment and job creation by the company to occur and go forward in North Carolina; and

WHEREAS, the grant will enable retention of 3 permanent full-time jobs (the "**Retained Jobs**"), which is the total number of positions the company maintained in North Carolina prior to the effective date; and

WHEREAS, the grant will stimulate economic activity and create new jobs for the citizens of the State of North Carolina; and

WHEREAS, the grant is issued pursuant to and subject to the terms of N.C. Gen. Stat. § 143B-437.70 *et seq.* and the Guidelines and Procedures for Commitment of Funds from the One North Carolina Fund (the "**Program Guidelines**");

WHEREAS, pursuant to, inter alia, N.C. Gen. Stat. § 143B-437.07 and G.S. 143B-437.72(b), as these statutes may be amended from time to time, the DOC is required to submit regular reports to the North Carolina General Assembly regarding operation of the One North Carolina Fund and the performance and funding requirements for each One North Carolina Fund grant awarded;

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NOW, THEREFORE, in consideration of the representations set forth above and the mutual covenants and promises set forth below, the company and the local government hereby agree as follows:

1.0 PERFORMANCE CRITERIA

In order to be eligible for the full amount of the grant, the company must fulfill the following requirements:

1.1 The company shall undertake and operate in a timely manner the following project at the following location (the "**Project**"):

A plant (the "**Facility**") at which the company will provide e-commerce fulfillment services for frozen and refrigerated foods, pharmaceuticals and cosmetics located in or around 311 Southeast Railroad Street in the Town of Wallace in Duplin County, North Carolina.

1.2 The company shall maintain its current operations at its facilities in North Carolina and a base level of the number of required retained jobs in North Carolina, in addition to any new jobs to be created as part of this CPA.

1.3 The company shall make good faith efforts to create and maintain the target new jobs as part of the project, as described in the company's application to DOC (the "**Company Application**"). The new jobs must be filled by employees hired for the project on or after the effective date who work for at least thirty-five (35) hours per week and whose wages are subject to withholding under Article 4A of Chapter 105 of the General Statute. Independent contractors, consultants, seasonal and temporary employees are not to be included as new jobs. In order to be eligible for the full grant, the company must create Thirty-Six (36) new jobs (the "**Required New Jobs**") (90% of the Target New Jobs), by May 18, 2025 (the "**Grant End Date**," which shall be four years from the date on which the grant was formally awarded) (the period between May 18, 2021 and May 18, 2025, the "**Grant Period**").

The new jobs will be new jobs and cannot be existing North Carolina positions or employees of the company or any of its related members or affiliates that are transferred or shifted such that a previously existing North Carolina job, or a North Carolina job that was not previously part of the project, is counted towards performance under this CPA.

1.4 The average weekly wage of the group of all permanent full-time jobs at the facility, including the new jobs, will equal or exceed Six Hundred Eighty-Four Dollars ($684) per week (the "**Wage Standard**").

1.5 The company shall provide health insurance for all permanent full-time employees at the facility, including the new jobs, in at least the minimum amount required for eligibility in N.C. Gen. Stat. § 105-129.83(d).

1.6 The company shall make good faith efforts to make the target investment in the form of privately funded investment in real property and/or machinery and equipment as part of the project and must invest at least Four Hundred Fifty Thousand Dollars ($450,000) by the grant end date (the "**Required Investment**") (90% of the Target Investment).

1.7 The proceeds of the grant may be used only to offset statutorily qualifying expenses as set out in N.C. Gen. Stat. § 143B-437.71(b) ("**Statutorily Qualifying Expenses**"). Those expenses are installation or purchase of equipment; structural repairs, improvements, or renovations to existing buildings to be used for expansion; construction of or improvements to new or existing water, sewer, gas or electric utility distribution lines or equipment for existing buildings or for new or proposed buildings to be used for manufacturing and industrial operations; or such other expenses as specifically provided for by an act of the General Assembly.

1.8 Release of any grant funds under this CPA is contingent on the company providing verification that the project has received all of its required environmental permits.

2.0 DISBURSEMENT OF GRANT

2.1 Proceeds of the grant up to a total amount of One Hundred Twenty Thousand Dollars ($120,000) will be disbursed by DOC to the local government in four installments based on creation and maintenance of the new jobs and satisfaction of other performance criteria set out in Section 1.0 above ("**Performance Criteria**"). The number of new jobs to be counted shall be determined as provided in Paragraph 6.1 hereof. At the time of any requested disbursement, the company must certify its performance by submitting a duly executed disbursement request and certification in the form of Exhibit A hereto (the "**Company Disbursement Request**"), and the local government must submit a duly executed disbursement request and certification in the form of Exhibit A to the LGGA (the "**Local Government Disbursement Request**"). Disbursement will occur on the following schedule and will be subject to any adjustments required by this CPA:

a. The first twenty-five percent (25%) of the grant will be disbursed to the local government upon proof that the company has (i) maintained 100% of the retained jobs; (ii) created and retained not less than twenty-five percent (25%) of the target new jobs (i.e., 10 New Jobs), (iii) satisfied the wage standard and health insurance requirements, (iv) invested not less than twenty-five percent (25%) of the amount in Statutorily Qualifying Expenses, and (v) obtained all required environmental permits.

b. The second twenty-five percent (25%) of the grant will be disbursed to the local government upon proof that the company has (i) maintained 100% of the retained jobs; (ii) created and retained not less than fifty percent (50%) of the target new jobs (i.e., 20 New Jobs), (iii) satisfied the wage standard and health insurance requirements, and (iv) invested not less than fifty percent (50%) in Statutorily Qualifying Expenses.

c. The third twenty-five percent (25%) of the grant will be disbursed to the local government upon proof that the company has (i) maintained 100% of the retained jobs; (ii) created and retained not less than seventy-five percent (75%) of the target new jobs (i.e., 30 New Jobs), (iii) satisfied the wage standard and health insurance requirements, and (iv) invested not less than seventy-five percent (75%) in Statutorily Qualifying Expenses.

d. The final twenty-five percent (25%) of the grant will be disbursed to the local government upon proof that the company has (i) maintained 100% of the retained jobs; (ii) created and retained the required new jobs, (iii) satisfied the wage standard and health

insurance requirements, and (iv) made the required investment in Statutorily Qualifying Expenses.

The local government will submit or cause to be submitted to DOC each company disbursement request and local government disbursement request, upon proof of the creation of the required number of new jobs and the satisfaction of all other performance criteria necessary for disbursement. Following receipt of grant funds from DOC, the local government will disburse funds to the company.

The company may qualify for disbursement of multiple installments on a single date.

Should it become necessary for a job created after the effective date to be counted by the company as a retained job for purposes of establishing the base level of jobs required to be maintained by this CPA, that job may not be double counted as a new job.

2.2. DOC will close out the grant on the first to occur of:

(i) The date as of which DOC shall have received and accepted proof reasonably satisfactory to it that the project has been completed and the performance criteria satisfied.

(ii) The Grant End Date.

("**Closeout**").

Following closeout, to the extent any grant proceeds may be due and upon submission of duly completed company disbursement request and local government disbursement request, a final grant payment will be disbursed. A request for final payment, if not made previously, must be made to DOC within thirty (30) days following the grant end date, provided, however, that if the company has completed performance and become entitled to a final disbursement of funds under Paragraph 2.1d of this CPA, during any time earlier in the grant period, the company must submit a completed company disbursement request and local government disbursement request within one year from the date of completed performance (but in no event later than thirty (30) days following the grant end date) or forfeit the disbursement.

3.0 OBLIGATION TO REPAY GRANT

3.1 **Failure to Provide Health Insurance**. If, at any time during the grant period or during the period set forth in Section 5.0, the company fails to provide health insurance to all permanent full-time employees at the facility in the amount required for eligibility in N.C. Gen. Stat. § 105-129.83(d), the company will be in default of this CPA and will reimburse DOC the total amount of the grant previously disbursed in accordance with this CPA.

3.2 **Ceasing Project Operations**. If at any time during the grant period or during the period set forth in Section 5.0 hereof, the company substantially ceases operations at the facility, the company shall immediately repay all grant funds previously disbursed in accordance with this CPA.

3.3 **Failure to Achieve Wage Standard**. If at any time during the grant period or during the period set forth in Section 5.0 hereof, the average weekly wage of the group of all permanent full-time jobs at the facility fails to equal or exceed the wage standard, the company will be in default under this CPA, no further disbursement will be made, and the company will reimburse DOC the total amount of the grant previously disbursed in accordance with this CPA.

3.4 **Reserved.**

3.5 **Other Failures to Comply**. The company may be required to reimburse grant funds previously disbursed for failure to comply with Paragraphs 6.4 and 6.16 hereof, or as provided in Paragraphs 4.1 and 5.3 hereof.

3.6 **Recovery of Costs**. If the company fails to reimburse any amount payable hereunder, on demand, the local government and DOC may recover the costs of collection to obtain recovery, from the company, including reasonable attorneys' fees.

4.0 ADJUSTMENTS TO GRANT AT CLOSEOUT

4.1 If closeout occurs on the grant end date and the company has failed to create and retain the required new jobs, has failed to make the required investment, or has failed to invest an amount equal to 100% of the grant in Statutorily Qualifying Expenses, the amount of the grant shall be reduced to the smallest of the following amounts (the "**Adjusted Grant**"):

a. The amount obtained by multiplying the grant by a fraction the denominator of which is the required new jobs and the numerator of which is the number of new jobs actually created and retained as of that date, as expressed in the following formula:

$$\text{Adjusted Grant} = \text{Original Grant Amount} \times \frac{\text{New Jobs Actually Created and Retained}}{\text{Required New Jobs}}$$

b. The amount obtained by multiplying the grant by a fraction the denominator of which is the required investment and the numerator of which is the investment actually made as of that date, as expressed in the following formula:

$$\text{Adjusted Grant} = \text{Original Grant Amount} \times \frac{\text{Investment Actually Made}}{\text{Required Investment}}$$

c. The amount the company has spent on Statutorily Qualifying Expenses

4.2 To the extent the amount of the adjusted grant is less than the amount that has been previously disbursed to the company, the company shall reimburse DOC for the difference between the adjusted grant and the amount previously disbursed.

5.0 OBLIGATIONS BEYOND CLOSEOUT

5.1 If closeout occurs on or before the date that is exactly one year prior to the grant end date, the company will maintain at least ninety percent (90%) of the number of new jobs in place at closeout for two (2) years after the date of closeout.

5.2 If closeout occurs after the date that is exactly one year prior to the grant end date, the company will maintain at least ninety percent (90%) of the number of new jobs in place at closeout until the date that is the one-year anniversary following the grant end date.

5.3 If the company fails to maintain at least ninety percent (90%) of the number of new jobs in place at closeout for the required time period following closeout, as specified in Paragraphs 5.1 and 5.2 hereof, the company will be in default of this CPA and shall reimburse to DOC the total amount of the grant funds previously disbursed in accordance with this CPA.

6.0 ADDITIONAL PROVISIONS

6.1 The company shall provide to DOC and the local government all documentation deemed necessary by DOC or the local government to verify retained jobs, and creation and retention of new jobs, salary levels, health insurance, investments, Statutorily Qualifying Expenses, environmental permits and other performance criteria specified in this CPA, including copies of the N.C. Department of Commerce Division of Employment Security Employer's Quarterly Tax and Wage Report ("NCUI 101"), a list of all positions used in accounting for the grant and the names of the individuals filling those positions. The threshold numbers of new jobs created for the company to be eligible for disbursements under Paragraph 2.1 hereof, shall be measured by adding the three figures that represent the average number of new jobs (calculated after deducting the retained jobs and any other position that does not qualify as a new job) that have been created during the grant period and have been retained during each of the three months of the quarter reported in the Company's NCUI 101, and dividing that sum by three, or in such other manner determined by the DOC to reasonably reflect new job creation. **The company shall not include in such count, any temporary, seasonal, contract, or part-time employees, employees that were hired prior to the effective date, or employees that were hired from affiliates of the company in North Carolina, even if those employees are included in the NCUI 101. The company shall certify how many of the employees listed on the NCUI 101 in each month qualify under the definition of retained jobs and new jobs. For verification of required investment, the company shall provide a fixed asset report and any other documentation requested by DOC. The company's compliance with the job creation and/or retention, investment, Statutorily Qualifying Expense, environmental permit and other performance criteria set out in this CPA shall be attested to under oath by an officer of the company.**

6.2 By not later than February 1 of each year during the grant period (and with respect to Paragraph 6.2A, through the later of February 1 following the date established pursuant to Paragraph 5 hereof or the date on which the local government provides the final funds that would bring the local matching contribution to the level provided by the grant), the company must submit the following to the DOC, in the form of Exhibit B hereto:

A. a copy of the company's fourth calendar quarter performance (ending December 31) NCUI 101for the previous calendar year, containing all information required by

Exhibit B (N.C. Gen.Stat. §143B-437.07).

B. a statement indicating whether the company expects to have completed performance criteria sufficient to request a disbursement during the upcoming state fiscal year (July 1 through June 30). Failure to identify the expected performance over the coming fiscal year may result in ineligibility for a disbursement during that period, or may limit the amount of disbursement available to the company during the upcoming fiscal year. (N.C. Gen. Stat. §143B-437.72(b)(6b)).

6.3 If unforeseen calamity, an Act of God, or financial disaster is the cause of the company's failure to satisfy or perform its obligations under this CPA, the company and the local government may request an extraordinary modification of this CPA from the Secretary of DOC (the "**Secretary**"). The parties agree that any decision to allow such modification shall be at the sole discretion of the Secretary, that such modifications are rarely, if ever, granted, and that the Secretary's decision regarding any extraordinary modification shall be final and not subject to review or appeal.

6.4 The company shall keep and maintain books, records, and other documents relating to the receipt and disbursement of the grant and fulfillment of this CPA, including, but not limited to, records to verify employment, salaries, health insurance, investment amounts, Statutorily Qualifying Expenses and environmental permits.

Subject to any applicable federal or North Carolina laws or regulations respecting employee privacy, the company agrees that any duly authorized representative of the local government or the State of North Carolina, including the DOC, the Office of the North Carolina State Auditor, and the Office of State Budget and Management shall, at all reasonable times and on reasonable notice, have access to and the right to inspect, copy, audit, and examine all of the relevant books, records, and other documents relating to the grant and the fulfillment of this CPA throughout the grant period and for a period of six years thereafter.

If the company fails to keep and maintain books and records necessary for verifying fulfillment of this CPA, including, but not limited to, adequate records for the verification of employment, salaries, investment amounts, Statutorily Qualifying Expenses and environmental permits, or if the company fails to provide access and right of inspection sufficient to verify compliance with this CPA, the local government or the Secretary may in its or his discretion declare this CPA to be in default, withhold payments for or under this CPA or the LGGA, and/or require reimbursement of all or any portion of the grant previously paid.

The company shall provide any information DOC requests in order to produce reports or compile data required by the General Assembly.

6.5 To the extent any information or documents gathered by or provided to the local government or the DOC would be regarded as confidential or not subject to disclosure under federal law or the North Carolina General Statutes (including, without limitation, N.C. Gen. Stat. §§ 132-1 *et seq.*, commonly referred to as the ("**Public Records Act**"), the company shall clearly identify and mark them as such and that information will, to the extent allowed by law, be treated as confidential and not subject to disclosure by the local government and DOC and their authorized representatives.

The company has read and understands North Carolina's laws regarding the treatment of public records and confidential information, including without limitation, those provisions set forth in Exhibit C.

The company shall be responsible for any and all costs, expenses, fees, or losses that they or the local government or DOC or any other State entity may incur as a result of responding to or resisting any request, subpoena, legal complaint, court order, or other demand seeking to compel such party to release or disclose records, documents, or information pertaining to the company, to the extent that the company notified the State entity that it objects to such disclosure or release and the State defends against such release; and the company shall indemnify the local government, DOC, and State entities and their authorized representatives for all costs associated therewith, provided that, no such indemnified party shall be obligated to take any such action.

6.6 Notwithstanding anything herein to the contrary, the parties acknowledge the due execution of the LGGA and agree that any conflict between the provisions, requirements, duties, or obligations of this CPA and the LGGA shall be resolved in favor of the LGGA. The parties further agree that any conflict between the provisions, requirements, duties, or obligations of this CPA and any program documentation for this grant other than the LGGA shall be resolved in favor of this CPA.

6.7 The company acknowledges that none of the North Carolina operations owned by the company or a related entity or affiliate shall be curtailed as a result of the project.

6.8 The company shall perform and abide by all commitments it made in the company application, except as otherwise expressly stated herein. The company affirms its commitments made in the company application, and the commitments contained therein are incorporated herein by reference, as if set out in full. The parties agree that any conflict between the provisions of this CPA and any commitments made in the company application to DOC shall be resolved in favor of this CPA.

6.9 The company indemnifies and holds harmless the local government, DOC, and State entities, and their respective members, officers, directors, employees, agents and attorneys (hereinafter collectively referred to as "Indemnified Parties"), from any claims of third parties arising out of or any act or omission of the company in connection with the performance of this CPA, and for all losses arising from implementation of this CPA. Without limiting the generality of the foregoing, the company releases the indemnified parties from, and agrees that such indemnified parties are not liable for, and agrees to indemnify and hold harmless the indemnified parties against, any and all liability or loss, cost or expense, including, without limitation, reasonable attorneys' fees, fines, penalties, and civil judgments, resulting from or arising out of or in connection with or pertaining to, any loss or damage to property or any injury to or death of any person occurring in connection with or on or about the facility, or resulting from any defect in the fixtures, machinery, equipment, or other property used in connection with the project or arising out of, pertaining to, or having any connection with, the project or the financing thereof (whether or not arising out of acts, omissions, or negligence of the company or any of its agents, contractors, servants, employees, licensees, lessees, or assignees). Each indemnified party is an express, third party beneficiary of the company's obligations under this paragraph.

6.10 The representations made by the company in the company application to DOC or as part of the application process are incorporated herein by reference and deemed by the parties to be material to this CPA. The company affirms these representations. The parties agree that any conflict

between any representations contained in this CPA and those representations contained in the company application to DOC or made as part of the One North Carolina Fund application process shall be resolved in favor of this CPA.

6.11 The recitals are an integral part of this CPA.

6.12 If the company has an overdue tax debt owing to the State of North Carolina, as defined in N.C. Gen. Stat. § 105-243.1, no payments will be made under this CPA or the LGGA until that tax debt has been satisfied. If an overdue tax debt goes unsatisfied by the company for more than one year, this CPA may be declared in default and terminated at the direction of DOC.

6.13 The local government's obligation to make disbursements to the company under this CPA is contingent upon the local government's receipt under the LGGA of the necessary disbursements from DOC, which are, in turn, contingent on appropriation, allocation and availability of funds for the grant to DOC.

6.14 This CPA constitutes a legally enforceable contract and shall be governed and construed in accordance with the laws of the State of North Carolina. The parties agree and submit, solely for matters concerning this CPA, to the exclusive jurisdiction of the courts of North Carolina and agree, solely for such purpose, that the only venue for any legal proceedings shall be Wake County, North Carolina. The place of this CPA, and all transactions and agreements relating to it, and their situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation, and enforcement, shall be determined.

6.15 The parties agree that the State of North Carolina Department of Commerce is a third-party beneficiary of this CPA and may, at its option, enforce the terms of this CPA or appear as a party in any litigation concerning it or the grant.

6.16 The company shall comply with all applicable federal, state, and local laws and regulations. If the company fails to comply with any law or regulation applicable to it, the Secretary may, in his sole discretion, terminate the grant and declare that no future grant disbursement shall be due and payable and/or require the company to reimburse DOC all or part of any grant funds previously disbursed following the date of any such violation. The Secretary may determine, in his sole discretion, that where the company is under investigation for an act involving violation of federal, state, local law or regulation, including an unresolved environmental violation, grant funds be withheld until such time as a determination of culpability or liability is made, and, if the company is determined to be in violation, the grant may be terminated and the company may be required to reimburse the DOC for all or part of any grant funds previously disbursed. If such investigation is not concluded within two (2) years of the grant end date, the DOC may terminate the grant.

6.17 Failure of the local government or DOC at any time to require performance of any term or provision of this CPA shall in no manner affect the rights of the local government or DOC at a later date to enforce the same or to enforce any future compliance with or performance of any of the terms or provisions hereof. No waiver of the local government or DOC of any condition or the breach of any term, provision or representation contained in this CPA, whether by conduct or otherwise, in any one or more instances, shall be deemed to be or construed as a further or continuing waiver of any such condition or of the breach of that or any other term, provision or representation.

6.18 The company is encouraged to utilize the services of North Carolina small businesses and minority, female, and disabled contractors, to offer positions in connection with the project to North Carolina residents, and to use the North Carolina state ports when reasonable and commercially practicable.

6.19 In addition to any rights and remedies provided to the local government and DOC by law, DOC has the right, without prior notice to company, any such notice being expressly waived by company to the extent permitted by applicable law, upon the occurrence of any event herein which would result in the company's obligation to repay some or all of grant monies disbursed hereunder (including without limitation Section 3, 4 and 5 hereof), to set-off and apply against any amounts due hereunder, any amount owing from DOC or the State to the Company.

6.20 **This grant award shall terminate and be null and void on July 20, 2021, if by that date the company has not delivered back to the DOC this CPA, duly executed by an authorized officer of the company, and attested in the manner provided below. This grant is also subject to the requirement that the local government deliver to the DOC, one of each of the LGGA and this CPA, duly executed by an authorized official of the local government, within sixty (60) calendar days following the date on which the DOC sends the LGGA and CPA to the local government, together with a copy of the agreement with the company governing the local incentives to be provided for the project.**

IN WITNESS WHEREOF, the company and the local government have executed this Company Performance Agreement, effective as of the day and year first written above. This CPA is executed under seal for purposes of any statute of limitations.

Approved and Accepted:

County of Duplin
(Local Government)

(Official Seal)

By: _____
Name: DEXTER B. EDWARDS
Title: CHAIRMAN

Date: 8-15-2022

ATTEST:

_____, Clerk
DAVIS H. BRINSON

Signature page follows

eGourmet Solutions Inc.
(Company)

(Corporate Seal)

By: _____
Name: GERMAIN MONTAGNER
Title: PRESIDENT
Authorized Corporate Officer

Date: 7/16/2021

STATE OF Missouri
COUNTY OF Jackson

I, Tara Blomberg a Notary Public of said State and County, do hereby certify that Germain Montagner (the "principal") personally appeared before me this day, and/or (i) I have personal knowledge of the identity of the principal, and/or (ii) I have seen satisfactory evidence of the principal's identity, by current State or Federal identification with the principal's photograph, and such principal acknowledged to me that he or she voluntarily signed the foregoing document for the purpose therein and in the capacity indicated.

TARA BLOMBERG
NOTARY PUBLIC - STATE OF MISSOURI
JACKSON COUNTY
MY COMMISSION EXPIRES: 03-29-2022
COMMISSION# 17539079

_____
Notary Public Signature

Tara Blomberg
Notary Name Printed or Typed

Witness my hand and official seal or stamp, this 16 day of July, 2021

(Official Seal or Stamp)

My Commission expires on 3-29, 2022

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Stacy Chestnutt

By: _____
Finance Director, Duplin County

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(Corporate Seal)

eGourmet Solutions Inc.
(Company)

By: _____
Name: GERMAIN MONTAGNER
Title: PRESIDENT
Authorized Corporate Officer

Date: 7/16/2021

STATE OF Missouri
COUNTY OF Jackson

I, Tara Blomberg, Notary Public of said State and County, do hereby certify that Germain Montagner (the "principal") personally appeared before me this day, and/or (i) I have personal knowledge of the identity of the principal, and/or (ii) I have seen satisfactory evidence of the principal's identity, by current State or Federal identification with the principal's photograph, and such principal acknowledged to me that he or she voluntarily signed the foregoing document for the purpose therein and in the capacity indicated.

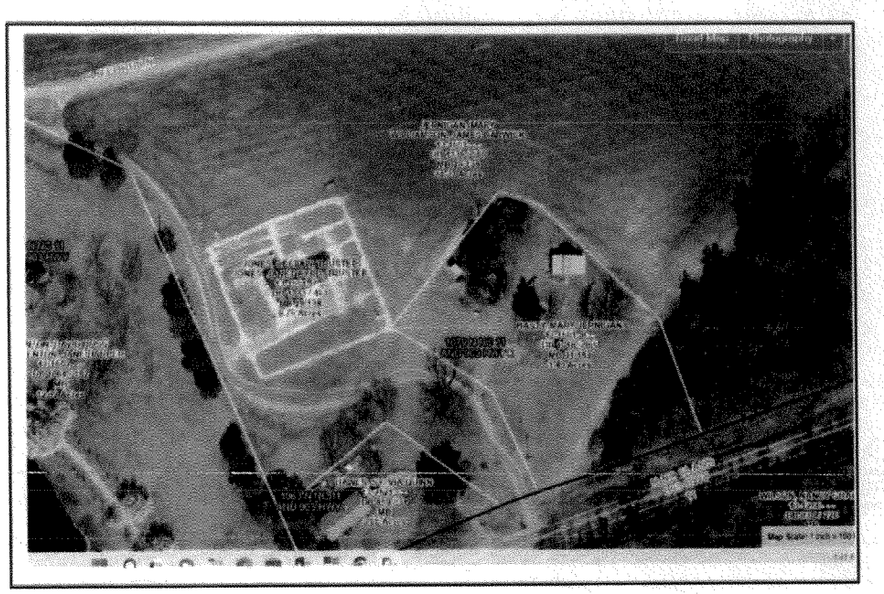
Tara Blomberg
Notary Public Signature
Tara Blomberg
Notary Printed or Typed Name

Witness my hand and official seal or stamp, this 16 day of July 2021

(Official Seal or Stamp)

My Commission expires on 3-29, 2021

TARA BLOMBERG
NOTARY PUBLIC - STATE OF MISSOURI
JACKSON COUNTY
MY COMMISSION EXPIRES: 03-29-2022
COMMISSION# 17538079



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DUPLIN COUNTY ADDRESSING DEPARTMENT
209 SEMINARY ST / PO BOX 950
KENANSVILLE NC 28349

DUPLIN COUNTY

ROAD NAME PETITION for UNNAMED ROAD

1. **APPLICANT INFORMATION:**
   - **Name:** Mary Jernigan
   - **Address:** 1079 Hwy 11 & 903 N.
   - **City/State/Zip:** Kenansville, N.C. 28349
   - **Telephone: Work:** N/A **Home:** Cell. 910-

2. **MAIL DETERMINATON TO (If different than applicant information):**
   - **Name:**
   - **Address:**
   - **City/State/Zip:**

3. **ROAD LOCATION: Township** Kenansville **Range**
   DESCRIPTION: Lot on 11 & 903 Hwy 1000 Block

4. **PARCEL TAX-ID:** 13-1551

5. **PROPOSED ROAD NAME:**
   - **BACKUP NAME 1:** Hickory Hill Ln.
   - **BACKUP NAME 2:** Pecan Lane

   (NAME SHOULD BE LESS THAN 13 LETTERS)

6. **SIGNATURES OF PROPERTY OWNERS WHO ADJOIN OR ACCESS THIS ROAD:**

Land Owner Signature	Parcel
Patt Jones	
Robert Earl Price	
Mary Jernigan	
Janie Williams	

The applicant hereby certifies that the signatures on this petition constitute the required amount o accessing or adjoining the road to be named by this petition.

Applicant's Signature: Mary Jernigan

Fire Department Approval:

Signature: Matthew B

Print or type name: MATTHEW BARWICK (FOR ROBERT WHITEMAN)

Department Name: KENANSVILLE FD

USPS Approval:

Signature: Raymond P Ache

Print or type name: RAymond P ACHE

Department Name: Postmast.

Date: 8-1-22

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DUPLIN COUNTY ADDRESSING DEPARTMENT
209 SEMINARY ST / PO BOX 950
KENANSVILLE NC 28349

DUPLIN COUNTY

ROAD NAME PETITION for UNNAMED ROAD

1. APPLICANT INFORMATION:
   Name: Steven Swedberg
   Address: 117 Cape Point Blvd
   City/State/Zip: Cape Carteret, NC 28584
   Telephone: Work: 910-333-8855 Home: 910-545-5342

2. MAIL DETERMINATON TO (If different than applicant information):
   Name:
   Address:
   City/State/Zip:

3. ROAD LOCATION: Township Limestone Range
   DESCRIPTION: New private Ln off of E NC Hwy 24 @ 4

4. PARCEL TAX-ID: 07-2817-1

5. PROPOSED ROAD NAME: Timberview Ln
   BACKUP NAME 1: Timber View Ln
   BACKUP NAME 2: Timber Ln
   (NAME SHOULD BE LESS THAN 13 LETTERS)

6. SIGNATURES OF PROPERTY OWNERS WHO ADJOIN OR ACCESS THIS ROAD:

Land Owner Signature	Parcel
[signature]	07-2817-1

The applicant hereby certifies that the signatures on this petition constitute the required amount o
accessing or adjoining the road to be named by this petition.

Applicant's Signature: [signature]

Fire Department Approval:

Signature: [signature] - Asst. Chief Potters Hill F.
Print or type name: Brian Lee
Department Name: Potters Hill Fire Dept.

USPS Approval:

Signature: [signature]
Print or type name: Paul Abramowicz
Department Name: USPS
Date: 6-7-22

Instructions for what to do with attachments once approved:

Note: Please have all signatures on any contracts, agreements, etc. prior to board meeting and give all copies to Trisha-Ann Hoskins by the agenda deadline. Remember, one original will be retained for the minutes.

NC DEPARTMENT of COMMERCE
RURAL ECONOMIC DEVELOPMENT

Roy Cooper
GOVERNOR

Machelle Baker Sanders
SECRETARY

Kenny Flowers
ASSISTANT SECRETARY

MEMORANDUM

TO: Local Government Officials and Other Interested Parties

FROM: Valerie D. Moore Fegans, Interim CDBG Director
Division of Rural Economic Development

DATE: August 1, 2022

SUBJECT: 2022 CDBG Neighborhood Revitalization (CDBG-NR) Program

Administering Agency: Division of Rural Economic Development (REDD), N.C. Department of Commerce, 301 North Wilmington Street, 4346 Mail Service Center, Raleigh, North Carolina, 27699-4346

Program Description: The CDBG Neighborhood Revitalization (NR) category is designed to provide grants to local unit of governments for housing, housing- related activities, and public facilities. Awards are made on a competitive basis based on the number of applications received compared to funding availability.

Eligibility Guidelines: All municipalities in North Carolina are eligible to receive Small Cities CDBG funds except for the 24 entitlement cities in the state that receive funds directly from the U.S. Department of Housing and Urban Development (HUD). The North Carolina entitlement cities are listed as follows: **Asheville, Burlington, Cary, Chapel Hill, Charlotte, Concord, Durham, Fayetteville, Gastonia, Goldsboro, Greensboro, Greenville, Hickory, High Point, Jacksonville, Kannapolis, Lenoir, Morganton, New Bern, Raleigh, Rocky Mount, Salisbury, Wilmington,** and **Winston-Salem.**

All counties, except for the four HUD-designated urban counties of **Wake, Cumberland, Mecklenburg**, and **Union** are eligible to apply for Small Cities CDBG funds. All municipalities in the two counties are ineligible to apply for Small Cities CDBG funds except the **Town of Holly Springs** in Wake County and the **Town of Linden** in Cumberland County.

Source of Funds: Small Cities Community Development Block Grant (CDBG) Program, U.S. Department of Housing and Urban Development

Funding Level: Award Ceiling (Maximum) $950,000

Total Funding Available: Approximately $20,795,767
Of this amount, approximately, $5 million is set-aside for the Rural Community Development Fund.

2022 Updates

The changes for the 2022 program:

- increases maximum award to $950,000;
- increases per unit amounts for single-family and multifamily development projects;
- requires all DUNS numbers to be replaced with the Unique Entity Identifier (UEI);
- continues to waive requirement that applicants must not have an open CDBG-NR grant;
- continues to allow transitional housing and emergency shelters to be submitted as a stand-alone project;
- clarifies that Housing Selection Committee requirements must be met to be considered for funding;
- requires that Housing Selection Committee Bylaws be adopted, signed, and dated;
- adds ***Rural Community Development Fund*** set-aside for Tier 1 ranked counties; and
- continues to require that all applications be submitted by US Postal Service or an overnight delivery service. Applications cannot not be hand-delivered to NC Commerce.

Funding Cycle: Applications are due by **4:00 PM on Friday, September 30, 2022.** To acquire an application, see www.nccommerce.com or contact Angela Williams at awilliams@commerce.nc.gov .

For Additional Information: Contact **Angela Williams** at (919) 814-4679 (office), (TDD 1-800-735-2962), or awilliams@commerce.nc.gov .

County Commissioners
Agenda Request Form

Complete and submit this form along with any supporting documentation to request time on the county commissioner's agenda. This is not required for items included on the consent agenda.

Name / Department: Frankie Herring, IT Director	Meeting Date: August 15, 2022
Subject: Memorandum of Agreement Courtroom Cabling for Remote Proceedings	
Summary, explanation and background: The NC Administrative Office of the Courts (NCAOC) wishes to install cabling in the Duplin County Courthouse to facilitate holding of proceedings by audio and video (AV) transmission. Session Law 2021-47 enacted on June 18, 2021, added a new section to NCGS § 7A-49.6 to expand the courts' authority to hold proceeding by AV transmission. NCAOC has entered into a contract with ePlus, Inc. to provide AV equipment installation services throughout the state. NCAOC intends to pay for the AV equipment and equipment installation in the identified courtrooms, however, the County is responsible for paying for the actual cost of the cabling and its installation on a time and materials basis. The estimated cost of the cabling, speaker wire, mc wire and labor to install same in Courtroom No. 1 (Superior Courtroom) and in Courtroom No. 3 is $8,613.00 which will be paid from the Courthouse maintenance and repairs budget.	
Requested Action: Motion to approve the Memorandum of Agreement for Courtroom Cabling for Remote Proceedings between the North Carolina Administrative Office of the Courts and Duplin County and to authorize the Chairman to sign the MOA.	
Budget impact for this fiscal year: $8,613.00	
Budget impact for subsequent years: N/A	
Time needed to explain to Commissioners: [redacted] minutes	
Attachments: Memorandum of Agreement Courtroom Cabling for Remote Proceedings between NC Administrative Office of the Courts and Duplin County	
Instructions for what to do with attachments once approved: Return to the Office of the County Manager/Clerk to the Board.	

Note: Please have all signatures on any contracts, agreements, etc. prior to board meeting and give all copies to Trisha-Ann Brown by the agenda deadline. Remember, one original will be retained for the minutes

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NORTH CAROLINA
WAKE COUNTY

MEMORANDUM OF AGREEMENT
Courtroom Cabling for Remote Proceedings

THIS MEMORANDUM OF AGREEMENT (MOA) is entered into by and between the **NORTH CAROLINA ADMINISTRATIVE OFFICE OF THE COURTS** (NCAOC) and the **COUNTY OF** Duplin (County), jointly referred to as the Parties and individually as a Party, and is effective as of the date of the last signature below.

WHEREAS, Session Law 2021-47 was enacted on June 18, 2021, adding a new section G.S. § 7A-49.6, which significantly expands the courts' authority to hold proceedings by audio and video (AV) transmission;

WHEREAS, to facilitate proceedings conducted by AV transmission, the NCAOC issued RFP 02-2021000, resulting in a contract with ePlus Inc. to provide AV equipment installation services;

WHEREAS, the NCAOC's contract with ePlus Inc. became effective on May 27, 2021, for a term of one (1) year with options for the NCAOC to extend the contract for two (2) additional one-year terms;

WHEREAS, the NCAOC intends to pay for AV equipment and equipment installation services for certain identified courtrooms in the County;

WHEREAS, pursuant to G.S. §§ 7A-302 and 7A-304(a)(2), the County is required to provide adequate physical facilities for the courts, including cabling in courtrooms necessary to operate the AV equipment;

WHEREAS, rather than providing and installing cabling itself, the County seeks to provide funds to the NCAOC for the NCAOC to purchase cabling, as well as cabling installation services from ePlus Inc., for the courtrooms in which AV equipment will be installed; and

WHEREAS the Parties intend for this MOA to govern the County's provision of funding to the NCAOC for the NCAOC to purchase cabling, as well as installation services from ePlus Inc.

NOW, THEREFORE, in consideration for the promises made each to the other, the Parties agree as follows:

1. After this MOA is fully executed, the NCAOC will authorize ePlus Inc. to install cabling needed for remote proceedings in the following courtroom(s):

   Courtroom No. 2 and Courtroom No. 3.

2. Cabling types and paths will be identified and documented as part of the site survey review process. The cabling specifications for the AV equipment are listed in Appendix A to this MOA.

3. The County shall be responsible for paying the NCAOC for the actual cost of the cabling and its installation on a time and materials basis. An estimate of the cost per courtroom is attached hereto and includes the hourly rates for ePlus staff and the price per unit of materials.

4. Upon ePlus Inc.'s completion of the cabling installation in the courtrooms listed in Section 1 of this MOA, the NCAOC shall invoice the County for the cabling and ePlus Inc.'s installation services. The County shall pay the NCAOC's invoice within sixty (60) of receipt of the invoice.

5. This MOA shall automatically terminate when the NCAOC's contract with ePlus Inc. terminates. Either Party may terminate this MOA, with or without cause, upon ninety (90) days' prior written notice to the other Party. After termination of this MOA, the County must continue to comply with its obligation to pay the NCAOC for cabling, as well as cabling installation services, that have been provided to the County prior to the termination of this MOA. Also, Sections 6, 9, 11, and 12 shall survive the termination of this MOA.

6. The State Auditor shall have access to all persons and records in accordance with G.S. § 147-64.7 and other applicable laws or regulations.

7. Notices, when required to be given in accordance with this MOA, shall be in written form and delivered to the Parties' principal contacts by email, U.S. mail, or personal delivery, addressed as shown below. Any time a Party desires to change its principal contact, a duly authorized representative of that Party shall promptly notify the other Party's principal contact in writing on the Party's letterhead. The initial principal contacts for this MOA are:

NCAOC's Principal Contact	County's Principal Contact
Jared Rundell Endpoint Services Manager Technology Services Division North Carolina Administrative Office of the Courts	Frankie Herring, IT Director
901 Corporate Center Drive Raleigh, NC 27607 E-mail: Jared.D.Rundell@nccourts.org	224 Seminary Street Kenansville, North Carolina 28349 E-mail: frankie.herring@duplincountync.com

8. The County shall provide the NCAOC with documentation showing that its board of commissioners has delegated authority to the County's signatory, below, to execute this MOA. For clarity, an existing delegation from the board of commissioners to the County's signatory

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to execute contracts may be provided if its scope is sufficient to authorize the County's signatory to execute this MOA.

9. This MOA shall be governed by the laws of the State of North Carolina without giving effect to principles of conflicts of law. The place of this MOA, its situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in tort or contract, relating to its validity, construction, interpretation, and enforcement shall be determined.

10. Modification or amendment of this MOA must be made in writing and signed by authorized representatives of both Parties.

11. This MOA and any rights or obligations within this MOA shall not be further assigned, sublicensed, subcontracted, or otherwise transferred by a Party to another individual, partnership, limited partnership, corporation, or any other entity except with written consent of the other Party.

12. The Parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this MOA shall not be construed so as to create such status. The rights, duties, and obligations contained in this MOA shall operate only by and between the Parties and shall inure solely to the benefit of the Parties. The provisions of this MOA are intended only to assist the Parties in determining and performing their obligations under this MOA.

13. This MOA may be executed by facsimile or digital signature, and in counterparts, each of which (including signature pages) will be deemed an original, but all of which together will constitute one and the same instrument. To the extent signed in handwriting and then delivered by means of electronic transmission in portable document format ("PDF"), this MOA shall be treated in all manner and respects as an original agreement or instrument and shall be considered to have the same force and legal effect as an original signature.

(Signature page follows.)

IN WITNESS WHEREOF, intending to be bound hereby, this MOA is executed by the undersigned authorized representatives of each Party, effective as of the last date of execution by the Parties hereto. Each individual signing below warrants that he or she is authorized to execute this MOA and bind his or her respective agency to its terms.

NORTH CAROLINA ADMINISTRATIVE OFFICE OF THE COURTS

By: _____ Date: _____
Ryan Boyce
NCAOC Deputy Director

COUNTY OF DUPLIN

By: _____ Date: 8-15-2022

Printed Name: DEXTER B. EDWARDS

Title: CHAIRMAN

Memorandum of Agreement
Courtroom Cabling for Remote Proceedings
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eCourts
NORTH CAROLINA ADMINISTRATIVE OFFICE OF THE COURTS
IUNO.NCCOURTS.ORG/ECOURTS-HUB

Appendix A

NCAOC Courtroom Cabling Technical Specifications and Estimated Pricing Per Courtroom

Technical Specification	Description	Estimated Quantity	Unit Price	Estimated Price
CAT6 SHIELDED PLENUM (BULK)	CAT6 SHIELDED CABLE FOR SPECIALTY VIDEO TX/RX, PLENUM RATED	2000	$1.09	$2,180.00
CAT 6 PLENUM (BULK)	CAT 6 CABLE FOR DATA, CONTROL, AND AUDIO CONNECTIONS	1000	$0.62	$620.00
SPEAKER WIRE CMP 16/2 (BULK)	16 AWG STRANDED 2-CONDUCTOR PLENUM SPEAKER WIRE	100	$0.88	$88.00
22/2 SHIELDED CONTROL/MIC CABL	22 AWG STRANDED 2-CONDUCTOR W/SHIELD/DRAING PLENUM MIC/CONTROL WIRE	750	$0.70	$525.00
n/a	LABOR LEAD	20	$140.00	$2,800.00
n/a	LABOR TECH	20	$120.00	$2,400.00
			Estimate per Courtroom:	**$8,613.00**

* * *

eCourts
NORTH CAROLINA ADMINISTRATIVE OFFICE OF THE COURTS
IUNO.NCCOURTS.ORG/ECOURTS-HUB

Appendix A

NCAOC Courtroom Cabling Technical Specifications and Estimated Pricing Per Courtroom

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CAT 6 PLENUM (BULK)	CAT 6 CABLE FOR DATA, CONTROL, AND AUDIO CONNECTIONS	1000	$0.62	$620.00
SPEAKER WIRE CMP 16/2 (BULK)	16 AWG STRANDED 2-CONDUCTOR PLENUM SPEAKER WIRE	100	$0.88	$88.00
22/2 SHIELDED CONTROL/MIC CABL	22 AWG STRANDED 2-CONDUCTOR W/SHIELD/DRAING PLENUM MIC/CONTROL WIRE	750	$0.70	$525.00
n/a	LABOR LEAD	20	$140.00	$2,800.00
n/a	LABOR TECH	20	$120.00	$2,400.00
			Estimate per Courtroom:	**$8,613.00**

* * *

State of North Carolina
County of Duplin

Resolution to Approve
Duplin County Employee Personnel Policies

WHEREAS, Article 5 of Chapter 153A of the North Carolina Statutes authorizes a Board of Commissioners to establish a personnel system; and

WHEREAS, the Duplin County Board of Commissioners desires to make Employee Personnel Policies available to all employees for their use and application effective August 15, 2022; and

WHEREAS, the Duplin County Board of Commissioners has developed personnel policies that promote consistent human resource management practices and procedures throughout all applicable County departments; and

WHEREAS, it is in the best interest of the citizens and employees of Duplin County to adopt these personnel policies by resolution rather than by ordinance in order to avoid claims of detrimental reliance and preserve the County's ability to flexibly adjust and change the policies as may be necessary in the future.

NOW, THEREFORE BE IT RESOLVED:

That the following resolution creating a personnel system is adopted, and all prior resolutions and policies in any way effecting the organization of the personnel system of the County are hereby repealed; and

That the Duplin County Employee Personnel Policies manual is approved with the effective date of August 15, 2022.

This 15th day of August, 2022

Duplin County
Board of Commissioners

Dexter Edwards
Chairman

ATTEST:

Davis Brinson, Clerk to the Board/County Manager

DUPLIN COUNTY
NORTH CAROLINA

duplincountync.com

Your Career with Duplin County Government

Employee Personnel Policies

County Commissioners Adopted August 15, 2022

Duplin County Government
P.O. Box 950
224 Seminary Street
Kenansville, North Carolina 28349-0950
910-296-2100
www.duplincountync.com

DUPLIN COUNTY PERSONNEL POLICY

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WELCOME DUPLIN COUNTY EMPLOYEES

The Duplin County Board of County Commissioners welcomes you as an employee of Duplin County Government and wishes you every success during your career with Duplin County. Each employee individually contributes to the growth and success of Duplin County Government and it is the hope of the Board of Commissioners that you take pride in working for Duplin County.

The Duplin County Board of Commissioners adopted the following:

INTEGRITY, TRUST, AND RESPECT

- We believe in operating with integrity, trust and respect, both as individuals and as a County Government.
- We conduct ourselves within the spirit and letter of the laws, regulations, agreements, and policies that govern us.
- We are honest with one another and with our stakeholders, fully disclosing all appropriate information, and not just information which supports our point of view.
- We have the courage to do what is right.

INNOVATION AND CREATIVITY

- We believe in driving creativity in what we do, resulting in innovation and continuous improvement in our county government processes and operations.
- We encourage everyone to think about things differently and to think about different things, bringing vigorous challenge to everything we do.
- We build and develop ideas through collaborative leadership and by fully utilizing the talents within our county.
- We seek to make our processes more efficient while maintaining a high level of quality.

ACCOUNTABILITY

- Accepting responsibility for our job performances, actions, behavior and the resources entrusted to us.
- Being accountable means fulfilling your obligations and carrying out your assigned tasks on time.
- Living up to and carrying out the values we have adopted as a county.
- Being honest and truthful with our interaction with employees, management, and the public, this will foster trust and integrity

EQUAL OPPORTUNITY

- Provide a work environment which is fair to all current and prospective employees through equal treatment in employee benefits, promotions, training, continuing education and daily responsibilities.
- Exhibit the behavior of fairness to all employees and citizens.
- Be open-minded and listen to others.
- Be equitable and impartial

Employees play a critical role in Duplin County's strategic priorities and all employees are encouraged to always strive to achieve excellence. As an employee, you should realize that the future opportunities which may come available are dependent to a great extent on the manner in which you apply and conduct yourself in the performance of your job duties. Thank you for being a part of the Duplin County Government team!

POLICY DISCLAIMER

Duplin County Board of Commissioners is making these Employee Personnel Policies available to provide important information about your employment with Duplin County. Whether you are a new employee or have been a Duplin County employee for many years, we believe you will find the information contained in the Employee Personnel Policies useful in understanding your responsibilities as a Duplin County employee and in explaining the benefits available to you.

These Employee Personnel Policies provide the County with a framework to promote consistent human resource management practices and procedures throughout all County departments. We believe these policies promote a work environment that helps employees perform their duties to the best of their abilities. In this way, the Employee Personnel Policies positively contribute to the County's efforts to provide the most efficient and responsible service to the County's citizens.

Employees are responsible for becoming familiar and complying with the content of these policies. If you have questions about any of the policies and how they apply to you, you are encouraged to contact your supervisor or Human Resources for more information.

The Employee Personnel Policies do not constitute a guarantee or contract of employment and the County reserves the right to change, revoke, interpret, or add to any of these policies at any time at its sole discretion without prior notice. The County is an "at-will" employer and retains the right to terminate employment at any time and for any reason not prohibited by law. Employees subject to the North Carolina Human Resources Act are exempt from the at-will classification upon completion of their prescribed career status period.

The Employee Personnel Policies cannot cover every possible situation that may arise. There may be amendments to the Employee Personnel Policies over time. As policies are amended, employees will be notified of the changes. The most current version of the Employee Personnel Policies will also be posted on the County's Internet at www.duplincountync.com on the Human Resources web page.

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ARTICLE I – GENERAL PURPOSE AND SCOPE

Section 1. Purpose

The policies contained in the Employee Personnel Policies have been adopted by the Duplin County Board of Commissioners to establish a human resources system that provides for the recruitment, selection, and continuous development of an effective workforce, responsive to the needs of Duplin County residents. The policies are adopted pursuant to the State of North Carolina General Statutes 126 and 153A.

With the adoption of these Employee Personnel Policies, the Duplin County Board of Commissioners is making a good faith effort to comply with all applicable state and federal laws and regulations. While adoption of these policies culminates a comprehensive review and update of the County's personnel policies, the Duplin County Board of Commissioners recognizes that these policies are not a complete and exhaustive set of policies or procedures that govern employment with the County. The Duplin County Board of Commissioners also recognizes that periodic updates and revisions of these personnel policies will be necessary. Changes in personnel policies adopted by the Duplin County Board of Commissioners will be communicated promptly to all employees.

Section 2. Coverage

All employees in the County's service are subject to these policies except as specified in this section.

A. Board of Commissioners and Elected Officials
B. The County Manager and County Attorney are at-will employees appointed by the Board of Commissioners.
C. Employees subject to the North Carolina Human Resources Act are subject to the Duplin County Employee Personnel Policies except for policies pertaining to recruitment, classification, qualification, and disciplinary action, unless these policies have been deemed "substantially equivalent."
D. Members of advisory boards and commissions and special boards, task forces, and committees.
E. Employees of the Sheriff and Register of Deeds are subject to these personnel policies with the exception that they serve at the will of those elected officials. The Sheriff and Register of Deeds have the right to hire and terminate employees in their respective departments under the authority of N.C.G.S. 153A-103.
F. Employees of the Cooperative Extension Service are exempt from these policies except for those positions budgeted by Duplin County.
G. Advanced Life Support (ALS) practitioners in Emergency Management Services essentially serve at the will of the Medical Director.
H. Employees of the Board of Elections are subject to this policy as defined in the Memorandum of Understanding between the Duplin County Board of Elections and the County of Duplin except the County Board of Elections shall appoint and remove election clerks, assistant clerks, and other election employees under the authority of N.C.G.S. 163-33 (10). The Executive Secretary-Director of the State Board of Elections appoints the Director of Elections. The Executive Secretary-Director can render a decision to terminate the County Director of Elections following procedures set out in N.C.G.S. 163-35 (b).
I. Temporary or Substitute employees, as designated by the Board of Commissioners, shall be subject to all Articles and sections except those where they are specifically listed as exempt.

Section 3. Employee Classifications

A. **Full-time Employee:** An employee who is filling a budgeted position with a salary grade on the Duplin County payroll plan and who is regularly scheduled to work forty (40) hours per week as defined under the Fair Labor Standards Act or 2080 hours a year.

B. **Part-time Employee**: An employee, who is regularly scheduled less than forty (40) hours per week as defined under the Fair Labor Standards Act or less than 2080 hours a year and is filling a budgeted position that is assigned a salary grade within the budget. There are no County benefits associated with a part-time position unless the individual works twenty (20) or more hours per week except for Workers' Compensation, FICA and Unemployment Insurance. However, part-time employees can elect to participate in supplemental benefits at their own cost. Part-time employees are assigned a grade on the payroll plan. Part-time employees that work 30 hours or more a week are eligible for the county's contribution towards health insurance in accordance with the Affordable Care Act. Part-time employees budgeted to work 1,000 or more hours per calendar year will be eligible for retirement benefits with the Local Government Retirement System. Part-time employees who work at least 1250 hours in a year are provided FMLA leave if requested for a qualifying reason.
C. **Probationary Employee**: A person appointed to a budgeted position who has not yet completed the probationary period.
D. **Permanent Full-time Employee**: An employee subject to the North Carolina Human Resources Act, who has successfully completed the prescribed probationary period and has achieved career status. This employee is regularly scheduled to work forty (40) hours per week as defined under the Fair Labor Standards Act.
E. **Permanent Part-time Employee**: An employee subject to the North Carolina Human Resources Act, who has successfully completed the prescribed probationary period and is regularly, scheduled less than forty (40) hours per week as defined under the Fair Labor Standards Act.
F. **Regular Employee**: An employee who is not subject to the North Carolina Human Resources Act that has successfully completed the prescribed probationary period. All County positions are subject to budget review and approval each year by the County Board of Commissioners, and all employees' work and conduct must meet standards of performance and behavior. Therefore, reference to "regular" employees is not to be construed as a contract or right to perpetual funding or employment, and does not affect the "at-will" status of the employment relationship.

The following classifications are not eligible for benefits and no service credit shall be given for time worked until transferred/hired into a regular position that has been budgeted within the budget with an associated salary grade unless otherwise noted.

G. **Temporary or Substitute Employee:** A person appointed to serve in a position less than 1,000 hours per calendar year or an employee serving on an as needed basis to fill in for other employees. Temporary employees do not have individual budgeted positions. Temporary employees are budgeted as a group with a lump sum dollar amount available for the employees appointed. Temporary employees are not approved to be used as a full time or a part time employee. Temporary employees can substitute for other employees or work as needed. Temporary employees may be assigned a salary grade on the payroll plan. Temporary employees are not considered permanent employees and may not be put on a work schedule. Temporary employees are not guaranteed hours. Temporary employees who work 30 or more hours consistently may participate in the county's health insurance plan in accordance with the Affordable Care Act. Temporary employees who work at least 1250 hours in a year may be eligible for FMLA leave if requested for a qualifying reason. Temporary employees do not earn leave and are not eligible for holiday pay. Temporary employees that meet the 1,000-hour threshold in a calendar year cannot work during the remainder of that calendar year. If the temporary employee is worked beyond the pay period, that they meet the 1,000-hour threshold the department head will be scheduled on the next Commissioners agenda to seek approval from the Board of Commissioners to establish a part-time position in their department.
H. **Seasonal Employee:** A temporary employee who works in a position which is seasonal in nature and does not work more than thirty-six (36) weeks in any calendar year and who is exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act.
I. **Volunteer:** A person who donates their time and energy without receiving financial or material gain. The individual would need to (1) work toward public service, religious, or humanitarian objectives; (2) not expect or receive compensation for services; and (3) not

displace any genuine employees. Individuals cannot volunteer to do the same type of work that they perform as a part of their normal work duties.

J. **Intern.** A person who receives college credit by completing educational tasks and not "busy work." An intern cannot displace existing employees. An intern usually has a contract/agreement that is signed between the school and the employer with the criteria of the internship and completes a paper, project, presentation after the internship to share what is learned with the professor and/or class. Students are not automatically entitled to a job at the conclusion of the training. In accordance with 2010 DOL Wage and Hour Fact Sheet, the agency makes a special exception "under certain circumstances for individuals who volunteer to perform services for a state or local government agency." The DOL generally permits unpaid internships in the public sector, provided the intern volunteers his/her time without any expectation of compensation. Public Agencies may only provide payment to unpaid interns for expenses such as transportation, meals or uniforms or nominal fees that do not exceed 20% of the wages paid to a regular employee who performs the same tasks, are not tied to productivity and are not intended to be a substitute for compensation. Interns, whether paid or unpaid, are not eligible for county benefits and must work less than 1,000 hours in any twelve (12) month period.

K. **Independent Contractor.** A person contracted to provide a service that does not qualify as an employee. In accordance with the July 15, 2015 Department of Labor (DOL) guidance that defines "independent contractor," Duplin County will consider the following six factors:

1) The extent to which the work performed is an integral part of the county's business.
2) The worker's opportunity for profit or loss depending on his managerial skill.
3) The extent of the relative investments of the county and the worker.
4) Whether the work performed requires special skills and initiative.
5) The permanency of the relationship.
6) The degree of control exercised or retained by the county.

An independent contractor does not have an individual budgeted position and would not be assigned a salary grade on the payroll plan. Independent Contractors do not earn leave and are not eligible for holiday pay. Independent Contractors also do not qualify for the Local Government Retirement System nor county benefits.

Section 4. Definitions

Alcohol/Substance Abuse: Consists of any use of illegal drugs or controlled prescription drugs obtained unlawfully; or excessive use of lawfully obtained prescription drugs or over-the-counter drugs or alcohol when such use substantially impairs job performance, alters work behavior, and/or creates a risk to the health and/or safety of the employee or others.

Allocation: The approval of a position by the appropriate authority based upon the needs of the County.

Applicant: One who places himself or herself in competition for a vacant position by virtue of completing and submitting an application for employment regardless of employment status.

Authorized Absence: An employee absence approved by the County after proper notification (reason for absence and estimated length of absence).

Benefit-Earning Status: Regular or permanent employees who are regularly scheduled to work a minimum of forty (40) hours per week are eligible for at least a pro-rated portion of employer provided benefits. Regular or permanent part-time employees who are regularly scheduled to work less than forty (40) hours per week may be eligible for a pro-rated portion of employer provided benefits depending on their standard hour's classification. Temporary and seasonal employees are not eligible to receive County benefits.

Board of County Commissioners: The local government unit charged with the legislative affairs of the County.

Break in Service: Any separation from employment with the County whether by resignation, retirement, lay-off, disability, unauthorized absence or termination when the employee is subsequently re-employed by the County. An authorized leave without pay will count as a break in service when no local government retirement monies can be payroll deducted on behalf of the employee.

Classification: A position or group of positions having similar duties and responsibilities and requiring similar qualifications that can be properly designated by one title indicative of the group of positions having similar ranking groups of classification based on internal comparisons and market surveys of relative duties and responsibilities.

Compensation Plan: A plan to compensate employees either annually or hourly, formulated and recommended by the County Manager, and approved by the Board of Commissioners.

Compensatory Overtime: Time earned at a rate of time and one-half by a non-exempt employee for hours worked in excess of 40 hours in a workweek or, in case of law enforcement, in excess of 86 hours in a 14-day period.

Compensatory Straight Time: Time for time earned by an exempt employee for hours worked in excess of 40 hours in a workweek.

Continuous Service: The length of employment with the County, from the first date of employment continuing until the employee's separation from employment by retirement, resignation or termination of employment.

Cost of Living Adjustment (COLA): An adjustment in pay that takes into consideration the impact of inflation on purchasing power.

Demotion: Movement of an employee from one job class to another within the County, where the pay grade for the new position is lower than that of the former position.

Downgrade: A change that results in a lower pay grade being assigned to the classification of a position based on changes in essential duties, responsibilities, reorganization, or market comparable positions.

Drug: A controlled substance as defined in NCGS 90-87(5) or a metabolite thereof. These substances include, but are not limited to, marijuana, cocaine, heroin, prescription drugs, alcohol, opiates, amphetamines, and synthetically produced drugs or other impairing substances. Drugs, unless the context indicates otherwise, does not include non-controlled, over-the-counter drugs.

Exempt Employee: An employee specifically exempt from the overtime compensation provisions of the Fair Labor Standards Act (FLSA) as defined and limited by administrative rules and regulations; these employees generally have as their primary duty management, administration, or work of a professional nature.

FLSA: Fair Labor Standards Act is a federal statute defining minimum wage and overtime compensation, and classifying positions as exempt or non-exempt.

FMLA: The Federal Family Medical Leave Act of 1993, with amendments.

Full-time Equivalent (FTE): The number of hours worked per annum in relationship to a full-time position. The County uses 2,080 hours to calculate FTE.

Hostile Work Environment: A work environment that both a reasonable person would find hostile or abusive and one that the particular person who is object of the harassment perceives to be hostile or abusive.

Immediate Family: Unless otherwise specified, immediate family means spouse, mother, father, guardian, children, sister, brother, grandparents, grandchildren, plus the various combinations of half, step, in-law and adopted relationships that can be derived from these named.

Merit Increase: An increase in pay as determined by the applicable compensation plan, based upon performance criteria and market salary comparisons.

Merit Principle: A systematic and uniform method of personnel administration designed to provide objective recruiting, employment, retention and promotion of those persons best qualified, all other factors excluded.

Non-exempt Employee: An employee who is entitled to minimum wage and overtime compensation pursuant to the Fair Labor Standards Act.

Overtime: Work performed at the express authorization of the County in excess of forty (40) hours in a seven (7) day period as defined by the Fair Labor Standards Act.

Pay Grade: A level within the compensation plan into which job classes with similar job evaluation factors are placed for compensation purposes. Pay grades have a minimum rate, a midpoint rate, and a maximum rate.

Position: A group of duties and responsibilities assigned to a department, based upon the needs of the County that may be performed by one or more employees.

Promotion: Movement of an employee from one job class to another within the County, where the pay grade for the new position is higher than that of the former position.

Quid Pro Quo: Harassment that consists of unwelcome sexual advances, request for sexual favors, or other verbal, visual, written or physical conduct of a sexual nature when the employee

is told or threatened be it expressed or implied that submission to the conduct will influence any personnel decision.

Reclassification: A change in a position from one class to another based on changes in job content such as essential duties, difficulty, required knowledge, skills, or abilities, responsibility of the work performed, reorganization, or market considerations.

Reduction in Force (RIF): The abolishment of or reduction of a position or some portion of a position based on needs of the organization, workload, and availability of funding.

Reorganization: Due to changes in the organizational needs of the department, the duties and responsibilities or technological requirements of a position may be reclassified, and a position may be abolished in full or in part, or created according to County policy.

Resignation: Voluntary separation of employment from the County initiated by the employee.

Reasonable Suspicion: The belief that an employee or applicant is probably using or has recently used drugs or alcohol in violation of the County's policy. This belief shall be based upon specific, objective facts and reasonable inferences.

Retaliation: Adverse treatment which occurs because of opposition to unlawful workplace harassment. The law forbids retaliation when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits and any other term or condition of employment. The county will follow the Equal Employment Opportunity Commission Enforcement Guidance on Retaliation and Related Issues when handling retaliation issues.

Salary Range: A minimum rate of pay to a maximum rate of pay assigned to a pay grade within the Compensation Plan.

North Carolina Human Resources Act: North Carolina General Statute 126, which governs employees covered by North Carolina Human Resources Act policies. In the event that Duplin County's Employee Personnel Policies conflict with North Carolina Human Resources Act policies for employee's subject to the North Carolina Human Resources Act, North Carolina Human Resources Act policies established under the North Carolina Human Resources Act will prevail.

Termination: An involuntary separation of an individual's employment initiated by the County.

Time Limited Appointment: A permanent or part-time appointment which is approved for a specific period of time not to exceed 2 years or not to exceed the grant timeline. Time-limited appointments are made, but are not limited to, filling vacancies due to an incumbent's leave of absence, in response to unusual workload demands, vacancies in the workforce, or specific to position funding such as grants which expire after a specified time.

Trainee: An employee designated as such, appointed to a position in any class for which the County Manager, Department Head, Director of Human Resources and Office of State Human Resources (OSHR) has authorized "trainee" appointments. An individual may not be appointed as a trainee if he/she possesses the acceptable training, education and experience for the regular class, and must be appointed to the regular class when he/she gains the acceptable training, education and experience.

Transfer: Movement of an employee from one job class to another within the County where the pay grade remains the same as the former position.

Unauthorized Absence: Any absence during a scheduled work period without authorization from the employee's supervisor or when an employee does not follow established policies and procedures for an absence.

Unlawful Workplace Harassment: Unwelcome and unsolicited speech or conduct based upon race, sex, creed, religion, national origin, age, color or disability that creates a hostile work environment or upon a quid pro quo.

Upgrade: A change that results in a higher grade being assigned to a position with the same job responsibilities.

Voluntary Reassignment: A voluntary reassignment is a change in employment to a position in a lower pay grade, in a higher pay grade or in the same pay grade that is mutually agreed to by the employee and the employer.

Work-against Appointment: When qualified applicants are unavailable, and there is no training provision for the classification of the vacancy, the County may appoint an employee who does not meet the minimum requirements of the position, to a pay grade that is below the pay grade of the regular classification in a work-against appointment. A work-against appointment allows the employee to gain the qualifications needed for the regular job class through on-the-job

experience. To advance to the pay grade of the regular job class, the appointee must meet the minimum education and experience requirements of the job class.

Section 5. Responsibilities of the Board of Commissioners

Pursuant to North Carolina General Statutes, the Duplin County Board of Commissioners is responsible for adopting personnel policies and managing them as necessary, adopting the classification and pay plan and amending the plan as necessary to maintain a plan that is fair and equitable, confirming appointments as required by law, and fulfilling other responsibilities that may be established by state statute. The Board of Commissioners shall establish office hours, workdays and holidays to be observed by the various offices, departments, boards, commissions and agencies of the County per N.C.G.S. 153A-94. The County Manager is designated to serve as Personnel Officer by the Board of Commissioners.

Section 6. Responsibilities of Elected Officials

Pursuant to North Carolina General Statute 153A-103, the Sheriff and the Register of Deeds have the exclusive authority to hire, discharge, and supervise the employees of their respective departments. These policies apply to the employees of the Sheriff and Register of Deeds to the extent they do not conflict or usurp the authority granted under N.C.G.S. 153A-103.

Section 7. Responsibilities of County Manager

Pursuant to North Carolina General Statute 153A-82, the County Manager is the chief administrator of County Government and responsible to the Board of County Commissioners for the administration of all departments of county government under the board's general control. The County Manager is authorized (with the approval of the Board of Commissioners) to appoint, discipline, suspend, and remove all County employees, except the County Attorney and those elected by the people or employees whose appointment is otherwise provided for by law or those specifically exempt such as employees subject to the North Carolina Human Resources Act. For employee's subject to the North Carolina Human Resources Act, the respective Agency Director is authorized to appoint, discipline, suspend, and remove those covered employees. The County Manager shall make appointments, dismissals, and suspensions in accordance with N.C.G.S. 153A-82 and these employee personnel policies. Pursuant to N.C.G.S. 153A-92(c), the County Manager is responsible for preparing position classification and pay plans for submission to the Board of Commissioners and for administering the pay plan and any position classification plan in accordance with the general policies and directives adopted by the Board.

North Carolina General Statute 153A-82 further states:

- The County Manager shall attend all meetings of the Board of Commissioners and recommend any measures that he considers expedient.
- He shall see that the orders, ordinances, resolutions, and regulations of the Board of Commissioners are faithfully executed within the county.
- He shall prepare and submit the annual budget and capital program to the Board of Commissioners.
- He shall annually submit to the Board of Commissioners and make available to the public a complete report on the finances and administrative activities of the County as of the end of the fiscal year.
- He shall make any other reports that the Board of Commissions may require concerning the operations of county officers, departments, boards, commissions and agencies.
- He shall perform any other duties that may be required or authorized by the Board of Commissioners. (1927, c.91, ss. 6, 7; 1973, c. 822, s. 1.)

Section 8. Responsibilities of Personnel Officer–Human Resources Director

The County Manager may appoint a Personnel Officer/Human Resources Director who shall assist in the preparation and maintenance of the position classification plan and the compensation plan, and perform such other duties in connection with the County personnel program as the County Manager may require. If the County Manager does not appoint a Personnel Officer or Human Resources Director, the County Manager or such employee who is under his or her direction and

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supervision shall perform all of the following duties and responsibilities. The duties and responsibilities of the Personnel Officer/Human Resources Director or the County Manager as Personnel Officer shall include but not be limited to the following:

- Apply, interpret, and carry out these employee personnel policies, and the policies adopted hereunder, as directed by the County Manager;
- Establish and maintain records relating to all persons in County employment or service;
- Develop and administer recruiting policies and programs to attract qualified applicants to meet the needs of the County; qualified applications will be forwarded to the individual agencies;
- Encourage and exercise leadership in development of an effective personnel administration within various County departments;
- Investigate as necessary and appropriate, the time, operation and effect of these personnel policies and other policies as appropriate;
- Make recommendations, as appropriate, to the County Manager or the Board of Commissioners regarding County personnel functions;
- Issue and publish, as necessary, administrative directives, supplements, interpretations, policy statements, forms, reports, and other personnel materials necessary for the proper functioning and maintenance of these Employee Personnel Policies.
- Designate those employees who are exempt from the overtime provisions of the Fair Labor Standards Act;
- Establish, maintain, and administer compensation and benefit programs;
- Develop and administer a performance review program;
- Review, evaluate and provide training, development, wellness and educational programs for County employees;
- Serve as the County's EEO Officer and report any EEOC claim or potential claim to the County Manager immediately upon notification;
- Serve as the County's ADA Coordinator;
- Coordinate personnel action processes and facilitate and document appropriate grievance processes to ensure the County provides adequate consideration in resolving personnel actions.

Section 9. Responsibilities of the Department Heads

Duplin County Department Heads shall be responsible for bringing to the attention of the County Manager and/or Human Resources Director (1) the need for new positions and (2) material changes in the nature of duties, responsibilities, working conditions, or other factors affecting the classifications of any existing positions.

The Department Head of each County department or Board shall be responsible to the County Manager for recommendations for the appointment, suspension, and removal of County officers or employees assigned to their departments. Department Heads are also expected to effectively and quickly manage personnel issues and harassment claims. The Department Head of each County department or Board shall be responsible to the County Manager that all employees are thoroughly familiar with the provisions of these employee personnel policies.

The Departments of Social Services and Health will process appointments, suspensions, and removal through the County Manager for budgetary review. Department Heads are responsible for establishing a list of "essential positions" and planning for alternate work arrangements for employees to continue County services in times of emergencies.

It is also expected that Department Heads act appropriately and professional at all times while working with employees and the citizens of Duplin County.

Department Heads are required to provide a minimum four (4) week notice to the County Manager when resigning/retiring from their positions.

ARTICLE II. EMPLOYMENT

Section 1. Equal Employment Opportunity

Duplin County is an equal opportunity employer. It is the policy of the county to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, age, sex, religion, color, national origin, sexual orientation, biological sex (as shown on a birth certificate), gender identity, citizenship, marital status, veteran's status, disability, handicap, genetic information or any other personal characteristic protected by law. Duplin County will conform to the spirit as well as the letter of all applicable laws and regulations. Duplin County will take action to employ, advance in employment and treat qualified veterans and disabled veterans without discrimination in all employment practices.

The policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between Duplin County and its employees, including but not limited to recruitment, employment, promotion, transfer, training, working conditions, wages and salary administration, employee benefits and application of policies. The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with Duplin County.

Directors, managers and supervisors are responsible for implementing equal employment practices within each department. The Human Resources Department is responsible for the county's overall compliance, and shall maintain personnel records in compliance with applicable laws and regulations.

County practices that support this policy include the County displaying posters regarding equal employment opportunity in areas highly visible to employees, all advertising for job applicants includes the statement "An Equal Opportunity Employer" and Human Resources will post all required job openings with the appropriate state agency.

Duplin County forbids retaliation against any individual who files a charge of discrimination, reports harassment, or who assists, testifies or participates in an equal employment proceeding. Employees are required to report to a member of management or the Human Resources Director any apparent discrimination or harassment. The report should be made within forty-eight hours of the incident. The Human Resources Director will promptly notify the County Attorney of all incidents or reports of discrimination or harassment.

Violations of this policy, regardless of whether or not an actual law has been violated, will not be tolerated. The County will promptly and thoroughly investigate every issue that is brought to its attention in this area and will take appropriate disciplinary action, up to and including termination of employment.

Section 2. Affirmative Action

The Office of Federal Contract Compliance Programs (OFCCP) issued two (2) new rules that took effect March 24, 2014. OFCCP published final rules that make changes to the regulations implementing the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and Section 503 of the Rehabilitation Act of 1973. Although Duplin County is not a federal contractor nor does it typically enter into federal contracts which exceed certain trigger limits, the County engages in good faith efforts to recruit and employ covered veterans and disabled persons that are qualified to work county positions and are able with or without reasonable accommodations to perform the essential duties of the chosen position.

The new rules expand the affirmative action requirements for covered veterans and disabled persons. The requirements include the invitation to applicants and employees to "self-identify" as a veteran or disabled person before a job offer is made or post offer.

VEVRAA requires employers doing business with the federal government to take affirmative action to recruit, hire, promote and retain veterans covered by the law including disabled veterans and recently separated veterans (i.e., still within the three year period beginning from the date of discharge or release from active duty). It's illegal to discriminate against protected veterans when making employment decisions on hiring, firing, pay, benefits, job assignments, promotions, layoffs, training and other employment related activities.

Section 503 of the Rehabilitation Act of 1973 prohibits employment discrimination against individuals based on disability and requires affirmative action to recruit, employ, train, promote and retain qualified individuals with disabilities. Any qualification standards, tests and other selection criteria must be job related and consistent with business necessity. If a reasonable accommodation constitutes an undue hardship because of its cost, the individual with a disability may be given the option of providing the accommodation themselves or paying the portion of the cost that constitutes undue hardship.

Section 3. Reasonable Accommodations under the Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position unless such accommodation creates an undue hardship on the county.

It is the policy of Duplin County Government to comply with all federal and state laws concerning the employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

When an individual with a disability is requesting accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

Duplin County Government will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the County. Employees must notify the Human Resources Director in writing of their need for an accommodation as soon as possible. .

All employees are required to comply with safety standards. Current employees who pose a direct threat to the health and/or safety of themselves or other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employees' immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

The Human Resources department is responsible for implementing this policy, including resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

As used in this ADA policy, the following terms have the indicated meaning:

Disability means a physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment or being regarded as having such an impairment.

Major life activities include the following, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

Major bodily functions: The ADAAA also includes the term "major bodily functions," which may include physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed mental retardation), organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Substantially limiting: In accordance with the ADAAA final regulations, the determination of whether impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include, but are not limited to, epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. Impairment such as cancer that is in remission but that may possibly return in a substantially limiting form also is considered a disability under EEOC final ADAAA regulations.

Direct threat means a significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.

Qualified individual means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

Reasonable accommodation includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

Undue hardship means an action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include, but are not limited to:

- The nature and cost of the accommodation.
- The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation; the number of persons employed at such facility; the effect on expenses and resources; or the impact of such accommodation upon the operation of the facility.
- The overall financial resources of the employer; the size, number, type and location of facilities.
- The type of operations of the company, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.
- The impact of the accommodation on the operation of the facility.

Essential functions of the job refer to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

Section 4. Pregnancy Discrimination Act (PDA)

July 14, 2014, the Equal Employment Opportunity Commission (EEOC) issued guidance on pregnancy discrimination. Further guidance was provided by the Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) in regards to the 2016 Discrimination on the Basis of Pregnancy, Childbirth or related medical conditions Rule (§ 60-20.5). Duplin County will consider reasonable accommodation requests made by employees with pregnancy related disabilities and grant accommodations where appropriate unless the accommodation poses an undue hardship to the county based on factors such as cost, severely impact business operations, resources available, etc. Reasonable accommodations may be available to individuals with temporary impairments including impairments related to pregnancy. If a particular accommodation requested by an employee cannot be provided, the possibility of providing alternative accommodations may be discussed. If an employee is unable to perform some of their job duties because of pregnancy, childbirth, or related medical condition, the county may consider alternative job assignments, modified duties or other accommodations that are reasonable. Some examples of reasonable accommodations that may be considered for a pregnant employee:

- Redistributing or altering marginal or nonessential functions that a pregnant worker cannot perform
- Modifying workplace policies such as allowing a pregnant worker more frequent breaks
- Modifying a work schedule so that someone experiencing severe morning sickness may arrive later than her usual start time and leave later to make up the time
- Allowing a pregnant worker placed on bed rest to telework where feasible
- Purchasing or modifying equipment such as a stool for a pregnant employee who needs to sit while performing job tasks typically performed while standing or temporarily reassigning an employee to a light duty position

Section 5. "At-Will" Employment

Employment with Duplin County is "at will" and can be terminated with or without cause, with or without notice, at any time, at the option of either the County or the employee, except as otherwise provided by law.

Duplin County Government retains sole discretion to exercise all managerial functions, including the right:

- To dismiss, assign, supervise, and discipline employees;
- To determine and change starting times, quitting times and shifts;
- To transfer employees within departments or into departments;
- To determine and change the size and qualifications of the work-force;
- To determine and change methods by which its operations are to be carried out;
- To determine and change the nature, location, services rendered, and continued operation of the business; and
- To assign duties to employees in accordance with Duplin County's needs and requirements.

Nothing in this Employee Handbook should be considered as altering the employment-at-will relationship or as creating an express or implied contract or promise concerning the policies that Duplin County has implemented or will implement in the future. Accordingly, Duplin County retains

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the right to establish, change, and delete its policies, practices, rules and regulations "at will" and as it sees fit.

An exception to this policy is a written employment agreement approved at the discretion of the County Manger and/or Board of Commissioners, whichever is applicable. Employees subject to the State Human Resources Act are exempt from the "at will" classification upon completion of their prescribed probationary period.

Duplin County has complete discretion to terminate employees for reasons not stated in the Duplin County Personnel Policies.

Section 6. Recruitment

Recruitment and selection practices are conducted solely on the basis of job-relevant qualifications, ability, merit, and competence without regard to race, religion, color, creed, national origin, sex, age, political affiliation, handicapping condition or any other protected category under local, state, or federal law. All advertisements for employment must include an assurance that the County is an equal opportunity employer and will comply with federal and state statutes regarding discrimination in employment matters. In making a selection among candidates to fill vacancies, the County may use written, oral or performance tests, an evaluation of training and experience, skills tests, psychological tests, or any combination of these. Investigations of background, character, education, experience or physical fitness may also be required.

When a position becomes vacant, and prior to the posting or advertisement of any position, the Department Head must prepare and submit a request to fill the position to the Human Resources Director or County Manager. The request to advertise the position must explain the continuing need for this position and suggest any revisions to the position that should be made prior to posting or advertisement of the position. A position will not be posted or advertised if it has not been previously budgeted and authorized by the Board of County Commissioners.

Section 7. Job Advertisements

The goal of this policy is to ensure that all employees are made aware of and have the opportunity to apply for open positions either before or concurrent with the County's consideration of external candidates for employment. While it is Duplin County's philosophy to promote from within whenever possible, there are business conditions that could cause a position to be filled without posting, or to post the position while simultaneously recruiting from the outside. The business conditions that could cause a decision to bypass posting, or to post the position while simultaneously recruiting from the outside, include, but are not limited to: organizational restructuring; position requirements that include skills, education, and/or experience that are not known to match any existing employee; critical operational needs; etc. In addition to these business conditions, managers may request an exception when they have candidates within the same department or division who are qualified and/or already trained for the position. The decision to fill the position without posting requires the recommendation of the Director of Human Resources, and the approval of the County Manager.

County agencies covered by North Carolina Human Resources Act (Social Services and Health Department) must advertise all vacant positions in accordance with North Carolina General Statute 96-29 and 126-7.1 and the Administrative Code provisions are 25 NCAC 1H.0631 and 25 NCAC 1I.1902. If the county agency covered by North Carolina Human Resources Act is reallocating or reclassifying the position held by a current employee and there has existed no vacancy into which the employee is moving, no posting or advertising is required. If the agency is filling a vacancy from within, considering only current employees of the agency, notice must be posted but no outside advertising is required. If the agency is open to considering applicants from outside its own workforce, then it must advertise the vacancy with the Office of State Human Resources (OSHR) and with the Division of Employment Security.

All regular part-time and full-time newly hired employees or recently transferred/promoted/demoted current employees with six or more months of continuous county service in their positions, and who

have a satisfactory performance and attendance record, are eligible to apply for posted openings. All temporary/substitute employees with satisfactory performance are eligible to apply for posted openings. The Agency Director (Health and Department of Social Services), Elected Officials such as the Sheriff and Register of Deeds and/or the County Manager may make exceptions to this rule if it's beneficial to the Agency or Department.

Any and all former employee filled positions eliminated due to reduction in force must be provided notice of county job opportunities for twelve (12) months from date of last employment.

Job openings will be distributed via e-mail and managers will be requested to distribute postings to all employees who do not have access to e-mail. The job postings will also be advertised on the Duplin County website, posted on department bulletin boards, advertised with the Employment Security Commission and other local, state or national organizations, newspapers, professional publications and on websites as deemed appropriate by the Human Resources Director.

It's the county's practice to post vacant positions for at least seven (7) business days, during which time applications may be submitted to Human Resources.

Each job posting will contain the job title, department, a complete job description which includes: a concise summary of principal duties, responsibilities and requirements of the job, and minimum qualifications of the candidates for the job, grade and salary range.

Qualified and eligible employees who wish to apply for a posted position should complete an application from the Internet or Human Resources and submit the application package to Human Resources by the closing date specified on the job posting. Human Resources may review each applicant's application package to determine if their qualifications are appropriate, relevant and/or complete prior to forwarding the package to the hiring department. The receiving department will interview all selected qualified candidates. Receiving managers may request to review an internal applicant/employee's original employment application, resume, and two most recent performance appraisals for each candidate. If an internal applicant is selected to be interviewed, the Department Head should as a courtesy inform the internal applicant's department Director of the intention to interview the employee.

All candidates interviewed by the receiving department will be notified of the disposition of the job. Once the applicant/new hire completes pre-employment screenings and Human Resources receives the successful results, the department will be notified to contact the applicant/new hire to agree on a start date. All changes in pay will be consistent with the guidelines listed in the Pay Grade Table. The salary offered for the new position will be determined primarily based on the employee's qualifications for the new position and internal equity within the department or work group. Employees can choose to accept or decline offers without repercussions in their current position.

Section 8. Applications for Employment

All qualified persons expressing interest in a County position, including current employees, will be given the opportunity to file an application for employment when the County is advertising to fill such positions. All applicants for a position must complete and sign the County's official application form for each position for which they are applying. An applicant must complete an individual application for each position which he/she wishes to apply. All applications will only be accepted at the County Human Resources Office.

Applicants may be required to submit certificates from educational and training institutions, proof of licensure, and other documentation requested by the County which provides reasonable proof of any statement made on the application. Any false statements within the application or omissions of relevant work experience or criminal history may be cause for rejection of the application or disciplinary action up to and including dismissal.

Applications will be maintained in a reserve file for a period of two (2) years, in accordance with the State of North Carolina Department of Cultural Resources Retention Schedule. To the extent that it is practical, reference to these files shall be made periodically in connection with the county's employment requirement to insure that equal consideration is given to all applicants.

Section 9. Qualification Standards

The minimum qualification standards for applicants seeking County employment and for current County employees seeking a promotion or transfer must be consistent with the established job class requirements and with any specialized requirements for specific positions. Minimum qualification standards include the specified education, experience, physical capabilities, and other knowledge, skills, and abilities defined for the job class as established by the department head in consultation with the Human Resources Director.

The minimum qualification standards for positions subject to the North Carolina Human Resources Act will be determined by the Office of State Human Resources (OSHR). Applicants who do not meet the minimum education and experience requirements may be hired as "trainees" or in a "work against" status when there is an absence of qualified applicants from which to make a selection if approved by the Office of State Human Resources (OSHR) or delegated authority as authorized by the Office of State Human Resources (OSHR).

Section 10. Selection

The County will select the best qualified person for each available position from among the applicants who meet the minimum qualifications established for the position. Evaluation of qualifications is based upon job-related criteria and without regard to race, religion, color, creed, national origin, sex, age, political affiliation, stereotypes, disability or any other protected category under local, state, or federal law. It is the responsibility of the Human Resources Director to manage the selection process to ensure compliance with state and federal laws and consistent with the County's employment practices.

Veterans as defined in the North Carolina General Statutes Section 126-80 through 126-83 will be given preference in appointment and employment over other applicants of no greater qualifications in accordance with the preferences defined for positions covered under the North Carolina Human Resources Act.

Selection procedures used to determine the qualifications of applicants for any position may include but are not limited to an evaluation of the employment application and other submitted materials; structured interviews; reference checks; driver's license checks; academic verifications; criminal background and credit checks; and controlled substance testing. Department Heads must reasonably document hiring decisions to verify the basis for selection. Such documentation will include as a minimum, a structured interview format, which ensures all candidates are asked identical questions and that the answers to those questions are evaluated in an objective, fair and good faith manner which provides a fair and equal opportunity to all candidates.

The Department Head, County Manager or Human Resources Director or their designees will notify the applicant deemed most qualified of selection and offer employment. The documentation of the interview procedures, offer and acceptance shall be forwarded to Human Resources where it shall be placed in the employee's personnel file.

The County reserves the right to condition an offer of employment on the results of a medical examination or screening. The purpose of a medical examination and/or screening is to determine if a candidate is physically able to perform the essential functions of the position and to ensure that an individual's physical condition will not endanger the health, safety, or well-being of other employees or the public. The County may also make hiring or employment decisions on the basis of sex and/or age when sex and/or age is a bona fide occupational qualification (BFOQ) for the job. All written offers of employment will be approved by the Human Resources Director, or his/her designee, with exception to positions covered under the North Carolina Human Resources Act.

For North Carolina Human Resources Act covered positions, the Agency Director, or his/her designee, will approve all written employment offers.

A. **Elected Offices.** The Sheriff and Register of Deeds have the exclusive right to hire, discharge, and supervise the employees in their respective departments under the authority of 153A-103 of the General Statutes of the State of North Carolina. By the authority of Chapter 153A-103 of the North Carolina General Statutes, the Board of Commissioners must approve the appointment by the Sheriff or Register of Deeds of a relative by blood or marriage or nearer kinship than first cousin or of a person who has been convicted of a crime involving moral turpitude.

B. **Appointments of Department Heads.** The County Manager shall make all appointments of Department Heads under his or her direction, except those elected or appointed by the Board of County Commissioners or other boards established by General Statute.

C. **Interim Appointment.** The County Manager, or the Agency Director for positions covered under the North Carolina Human Resources Act, may designate a County employee to serve in an acting capacity when a Department Head or supervisory position is vacant due to a resignation or due to an approved leave of absence of more than four (4) weeks, or as deemed appropriate. Employees serving in an acting capacity may be compensated to reflect the increased duties they have assumed until an appointment to the position has been made, a leave of absence has been completed, duties are reassigned, or another personnel action is taken which no longer requires an employee to serve in an acting capacity.

D. **Emergency Appointment.** An emergency appointment may be made when an emergency situation exists requiring the services of an employee before it is possible to identify a qualified applicant through the regular selection process. When it is determined that an emergency appointment is necessary, all other requirements for appointments will be waived.

   An emergency appointment may be made for a period of up to sixty (60) work days (consecutive or non-consecutive) or a total of four hundred eighty (480) hours "in pay status." Any one individual may not receive successive emergency appointments with the same department or agency. At least three (3) calendar months must elapse before that department or agency can give the same individual another emergency appointment.

Section 11. Pre-Contingent Offer to Applicant

As soon as a selection of an applicant has been made, the Department Head shall notify and coordinate with Human Resources regarding the appointment. The Personnel Action Form (PAF), the original application for employment, test score sheet if tests were administered such as a typing test and any additional supporting documents shall be forwarded to Human Resources immediately.

The Department Head may call the applicant to make a pre-contingent job offer after initial review by Human Resources of the new hire package. The job offer is contingent upon successful passing of background check and/or credit check (if handling county monies), driver's license check (if driving a vehicle to conduct county business), pre-employment drug screening, and medical, psychological, and/or fitness test(s) for certain specified positions such as law enforcement and emergency services. Any false information or omitting information provided on a job application or during an interview is grounds for revocation of offer of employment.

Section 12. Background Checks

Duplin County Government believes that hiring qualified individuals to fill positions contributes to the overall strategic success of the County. Background checks serve as an important part of the selection process. Background checks help the County obtain additional applicant related information that helps determine the applicant's overall employability, ensuring the protection of the current people, property, and information of the organization.

Duplin County Government uses a third party agency to conduct the background checks. The type of information that can be collected by this agency includes, but is not limited to, that pertaining to an individual's past employment, education, character, finances, reputation, etc. This process is conducted to verify the accuracy of the information provided by the applicant. Human Resources will ensure that all background checks are held in compliance with all federal and state statutes, such as the Fair Credit Reporting Act.

Duplin County Human Resources may also use the internet to conduct supplementary background checks on job applicants after a conditional offer of employment has been made to review social media sites such as Facebook, Twitter, Snapchat, LinkedIn, etc. Duplin County Human Resources can make inquiries regarding criminal records during the pre-employment stage; however, as part of Title VII of the Civil Rights Act of 1964, this information cannot be used as a basis for denying employment, unless it is determined to be due to job-related issues, false information provided on job application or business necessity. *(For example, a convicted sexual predator would not be offered a position to work in the Park or Library where children frequent.)* Duplin County Human Resources follows the guidance in accordance with the 2012 Equal Employment Opportunity Commission (EEOC) on the use of criminal history information in employment decisions. Typically, when evaluating a background check, four (4) factors are considered:

- The nature of the crime
- The time that has elapsed since the crime or the end of the sentence
- The nature of the job
- Individualized assessment

Duplin County Human Resources can collect credit information on applicants consistent with the guidelines set forth by the Federal Credit Reporting Act (FCRA). The Fair Credit Reporting Act requires organizations to obtain a candidate's written authorization before obtaining a background and/or credit report.

If the results of the background and/or credit check are negative, the County must inform the applicant that it plans on taking adverse action, provide the applicant with a Statement of Consumer Rights from the Federal Trade Commission before adverse action, provide the applicant the opportunity to review a copy of their background and/or credit report, and advise the applicant of their rights to dispute inaccurate information. Applicants should be granted reasonable time to contest the information (approximately 5 business days).

Duplin County is allowed by federal law to reject an applicant who refuses to undergo a background and/or credit check.

Section 13. E-Verify and Employment Eligibility

The County complies with the Immigration Reform and Control Act of 1986. All County employees shall be citizens of the United States, or shall be authorized to work in the United States and will be required to submit appropriate documentation of alien employment eligibility pursuant to Title VIII, U.S.C. 1324 et seq. The minimum employment age for employees is eighteen (18) years of age. Law Enforcement Officers must be a minimum of twenty-one (21) years of age.

In accordance with the Immigration Reform and Control Act of 1986 (IRCA), the County must verify and document employment eligibility for each employee using the federal Employment Eligibility Verification (I-9) form. The I-9 form lists documents needed to prove/establish identity and employment authorization and each document used by the employee to substantiate employment eligibility must be inspected for authenticity by the authorized County representative who must also sign the I-9 form. The employment verification process must be completed in person within three business days of the employee's hire date. The IRCA does not apply to employees hired prior to November 7, 1986, who have been continuously employed since that date.

Effective October 1, 2011, all new employees not only complete the I-9 form but must also be cleared by the Department of Homeland Security (DHS) and the Social Security Administration

(SSA) as being eligible to work in the United States using the online E-Verify Program. The information provided by the new employee from the completed I-9 form and their social security number is input by Human Resources into the secure E-Verify system which will respond within seconds whether the person is cleared to work or if they have issues that must be cleared up with either the SSA or DHS. Due to the photograph matching tool, the E-Verify Program also requires that one of the documents used to substantiate employment eligibility must contain a photograph of the employee.

The Human Resources Department is responsible for managing the employment verification process for all staff.

Section 14. Employee Orientation

Once the new hire package has been processed and the employee begins work, Human Resources will schedule orientation with the new employee.

In order to make you feel comfortable at your new job and to help you get to know Duplin County, Human Resources has developed an employee orientation program. This program is designed to give you sufficient information so you may quickly become familiar with the overall organization of county government as well as county policies and benefits, worker's compensation and safety practices.

All newly hired or rehired employees shall complete required County personnel forms. Employees who are eligible for fringe benefits must complete an on-line benefit/enrollment process relating to all mandatory and elective benefit programs. All employees shall be provided a copy of these employee personnel policies and must acknowledge receipt by completing an acknowledgement form.

Each department shall be responsible for conducting an on-the-job training program for each new employee, which shall cover the employee's work environment, position responsibilities and duties, work schedule, safety requirements and application of these employee personnel policies and departmental policies to the position involved. Employees are also required to complete New Employee Orientation training.

Section 15. Getting Acquainted - Probationary Period of Employment

You, as an employee, were offered employment at Duplin County with the full expectation that you would be successful on the job. However, Duplin County requires all employees to serve a probationary period when a new employee is appointed to a position and when existing employees (other than employees subject to the North Carolina Human Resources Act) are promoted, transferred, or demoted. The County regards the probationary period as an integral part of the employment process. It affords the employee an opportunity to become acquainted with the new position and provides the County with a period of time during which the employee's work and behavior will be closely evaluated. The County may dismiss any employee with or without cause at any time during the initial probationary period. Employees dismissed during their initial probationary period have no appeals rights.

A. **Duration.** The probationary period is twelve (12) months from the employee's date of hire, (except for interns and trainees). Employees who are initially appointed to a law enforcement or emergency services positions are subject to a twelve (12) month probationary period to complete minimum training requirements. Current employees appointed to a new position or promoted to a vacant position in the County shall serve a six (6) month probationary period. If an employee appointed to a new position or promoted to a vacant position is found to be unsuited for that position, the County may reinstate the employee to his/her former position and former rate of pay if the County determines such reinstatement is possible.

B. **Probationary Period Extensions.** During the probationary period the Department Head and/or Supervisor shall closely observe an employee's work to ensure that the employee

demonstrates that he/she is qualified for the position which he/she has been appointed. Performance, skills and ability demonstrated during the probationary period shall be evaluated by the employee's supervisor in order to determine whether the employee should continue to be retained by the County. Employees' probationary periods may be extended for no more than six (6) additional months if additional time is needed to evaluate performance because of absences from work or additional time is needed following counseling or implementation of a performance improvement plan (PIP) through a written request and approval by the County Manager, with exception to positions covered under the North Carolina Human Resources Act. Under no circumstances will the probationary period be shortened.

C. Under the **Uniformed Services Employment and Re-employment Rights Act (USERRA),** if a position is "other than temporary" and the probationary period is a bona fide period of observation and evaluation, the returning service member must complete the remaining period of probation upon reemployment. Once the employee completes the probationary period, the employee's pay and seniority should reflect both the pre-and post-service time in the probationary period plus the time served in the military.

D. **Probationary Period Completion.** Prior to the completion of the probationary period, the employee's supervisor and/or Department Head must review the performance of the probationary employee and provide the County Manager with a written recommendation to retain or dismiss the employee. Upon the successful completion of a probationary period, the employee's classification will be changed to regular employee. Employees who are initially employed at a salary less than the minimum for their class may receive an increase to the minimum of that class at the completion of the probationary period.

E. **Career Status for Employees Subject to the North Carolina Human Resources Act.** Effective October 1, 2015 and in accordance with N.C.G.S. 126 employees subject to the North Carolina Human Resources Act will achieve career status after twelve (12) continuous months of employment in a permanent position. The career status period for employees subject to the North Carolina Human Resources Act and the probationary period will run concurrently during probation. Until an employee has achieved career status, they are considered a "probationary state employee" and are exempt from the provisions of the North Carolina Human Resources Act. Non-probationary employees with career status may only be disciplined or dismissed for just cause in compliance with established procedures (25 NCAC 1I .2301) and have a right to appeal that action.

F. **Probationary Appointment for Employees Subject to the North Carolina Human Resources Act.** In accordance with 25 NCAC 01I.2002, North Carolina Human Resources Act employees shall be required to complete a probationary period for placement in permanent positions, employees accepting a position in a different agency in the same county or in another county that is subject to G.S. Chapter 126. This applies to individuals who have already achieved career status, individuals being rehired following a 31 day break in service, individuals being rehired where the essential duties and responsibilities of the position into which the employee is being rehired are significantly different from those of the position held at the time the employee left or if the probationary period is justified based on previous employment history. Employees with career status who serve a new probationary period shall be returned to career status upon successful completion of the new probationary period. At any time during a probationary period an employee may be separated from service for causes related to performance of duties or for personal conduct detrimental to the agency without right of appeal or hearing but the employee must be given notice of dismissal including reasons.

Section 16. Changes in Employment Status

A. **Reclassification.** A recommendation for an employee to receive a reclassification will be made on the basis of job content, resulting from significant changes in the kind, difficulty, or responsibility of the work performed in a position. A reclassification may warrant an increase

or decrease in classification points and/or salary range. On the Department Head's recommendation, the County Manager may recommend reclassification of a position to the Board of County Commissioners for their approval.

B. **Promotions and Transfers.** Employees are encouraged to apply for vacant County positions for which they are qualified. Promotions and transfers may be competitive. Reclassifications that result in a promotion or transfer are not considered competitive. The County has the right to make the final hiring decision based on qualifications, abilities, experience, and County requirements and does not make a guarantee of a promotion or transfer to existing employees. The County Manager reserves the right to approve or disapprove promotions or transfers (with exception of positions subject to the North Carolina Human Resources Act) without regard to the recruitment process, if it is determined by the County Manager to be in the best interest of the County. This policy does not limit the County's right to transfer employees to another position within the same job class taking into account the needs of the County and the employee.

C. **Demotions.** Employees may be demoted if they have been found unsuited for the present position but may be expected to perform satisfactorily in a lesser position. Employees may also be demoted if their position has been abolished or reclassified to a lower class and they cannot be transferred to a position of equal pay for which they are qualified and suited. All demotions must be approved by the County Manager except for positions subject to the North Carolina Human Resources Act.

D. **Voluntary Reassignment.** A reassignment is a change in employment resulting from assignment to a position in a lower or like pay grade. This change is the result of a mutual agreement between the employee and the employer, or it may be the result of an employee applying for and being selected for a position at the same or a lower grade. If the reassignment is to a lower grade, a Request for Voluntary Reassignment must be completed by the employee and forwarded to Human Resources.

Section 17. Performance Evaluation

Performance evaluations are an opportunity for employees, supervisors, and the County to assess an individual's job performance. The performance evaluation system is designed to ensure that quality services are provided to the public and the County's customers in a cost effective manner, to motivate and develop employees to their fullest potential, to clarify roles and mutual expectations of supervisors and employees, to mutually establish goals for employees, to ensure open and ongoing communication between employees at all levels, and to establish compensation levels based on individual employee performance.

An employee's immediate supervisor will conduct a performance evaluation on an annual basis (usually February) or more frequently if prescribed by the County Manager or the employee's Department Head. The performance evaluation will be used to discuss your strong points, your achievements, your developmental needs in order to prepare for future career growth as well as identifying problem areas in your performance, and your need for further training and development, thereby establishing goals as a factor in granting performance pay increases and promotions. The performance evaluation will be in writing and shall be signed by the employee, supervisor and Department Head.

The appropriate Supervisor and/or Department Head shall annually review the performance of each employee. The annual review must take place and the documentation must be received in Human Resources usually in February. Performance shall also be evaluated at the time of a transfer or promotion so that the entire year's work history is reflected. The supervisor shall ensure that all changes in employee duties are reviewed and incorporated into a current job description. Employees may request and upon request shall receive a copy of their performance evaluation and the original signed performance evaluation shall be placed in the employee's official personnel file in the Human Resources Department.

An employee's absence from work, due to sick leave, leave without pay, leave due to injury on the job (worker's comp), FMLA, or any other authorized leave, may be cause for the department head to request an extension for the annual performance evaluation review, so as to allow adequate evaluation of performance.

Merit increases awarded to full-time and part-time employees are not automatic, but may be awarded for the following reasons: 1) exceptional work achievements, 2) excellence in work performance, and 3) special contribution to productivity. If merit funds are appropriated in the annual county budget, each full-time and part-time employee may be considered. Even though all regular full-time and part-time employees will be considered for merit increases, only those full-time and part-time employees who exceed the standard and/or expected performance are eligible to receive a merit increase. If an employee has received a corrective action such as a performance improvement plan (PIP) or disciplinary action such as a written warning, demotion, or suspension within the previous year (since the last performance evaluation), the employee may not be eligible for a merit increase. Merit increases may be paid in bonus form if the employee has "maxed" out of his/her pay grade. Performance evaluations and/or market/merit raises or bonuses are non-grievable personnel actions.

In addition to the annual performance evaluations, employees will be evaluated at the completion of a probationary period or any time the employee's supervisor or Department Head believes it is in the best interest of the employee and/or the County to conduct an evaluation.

90-Day/12 Month Probationary Evaluation
The 90-day evaluation takes place for newly hired employees and for those who are transferred or promoted into new positions. This performance evaluation is intended to provide new employees and their managers with a formal opportunity to discuss the following issues:

- Employee expectations of the job as compared to actual experience,
- The manager's job-performance expectations of the employee as compared to actual experience,
- Areas where change needs to occur, and areas in which progress has been made
- Performance development plans.

The 90-day/12 month performance evaluation process should be a comfortable, open dialogue between the Supervisor and the new employee where emphasis is placed on reaching agreement about what is working and where improvement or changes need to take place. The discussion should be formally documented and placed in the employee's personnel file.

Section 18. Re-employment

Former employees may apply for any County positions for which they are qualified. The County may consider interviewing or rehiring a former employee but the hiring manager may elect to review past personnel records, specifically performance appraisals, disciplinary documentation, reason for termination, etc. when evaluating the application package. Rehired former employees will be credited with their previous accrued sick leave balance, longevity time balance and hire date, provided they are rehired within one (1) year of their most recent separation date from the County and have not applied for or withdrawn retirement funds from the State of North Carolina retirement system. Rehired former employees will be subject to probationary employee status unless waived by the County Manager.

Section 19. Work Schedules and Hours of Operation

The County Manager shall establish standard hours of operation for County departments. The County Manager is also authorized to make adjustments to standard hours of operation and department work schedules as needed to meet services and operational needs. For positions subject to the North Carolina Human Resources Act, the Agency Director is authorized to establish standard hours of operation and to make adjustments to the standard hours of operation and department work

schedules as needed to meet services and operational needs for their respective agency. No County office shall be closed at any time without the prior knowledge and approval of the County Manager, except in cases of emergency.

Section 20. Modified or Flexible Work Schedules

The employees of Duplin County are the primary resource for achieving its mission and objectives. For many employees flexible work schedules support a healthy work-life balance and improve employee morale. This policy has been developed to allow departments to offer flexibility to better meet the needs of the citizens of Duplin County while accommodating an ever-changing and diverse workforce.

Duplin County may attempt to accommodate an employee's request for a flexible or modified work schedule as long as the accommodation does not negatively impact service delivery.

Full time employees who have completed at least twelve (12) months of continuous full time employment are eligible to request a flexible or modified work schedule. Employees who have been subject to disciplinary action during the previous 90 days may not be eligible to participate in the flexible or modified work schedule program.

Department Heads have the option to decide how and whether to implement a flexible or modified work schedule program to meet the needs of their customers and functions of their department. An evaluation of the employee's proposed work schedule will be assessed to determine if the employee is able to fully meet job responsibilities and performance expectations, the level of employee interaction with members of the public and other employees, and has the employee demonstrated responsibility and dependability. Duplin County supports flexibility for departments and employees with the understanding that effective and efficient service delivery for citizens is paramount.

The minimum operating days and hours of Duplin County Government are Monday through Friday, 8:00 AM to 5:00 PM. Most county employees are required to work the core hours of 9:00 AM to 3:00 PM and the earliest time employees may arrive is 7:00 AM and the latest time they may leave is 6:00 PM unless defined differently by the Department Head. Those county departments that operate 24 hours daily may schedule appropriately to best meet the needs of those they serve.

The County Manager, or the Agency Director for positions subject to the North Carolina Human Resources Act, has the final authority to approve permanent flexible or modified work schedules. Once the modification is approved, it is the Department Head's responsibility to inform Human Resources in writing of such changes.

At times it may be necessary for Department Heads to implement a temporary alternate work schedule based upon productivity, deadlines, completion of projects or other administrative needs. Department Heads are required to give as much advance notice of a schedule change to an employee as possible. The continuation of a flex schedule will be at the discretion of the Department Head in consultation with the Human Resources Director and the County Manager. Duplin County Government reserves the right to suspend, cancel or amend this policy at any time. The County also reserves the right at any time to return an employee participating in a flextime/compressed week schedule to his or her standard schedule with our without cause at the convenience of the County. A flexible or modified work schedule is a benefit to be provided at the discretion of management and the denial of a flexible or modified schedule is not grievable by employees.

When an employee on a flexible schedule takes paid vacation or sick leave, the employee must show the number of leave hours that would have been worked. For example, if an employee is working four (4) 10 hour days a week and wants to take a vacation that week, the employee would put on his/her timesheet, four (4) days of 10 hours of vacation leave.

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All flextime options must adhere to applicable Federal, State and County Department of Labor regulations.

Exempt employees are required to depart from a flextime schedule as necessary to ensure the effective performance of their jobs. Exempt employees will continue to receive the same salary from week to week regardless of the schedule worked as long as the exempt employee worked 40 hours or as long as the exempt employee has available leave hours or comp hours to make worked hours and leave hours equal 40 and an exempt employee may accumulate comp hours at time for time under the same conditions as non-exempt employees. Non-exempt employees may be required to work overtime regardless of a flextime schedule.

Section 21. Telecommuting

Employees in certain positions within the county may be eligible to perform their job from their home during weather or emergency events, working on assigned projects, etc. with the County Manager's approval. Department Heads must obtain County Manager's approval of telecommuting for employees within their department by written request to the County Manager providing a summary of the individual's job tasks and the expected length of time the telecommuting will last.

Once the employee logs in as working, they must log off for any personal activities other than ordinary breaks allowed under county policy. Authorization must be approved before any overtime is worked. Under no circumstances must work be performed that is not recorded and accounted for in full. Overtime that has been requested and approved in advance will be compensated in accordance with applicable laws and regulations. Duplin County will vigorously discourage unapproved overtime. Failure to obtain proper approval for overtime work may result in the employee being removed from the telecommuting program or other disciplinary actions.

An employee participating in the telecommuting program may be offered county equipment to effectively work at home with the County Manager's approval. If county equipment is provided, it is the responsibility of the employee to protect the equipment against damage and unauthorized use. The employee is covered by Worker's Compensation if injured in the course of performing official duties at the telecommuting location. It will be the employee's responsibility to protect the county's records, papers, computer files, and correspondence from unauthorized disclosure or damage and to ensure that all county documents are properly returned to county facilities as required. In the event that either the employee or the county chooses to discontinue the telecommuting arrangement, the employee will be responsible for ensuring that all documents and equipment are properly returned to the county immediately. Failure to comply with this policy may result in termination of the telecommuting agreement and/or other appropriate disciplinary action.

Section 22. Workweek

All employees whose overtime is governed by the Fair Labor Standards Act (FLSA) shall accrue overtime compensation in accordance with the provisions of the FLSA. The standard workweek shall be from 12:01 AM on Saturday through 12:00 AM on Friday, unless an alternate schedule has been designated by the County Manager. Department Heads, supervisors and other exempt employees under the FLSA shall work those hours necessary to ensure satisfactory performance of their departments, but not less than forty (40) hours per week.

Law enforcement personnel work 12 hour shifts and shall not exceed eighty-six (86) regular hours within a fourteen (14) day work period in accordance with the law enforcement exemption set forth in in the FLSA.

Jailers typically work 12 hour shifts.

Emergency Services personnel (Paramedics and EMTs) typically work 24 hours on – 72 hours off schedule. E-911 (Communications) typically works 12 hour rotating shifts.

Solid Waste site personnel typically work 11 hour shifts.

Section 23. Meal Periods and Rest Breaks

The FLSA does not require employers to provide break or meal times. OSHA could cite employers for violating the "General Duty Clause" for employee injuries caused by fatigue due to no breaks. The Board of County Commissioners recognizes that certain breaks in the daily schedule promote employee health and productivity. Therefore, it is required that all county employees take at least a 30 minute uninterrupted meal break during each work shift unless the Department Head or Supervisor approves otherwise with an acceptable reason.

A. **Rest Break.** Employees may take one (1) fifteen (15) minute paid rest break for every four (4) hours worked. All breaks must be arranged so that they do not interfere with County business or continuous service to the public. Rest breaks cannot be used to shorten the workday or be banked from day to day.
B. No break may be taken within one (1) hour of beginning work or within one (1) hour of the end of the work day. Breaks will be limited to a maximum time of fifteen (15) minutes each. A fifteen (15) minute break may be divided into no more than two (2) periods. No more than two (2) fifteen (15) minute breaks shall be taken within a work day (excluding lunch). Work breaks may not be combined or accumulated to take a longer break. Employees cannot take a break at the end of the day in order to leave early. No additional pay will be given to employees that do not take breaks. Break periods may not be used to extend breaks for lunch.
C. **Meal Break.** Full-time employees may also take a sixty (60) minute unpaid meal break for each full-time shift worked. The meal break is not paid, not included in the computation of overtime, nor included in the computation of a normal work shift or payroll period. Meal breaks may be scheduled with the approval of the employee's Department Head and/or supervisor. The scheduling of meal breaks may vary depending on department workload. For example, Emergency Services employees such as EMT/Paramedics, Telecommunicators or Law Enforcement usually do not "clock out" for meal breaks and are expected to stop a meal break if "duty calls." According to FLSA, for meal periods to be unpaid, they must be (1) at least 30 consecutive minutes, and (2) uninterrupted, and (3) the employee must be free to use the time for his or her own purposes.
D. **Break Time for Nursing Mothers**. Duplin County would like to ensure that our female employees who choose to breastfeed will feel comfortable in doing so in the workplace. Therefore, in accordance with the Fair Labor Standards Act (FLSA) 2010 The Nursing Mother Amendment, the following are some guidelines to assist with this process:

   Duplin County will provide appropriate space in proximity to the employees' work area, for the employee to express milk in private, each time such need arises, for her nursing child up to one (1) year after the child's birth. The location may be the place where the employee normally works if there is adequate privacy (e.g., the employee's private office or a lockable conference room). Areas such as restrooms are not considered appropriate spaces for pumping purposes.

   The time may run concurrently with an employee's paid break time. In providing this time, Duplin County requests that an employee be sensitive to the time away from the job to ensure that department operations will not be seriously disrupted.

   The Duplin County Health Department has breastfeeding professionals on staff to assist employees with breastfeeding and with the transition back to work. Employees are encouraged to meet with the breastfeeding professionals at the Health Department before delivery. Employees can call with questions at any time for difficulties related to breastfeeding. Breast pumps are available through the Health Department.

   When an employee makes a lactation request to their supervisor, the supervisor is to review available space in their department and notify the employee of the space to be used. If there is no available space in the immediate work area, the supervisor is to consult with Human Resources to determine the appropriate location, which offers the least inconvenience to the employee and to the department. Any request to variate from this

policy requires the employee to provide to their Director and/or Human Resources a medical note setting forth the requested accommodations.

Duplin County may refuse to accommodate a nursing mother if its operations could be "seriously disrupted" by providing lactation time. Any refusal to accommodate by a department head or supervisor must be made on a case-by-case basis and must include consultation with the Human Resources department prior to notification to the employee of the refusal to accommodate.

ARTICLE III – CONDUCT AND ETHICS

The County finds it is in the public interest and general welfare of the County and its citizens that a statement of ethics be established for all employees of the County. Employees shall not use their official position for personal gain, engage in any business or transaction or have a financial interest, direct or indirect, which is in conflict with the proper performance of their official duties.

To ensure orderly operation and to provide the best possible work environment, the County expects employees to follow the conduct standards, which are designed to protect the interests and safety of all employees and the County. In all matters and at all times, County employees shall observe the highest standards of professional behavior both within the County government and within the general public.

Section 1. Report of Personnel Changes

The County attempts to maintain complete and accurate personnel information on employees. Employees must immediately notify Human Resources when a change in any of the following occurs:

- Name (through marriage or otherwise)
- Address
- Marital Status
- Beneficiaries for life insurance and retirement
- Telephone number
- Emergency contact

Section 2. Attendance

Every County employee has an important role to play in maintaining a productive workplace. Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. The purpose of this policy is to promote the efficient operation of county services and minimize unscheduled absences.

Unsatisfactory attendance, including reporting late and leaving early, may be grounds for disciplinary action, up to and including termination. The guiding principle in counseling is a positive one: to bring the problem to your attention and to determine what can be done to correct the problem. Disciplinary action will be applied if your absences and/or tardiness become habitual and/or excessive.

If an employee must be absent from work for any reason, other than approved time off, the employee must notify his/her immediate supervisor at least thirty (30) minutes prior to or after the start of his/her normal working hours. If an emergency prevents the employee from notifying his/her supervisor at such time, the employee is expected to call as soon as practical during the workday. The County reserves the right to require an employee to provide documentation from the employee's doctor or professional health care provider verifying the illness or injury which results in absence from work and this right can be invoked as soon as the first day of absence. Any employee who fails to report to work without notification to his or her supervisor for a period of three days or more will be considered to have voluntarily terminated their employment relationship.

A period of absence is defined as any absence, other than vacation, covering a period of not less than one (1) day or greater than five (5) business days in duration. Should an employee realize the period of absence is going to exceed the five (5) day maximum, he/she should apply for a leave of absence (FMLA, sick leave, etc.) to maintain employee status provided the employee is eligible for a leave of absence. For those employees that are shift workers (*example: Emergency Services*), that miss one scheduled shift and may not return for possibly seven (7) days to work another shift, it is incumbent on the Supervisor to track the number of business days absence, and the number of late arrivals or early departures on scheduled shifts.

Section 3. Dress Code

Employees contribute to the culture and reputation of Duplin County Government in the way they present themselves. A professional appearance is essential to a favorable impression with visitors, customers and County citizens. Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of such persons.

Department Heads may exercise good discretion to determine appropriateness in appearance on a case-by-case basis with Human Resources guidance. The Department Head and/or Supervisor should apply good judgment when enforcing the dress code policy to be sure the employee's clothes, jewelry, etc. do not cause a safety issue or inhibit them from the successful performance of their duties. Employees who do not meet a professional standard may be sent home to change. The employee may use vacation or petty leave or make up their lost time as needed at the discretion of the Department Head.

It is impossible and undesirable to define an absolute code for dress and fragrances. Some basic essentials of appropriate dress include employees and their clothing is required to be neat and clean. A reasonable standard of dress rules out pants or skirts that are too tight, short skirts and short shorts (no shorter than 3 inches to the top of the knee), or high slit skirts, revealing clothing such as tank tops or halter tops, worn or holey jeans, sweatpants, flip flops or any extreme or eccentric hairstyles, clothing, accessories or fragrances that do not present a professional appearance.

Excessive visible tattoos and body piercings may offend some citizens that we serve and/or co-workers. Some body piercings (other than the typical 1-2 ear piercings per lobe) are prohibited. Unacceptable body piercings include, but are not limited to: nose rings, tongue posts, ear gauges, eyebrow rings or posts, and lip rings and should be removed while at work. All body art and tattoos bearing offensive language or logos that could be seen by others as profane, disruptive, provocative, revealing, vulgar, offensive, obscene, racist, sexist or discriminatory in nature are to be covered by normal clothing or uniforms, band aides or makeup while at work to keep the body art or tattoos hidden.

Reasonable accommodations will be made for employees' religious beliefs consistent with business necessity to present a conservative, professional appearance to our County citizens. Management may make exceptions for special occasions. An employee unsure of what is appropriate should check with the manager or supervisor.

Some departments may require specific guidelines or employees may be required to wear County uniforms. People who need to leave work to change clothes for meetings will take personal time or vacation time to do so. If you are meeting clients, business dress is appropriate. These policies may be changed as the fashions change.

An employee's continued noncompliance with the established guidelines/dress code policy may result in appropriate disciplinary action.

Section 4. Gifts and Favors

All County employees are strictly prohibited from directly or indirectly soliciting or receiving any gift, reward, promise of reward, or anything of value whether in the form of services, loan, travel, entertainment, hospitality, thing or promise or any other form where the circumstances indicate it is in exchange of, or in consideration for, some action to be taken or not taken in the performance of the employee's duties. Legitimate political contributions to elected officials shall not be considered as gifts. No County employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

Nominal gifts that are provided to a department or group of County employees, such as fruit baskets, cookie tins, candy assortments, etc., may be accepted provided they are approved by the Department Head and made available to all the employees in the department or group. This policy is not intended

to prohibit customary gifts or favors in circumstances where it is clear that the relationship rather than the official business of the individual concerned is the motivating factor for the gift or favor.

Violation of this policy shall be reported to the County Manager. Any County employee who violates this policy is subject to disciplinary action up to and including dismissal.

Section 5. Delinquent Taxes

Tax collection in Duplin County is used to fund the various offices and agencies that the county supports and administers. As a requirement of continued employment, employees must be current in the payment of personal and real property tax. Notification of all employees with delinquent taxes will be issued to Department Directors for distribution. Affected employees will have five (5) work days from the day of receipt to resolve the tax obligation by making payment in full or by having their wages garnished. Wage garnishment can only occur once during the entire period of employment. Delinquent taxes may be deducted from the employee's bi-weekly pay check after proper notification has occurred and in accordance with FLSA regulations. Any subsequent delinquency or failure to resolve the tax obligation is considered unacceptable personal conduct and will result in disciplinary action up to and including dismissal.

Section 6. Political Activity Restricted

Each County employee has a civic responsibility to support good government by every available means and in every appropriate manner. The public has the right to expect excellent service from all County employees on an equal basis without regard to political affiliation. Further, the public should be free from the appearance that support, or non-support, of a person's candidacy for political office may have an effect on the excellent services provided by County employees. County employees may participate in political activities as authorized in this section. County employees are not restricted from affiliating with organizations of political or partisan nature. While off-duty, County employees may attend political meetings; support and advocate political policies and positions, make financial contributions to a political organization and support candidates of their choice in accordance with the U.S. Constitution, Internal Revenue Service (IRS) and the laws of the State of North Carolina. No employee can be required to contribute funds for political or partisan purposes as a duty or condition of employment, promotion, or tenure of office. This does not apply to employees of Elected Officials. However, all County employees are prohibited from:

A. Engaging in any political or partisan activity while on duty;
B. Using or giving the impression of using official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office;
C. Coercing, soliciting or compelling contributions for political or partisan purposes by another employee of the County;
D. Using any supplies or equipment of the County for political or partisan purposes;
E. Publicly posting support for a candidate in their office or on their attire while on the job or at the work site.
F. Identifying yourself as a county employee and/or implying that your statements are related to your employment or the County is prohibited. Also identifying yourself as a County employee and posting on social media political campaign comments using offensive materials that are defamatory or using disparaging language.

The 1975 Federal Hatch Act applies to state employees whose positions are financed in part by the federal government or those employees in certain federally-aided programs. This federal act, in addition to prohibiting (b), (c), and (d) above, also prohibits candidacy for elective office in a partisan election.

In December 2012, President Obama signed the Hatch Act Modernization Act. Now, a state or local government employee is banned from running only "if the salary of the employee is paid completely, directly or indirectly, by loans or grants made by the United States or a Federal agency." Now it doesn't matter whether the work is in connection with a federally funded activity, all that matters is whether the source of funds for the salary is federal dollars. Federal law no longer will

prohibit a state or local government employee from running for election in a partisan race unless that employee's salary is paid entirely with federal funds.

However, where the employee wants to run for election in the very city or county of employment, the North Carolina criminal conflicts of interest statute may apply and the state's common law doctrine of incompatibility of office may apply. There is a prohibition against dual office holding in the North Carolina Constitution, (Article VI, Sec. 9). You can hold one (1) elective and one (1) appointed office, but not two (2) elected or two (2) appointed offices, (NCGS 128-1.1)

According to the changes made by the Federal Government in 2012, any actively at work employee that elects to become a candidate for political office will be required to take a leave of absence from their employment position with the County upon becoming a candidate, if the employee's "salary is paid completely, directly or indirectly by loans or grants made by the United States or a Federal agency." An employee will be considered a candidate on the date the employee officially files the required paperwork to run for elected office with the Board of Elections. The employee may use paid time off (compensatory or vacation leave) while on leave of absence. Should the employee exhaust all paid leave, the employee will be placed into an unpaid leave of absence status. This section of the policy will not apply to individuals holding elected office as a result of partisan elections such as the Sheriff, the Register of Deeds and the members of the Board of Commissioners.

According to the Hatch Act, County employees may also:

- Hold elective office in political parties, clubs and organizations
- Be appointed to fill a vacancy for an elective office
- Actively campaign for candidates for public office in partisan and nonpartisan elections
- Contribute money to political organizations
- Attend and give a speech at a political fundraiser, rally or meeting.

County employees are not permitted to post political advertising at any county facilities or on any County property unless the Board of Elections has voting sites established on County properties and then the Board of Election statutes and regulations would be followed.

Any employee who violates this policy is subject to disciplinary action up to and including dismissal.

Section 7. Conflict of Interest

The credibility of local government rests heavily upon the confidence which citizens have in public officials and employees to render fair and impartial services to all citizens without regard to personal interest and/or political influence. Thus County officials and employees must scrupulously avoid any activity which may suggest a conflict of interest between their private interests and County responsibilities. Elected officials and employees of the County, or their family members, shall not engage or have financial interest in any business or other activity which could reasonably lead to a conflict of interest with the official's or employee's primary County responsibilities.

Examples of activities which are not in accordance with this policy include, but are not limited to, the following:

A. Activities which require the official or employee to interpret County laws, codes, ordinances, or regulations when such activity involves matters with which the official or employee has business and/or family ties.
B. Using an official's or employee's authority, influence, or County position for the purpose of private or personal financial gain.
C. The use of County time, facilities, equipment or supplies for the purpose of private or financial gain.
D. Entering into a business transaction when it involves using confidential information gained in the course of employment.

E. Accepting other employment or public office where it will affect the official's or employee's independence of judgment or require the use of confidential information gained as a result of County duties.
F. Accepting rebates or procuring any financial gain through the bidding process or employment of outside personnel.
G. No employee or official shall use or disclose information gained in the course of employment or by reason of position for purposes of advancing a financial or personal interest, for purposes of advancing a business entity which there is an ownership interest, for purposes of advancing a financial or personal interest of a household member or a family member, or for purposes of advancing any other private or political interest to the detriment of the County.
H. No employee or official shall disclose confidential or privileged information concerning personnel matters, property, contract negotiations, litigation related matters, or other affairs of the County that are afforded protection under state law.
I. No elected official shall require, either directly or indirectly, any employees of the County to campaign on his/her behalf as a condition of employment.
J. No employees shall use County time or resources in promoting or advocating the election of any individual.

Any official or employee engaging in any activity involving either an actual or potential conflict of interest or having knowledge of such activity by another official or employee is encouraged to promptly report the activity to the County Manager, or if such activity be by the County Manager, to the Board Chair. The County Manager or Board Chair shall investigate the matter and make a determination as to whether or not an actual or potential conflict exists. If the County Manager or Board Chair determines a conflict exists, it shall be presumed that the continuation of the practice would be injurious to the effectiveness of the official or employee in carrying out his/her duties and responsibilities. In such cases the official or employee shall immediately terminate the conflicting activity or be subject to termination of employment or removal from office.

For the purposes of this policy, the term official shall include all elected and appointed officials of the county including, but not limited to, the County Board of Commissioners, other elected officials, and members of boards and commissions. Employee shall include any individual employed by the County on a full or part-time basis. Any County employee having knowledge of or a reason to know of a potential personal interest, or upon the discovery of a potential personal interest, has an affirmative duty to disclose such personal interest to the County Manager. Any attempts by any person, firm or corporation to influence the decision of a County employee with regard to County business must be reported to the County Manager. Nothing in this policy is intended to violate, supersede, or conflict with any applicable state or federal laws regarding conflicts of interest in public employment or disclosure requirements.

Section 8. Outside or Secondary Employment

The County does not prohibit employees from engaging in outside employment. However, the County expects regular and permanent, full-time employees to consider that the work of the County will take precedence over other occupational interests of employees. The County will not condone outside employment that interferes with the performance of an employee's duties with the County or which represents a conflict of interest. No officers or employees of the County shall engage in any additional business or job that would involve their receiving funds from Duplin County. All employees must have a minimum of eight (8) hours downtime before their shift begins. The County will not change work hours to facilitate the scheduling of outside employment. Full-time and part-time County employees are required to report all outside, secondary employment and /or self-employment in writing to their Department Head and the employee must be approved for outside, secondary employment by the employee's Department Head and the County Manager, or the Agency Director for employees subject to the North Carolina Human Resources Act. The County Manager, or the Agency Director for employees subject to the North Carolina Human Resources Act, shall be responsible for final interpretation and approval and a copy of the request including the approval or denial will be forwarded to Human Resources for inclusion in the employee's personnel file.

Employees who are on an approved leave of absence (FMLA, worker's comp, etc.) may not engage in any form of self-employment or perform work for any other employer during that leave except when the leave is for military service or public service or when the employment, while out of work, has been approved by the Department Head and County Manager and the employee's reason for leave does not preclude the outside employment.

Employees of the County Sheriff's Office may not work for any organization or private business while in uniform or in a capacity as a law enforcement officer without prior written approval of the Sheriff.

Failure to report outside secondary employment or conflicting outside secondary employment will be grounds for disciplinary action up to and including dismissal.

Section 9. Dual Employment

Persons employed by the county are hired by one particular department at an appropriate pay grade and step. No employee will be permitted to perform services under a different job title for additional compensation such as overtime (or other benefits) for another department or the same department without prior approval from the Department Head that first hired the employee or from the County Manager, with a required written notice of Dual employment to Human Resources providing the second department the employee will be working for and the associated job title, with grade and step.

The small exception to the second job rule (Title 29 of the Code of Federal Regulations, Part 553, subsection 553.30 Occasional or sporadic employment – section 7(p)(2) of the FLSA) is when a local government employee works a second, unrelated job for the county on a part-time basis, but only occasionally or sporadically, the hours worked in the second job do not have to be counted for the purpose of overtime but may be paid at a straight time rate. Occasional and sporadic mean infrequent, irregular, or occurring in scattered instances.

Section 10. Employment of Relatives

Duplin County is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives.

Due to the potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment which can be carried into the daily working relationship, the following restrictions apply to the hiring of relatives. Relatives of persons currently employed may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority where employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include but are not limited to hiring, retention, transfer, promotion, wages and leave requests.

This policy applies to all current and potential employees.

Family member is defined as one of the following: relationships by blood – parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin; and relationships by marriage – husband, wife (as defined by state law), step-parent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and cohabitating couples/significant others.

The hiring supervisor is responsible for ensuring policy compliance. Directors are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy. Employees are responsible for reporting any changes immediately to their supervisor.

If after employment, employees begin a dating relationship or become relatives, partners or members of the same household and one party is in a supervisory position or equal position, working the same location, department or shift of a family member, that person is required to inform management and HR of the relationship. The employees will have 60 days to resolve the situation

on their own. After 60 days, if the employees have not yet resolved the situation on their own by means such as a transfer or employment outside of the department, the employee's supervisors will work with HR to determine the most appropriate action for the specific situation. This may include transfer, reassignment, or if necessary, termination of one of the employees.

The employment of immediate family within the service of the County within the same department or unit/section of a department at the same time is to be avoided unless significant recruitment difficulties exist. No exception to this policy will be made without the written consent of the County Manager.

The Board of Commissioners shall approve the appointment by the Sheriff or Register of Deeds of a relative by blood or marriage of nearer kinship than first cousin as required by Chapter 153A-103 (1) of the North Carolina General Statutes.

Section 11. Discrimination and Harassment

Duplin County strives to create and maintain a work environment in which people are treated with dignity, decency and respect. Employees should be able to work and learn in a safe, yet stimulating atmosphere and with the absence of intimidation, oppression and exploitation. Duplin County will not tolerate unlawful discrimination or harassment of any kind. Duplin County has a zero tolerance policy for discrimination or harassment. Through enforcement of this policy and by education of employees, Duplin County will seek to prevent, correct and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment.

All employees, including appointed officials, elected officials, full-time employees, part-time employees, temporary employees, and seasonal employees are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related settings outside the workplace, such as during business trips, business meetings and business-related social events.

A. **Discrimination** It is a violation of this policy to discriminate in the provision of employment opportunities, including benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluation standards in employment if the basis of that discriminatory treatment is, in whole or in part, based on the person's race, color, national origin, age, religion, disability status, gender, sex stereotyping, sexual orientation, genetic information or marital status. Discrimination is strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964, the Age Discrimination Act of 1975, August 15, 2016 Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) Final Rule on Sex Discrimination Guidelines (§ 60-20.8), and the Americans with Disabilities Act of 1990.

   On August 15, 2016, the Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) issued a Final Rule on Sex Discrimination Guidelines (§ 60-20.8). The Final Rule provides examples of prohibited sex discrimination in the workplace:

   - Protection for women against discriminatory treatment because of pregnancy, childbirth or related medical conditions including loss of jobs, wages or health care coverage. The Final Rule requires employers to provide workplace accommodations, such as extra bathroom breaks and light duty assignments to an employee who needs such accommodations because of pregnancy, childbirth or related medical conditions.

- Promote fair pay practices. Employers may not pay workers differently because of their sex. Employers may not deny opportunities for overtime work, training, better pay or higher paying positions because of a worker's sex.
- Provides equal benefits to male and female employees participating in fringe-benefit plans such as medical, retirement, leave, etc.
- Prohibits sexual harassment, further explained below.
- Gives men and women equal access to jobs and workforce development opportunities unless there is a bona fide occupational qualification or the qualifications are job related and consistent with business necessity.
- Employers may not treat female or male employees or applicants differently based on stereotypical assumptions that women are more likely to have caregiving responsibilities.
- Prohibits discrimination based on sex stereotypes where employees or applicants fail to comply with expectations about how women and men should look or act or what kinds of jobs they should do.

B. **Unlawful Workplace Harassment.** For the purposes of this policy, "unlawful workplace harassment" is defined as unsolicited and unwelcome speech or conduct based upon race, sex, creed, religion, national origin, age, color, genetic information or disability that creates a hostile work environment or upon a "quid pro quo." Harassment is verbal or physical conduct designed to threaten, intimidate or coerce. Also, verbal taunting (including racial and ethnic slurs) that, in the employee's opinion, impairs his or her ability to perform his or her job.

C. Examples of harassment are:

1. Verbal: Comments that are not flattering or are unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body disability or appearance. Epithets (descriptive title), slurs or negative stereotyping may also be considered harassment.
2. Nonverbal: Distribution, display or discussion of any written or graphic material that ridicules, denigrates insults, belittles, or shows hostility or aversion toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, gender identity, and marital or other protected status.

   A hostile work environment is determined by looking at all circumstances or incidents, including frequency of alleged harassing behavior, severity of the behavior and whether it unreasonably interferes with an employee's performance or adversely affects the employee's employment opportunities.

Sexual Harassment

Sexual harassment in any form is prohibited under this policy. Sexual harassment is a form of discrimination and is unlawful under Title VII of the Civil Rights Act of 1964 and in accordance with the August 15, 2016 Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) Final Rule on Sex Discrimination Guidelines (§ 60-20.8). According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when...submission to or rejection of such conduct is used as the basis for employment decisions...or such conduct has the purpose or effect of...creating an intimidating, hostile or offensive working environment."

Sexual harassment includes unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when such conduct:

1. Is made explicitly or implicitly a term or condition of employment.
2. Is used as a basis for an employment decision.
3. Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is personally offensive, and that lowers morale and therefore interferes with work effectiveness. Sexual harassment may take different forms.

Examples of conduct that may constitute sexual harassment are:

1. Verbal: A sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks or threats. Requests for any type of sexual favor (this includes repeated, unwelcome requests for dates). Verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sex oriented and considered unwelcome.
2. Nonverbal: The distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, email, photos, text messages, internet postings, etc., that is sexual in nature.
3. Physical: Unwelcome, unwanted physical contact, including but not limited to touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling; forced sexual intercourse or assault.

   Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that is acceptable to and welcomed by both parties, is not considered to be harassment, including sexual harassment.

There are basically two types of sexual harassment:

1. "Quid pro quo" harassment (If you do this then you get this), where submission to harassment is used as the basis for employment decisions. Examples: Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment.
2. "Hostile work environment," where the harassment creates an offensive and unpleasant working environment. A hostile work environment can be created by anyone in the work environment, whether it is supervisors, other employees or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials or even unwelcomed physical contact as a regular part of the work environment. Texts, emails, cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

Workplace Relationships

Duplin County does not wish to interfere with consensual personal relationships. However, the county strongly discourages romantic or sexual relationships between Department Heads, supervisors, staff and co-workers in the same department (an employee who reports directly or indirectly) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions. Employees who desire to become involved with someone in the workplace must be aware of the following guidelines.

A. There shall be no dating/marital activities on department time or department property.
B. There shall be no use of department property to arrange dating activities.
C. All behavior between employees shall be behavior conducive to a professional work environment at all times when on department property or on department time.

Although the parties may feel that what they do during non-working hours is their business and not the business of the county, because of potential issues regarding "quid pro quo" harassment, the County requests the relationship be reported to the Department Head, the Human Resources Director or the County Manager. Once the relationship is known, Human Resources will review the situation with the County Manager and will determine whether one or both parties need to be moved to another job, shift, location or department. If it is determined that one party must be moved, and there are jobs in other departments available for both, the

parties may decide who will be the one to apply for a new position. If the parties cannot amicably come to a decision, or the party is not chosen for the position to which he or she applied, the parties will contact the HR Director, who will decide which party should be moved. That decision will be based on which move will be least disruptive to the organization as a whole. If it is determined that one or both parties must be moved, but no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning. Failure to report the relationship is a violation of this policy and disciplinary action up to and including termination may be applied.

D. **Role of Department Heads and Supervisors.** Department Heads and supervisors shall establish and maintain a climate in the work unit which encourages employees to communicate questions or concerns regarding this policy; recognize incidents of unlawful workplace or sexual harassment; take immediate corrective action to stop such behavior; and notify the Human Resources Director so that consistent investigatory procedures may be implemented. Any Department Head or supervisor who observes, is confronted with, or becomes aware of a situation involving unlawful workplace or sexual harassment must advise the offending individual(s) to stop the harassing behavior and report the situation immediately to the Director of Human Resources and County Manager. A Department Head and/or supervisor failure to respond immediately and appropriately to reported incidents of perceived unlawful workplace harassment or sexual harassment may result in disciplinary action up to and including dismissal.

E. **Complaints Procedure for Unlawful Workplace and Sexual Harassment.** Any employee who feels he/she is being subjected to unlawful workplace harassment or sexual harassment should immediately contact his/her immediate supervisor, Department Head, the Human Resources Director, the Agency Director, or the County Manager. This procedure does not require reports to be made to the immediate supervisor or to anyone the employee believes to be participating in the unlawful workplace harassment. Employees are encouraged to speak with whomever they feel the most comfortable from those listed above.

A person who feels harassed, discriminated or retaliated against may initiate the complaint process by filing a written and signed complaint with the HR Director. If a supervisor or manager becomes aware that harassment or discrimination is occurring, either from personal observation or as a result of an employee coming forward, the supervisor or manager should immediately report it to the HR Director.

1. Upon receiving the complaint or being advised by a supervisor or manager that violation of this policy may be occurring, the HR Director will notify the County Manager and review the complaint with the County Attorney.
2. Within five (5) working days of receiving the complaint, the HR Director and/or the Department Head/Agency Director will meet with the person alleged to have violated this policy.
3. Human Resources and/or the Department Head/Agency Director will initiate the investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred. Complaints of unlawful workplace harassment and sexual harassment will be kept as confidential as possible while the matter is thoroughly investigated and promptly dealt with as appropriate. Under no condition will the investigation be conducted by or under the direction of the person(s) reported to have engaged in the unlawful workplace or sexual harassment or the person alleging the unlawful workplace or sexual harassment. Investigations of any and all reported incidents will be authorized by the County Manager and by the Board of Commissioners if the complaint involves the County Manager. The employee who is accused of unlawful workplace or sexual harassment may be placed on paid investigative leave while fact-finding is conducted.
4. During the investigation, the HR Director, together with the County Attorney and/or Department Head/Agency Director will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred. The respondent is entitled to retain an attorney at their expense, if desired.

5. Within 15 business days of the complaint being filed (or the matter being referred to the HR Director and/or Department Head/Agency Director), the HR Director and/or Department Head/Agency Director conducting the investigation will conclude the investigation and submit a report of his or her findings to the Assistant County Manager and County Attorney.
6. Within 10 business days from the date the HR Director and/or Department Head/Agency Director submits his/her findings to the Assistant County Manager and the County Attorney, the County Attorney and Assistant Manager will review the investigative report and any statements submitted by the complainant or respondent, discuss results of the investigation with the HR Director and other management staff as may be appropriate and decide what action, if any, will be taken and notify the Human Resources Director of the decision.
7. If it is determined that harassment or discrimination in violation of the County policy has occurred, the HR Director will recommend appropriate disciplinary action based on the County Attorney and Assistant County Manager's review of the claim. The appropriate action will depend on the following factors: (i) The severity, frequency and pervasiveness of the conduct; (ii) Prior complaints made against the respondent; (iii) The quality of the evidence (first-hand knowledge, credible corroboration etc.).
8. If the investigation is inconclusive or it is determined that there has been no harassment or discrimination in violation of this policy, but some potentially problematic conduct is revealed, corrective and possible disciplinary action may be taken.
9. Within 5 days from the date the HR Director receives a response from the County Attorney and the Assistant County Manager, the HR Director will report the county's decision to the complainant, the respondent and the appropriate management assigned to the department(s) in which the complainant and the respondent work. The county's decision will be in writing and will include finding of fact including nature of the conduct in question, the context in which the conduct, if any, occurred, and the conduct of the person accused of discrimination and/or unlawful workplace or sexual harassment shall be reviewed and disciplinary action, if recommended, consistent with applicable laws and policies. The disciplinary action shall be consistent with the nature and severity of the offense, the rank of the employee and any other factors deemed appropriate.
10. The HR Director and/or the Department Head/Agency Director will meet with the complainant and the respondent separately in order to notify them in person of the findings of the investigation and to inform them of the action being recommended by the HR Director.
11. The complainant and the respondent may appeal or submit statements of new information to the HR Director challenging the factual basis of the findings. Any such statement must be submitted no later than five (5) working days after the meeting with the HR Director and/or the Department Head/Agency Director in which the findings of the investigation is discussed. After the appeal or supplemental new information is reviewed, management has five (5) working days to respond.

Retaliation is adverse treatment which occurs because of opposition to discrimination and/or unlawful workplace or sexual harassment. Retaliation against employees or job applicants who report, or file complaints or charges due to perceived unlawful discrimination, workplace or sexual harassment, or who participate in investigations or proceedings as witnesses, or in other capacities is prohibited and will not be tolerated and should be reported immediately according to the reporting procedure outlined in this policy. Individuals who engage in retaliation will be subject to immediate discipline up to and including dismissal.

Employees subject to the North Carolina Human Resources Act have additional options to present a discrimination or harassment complaint to the Office of State Human Resources (OSHR) through the Office of Administrative Hearings provided the complaint is submitted within thirty (30) days of any decision made by the County in reference to a harassment complaint.

F. **Unlawful Discrimination, Workplace or Sexual Harassment by Non-Employees.** When reports of unlawful discrimination, workplace or sexual harassment against an employee in the workplace involve a non-employee, the County will support appropriate steps to address the unlawful discrimination, workplace or sexual harassment.

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G. **Employee Responsibilities.** Employees are obligated to cooperate in every fact-finding of unlawful discrimination, workplace or sexual harassment. Employees are also obligated to refrain from filing fraudulent or "bad faith" complaints of discrimination, unlawful workplace or sexual harassment.

Disciplinary action up to and including dismissal may also be taken against any employee who violates this policy, who fails to report instances of unlawful workplace or sexual harassment or who fails or refuses to cooperate in the fact finding of a complaint of discrimination, in the fact finding of a complaint of unlawful workplace or sexual harassment or who files, in bad faith, a complaint of discrimination, unlawful workplace or sexual harassment.

If a fellow employee perceives harassment between two other employees and reports it, Human Resources and/or the Department Head/Agency Director will initiate an investigation. If the employee that is perceived to have been the victim of the harassment is questioned and did not perceive the incident as harassment and chooses not to pursue the matter, Human Resources and/or the Department Head/Agency Director will complete its investigation of the complaint and document accordingly.

Section 12. Whistleblower and Anti-Retaliation Policy

Our No Retaliation county policy stems from our willingness to protect employees in regards to potentially reported actions or behaviors of discriminatory, unethical or harmful nature. Whether accusations are true or false, the county wishes to avoid incidents of victimization or other retaliatory behavior towards the employee, especially if their motives are discovered to be clear from any malicious intention. The county believes it is important that employees do not feel afraid to speak up about any issues they might encounter since it is for the benefit of the county to resolve them as soon as possible. An environment of fear can only be harmful to the county in the long run.

The county will faithfully observe the legal prohibitions for retaliation and will grant employees the right to speak about misconduct. At any case, we will make an effort to preserve legality and morals so that such incidents remain uncommon.

Scope
This policy applies to all prospective, current or former employees of the county.

Policy elements
Actions that might invoke retaliatory behavior include but are not limited to:

- Complaints about workplace and/or sexual harassment or discrimination
- Complaints about county actions that harm the environment or society
- Participation in a pending investigation of misconduct or violations
- Lawsuits for wrongful dismissal or termination for cause

Actions mentioned above may have been communicated internally to a manager or to the Human Resources Department. However, employees may choose to refer to persons able to take legal action against the alleged guilty party. These employees may often be called "Whistleblowers".

At any case, we wish to remain consistent with our harassment-free workplace principles. The county believes that an employee who reports misconduct or suspected violation against the county or another employee must be protected from retaliatory actions. This will also send the message to other employees that the county does not wish to silence complaints but rather encourages open communication in accordance with its open door policy.

No retaliation policies are imperative for two reasons. First, when reports have a solid basis, the county must give them due consideration and take action to support and enforce its policies and ethics. Retaliating against an employee who brought attention to inconsistencies or violations will

harm the county's trustworthiness and reliability. Secondly, any kind of retaliatory action, whether intentional or unintentional, may expose the county to a serious legal risk.

It is important to note that the policy refers to circumstances when an employee's report is true as well as circumstances when the report is baseless. The validity of the report is not in consideration when it comes to no retaliation principles, as required by law. Therefore, the county will strictly refrain from maliciously punishing its employees in any way and for whatever reason.

Retaliation in the workplace may be expressed in a variety of ways. These include but are not limited to:

- Victimization
- Termination or illegal retraction of benefits
- Reduction of compensation
- Poor work performance evaluation
- Exclusion from training, events or meetings
- Defamation of character

Retaliation is in general defined as any kind of negative action against a current or former employee that takes the form of punishment, and creates a hostile, threatening or uncomfortable environment as a result of their reported complaint.

Employees that are found guilty of retaliation will be subject to disciplinary action that may also result in termination.

Disciplinary action may also apply to employees who have repeatedly filed false or unreasonable complaints against the county and are proven to have been intentionally lying, falsifying evidence, acting maliciously or for personal benefit. That way we can ensure that employees do not take advantage of our policy and act always in good faith.

Actions
Employees can utilize the right to communicate a problem, suggestion or issue to any manager in the organization. No retaliation policy applies to all official or unofficial reports. All complaints will be kept confidential and investigation will be as little disruptive as possible.

In cases of lawsuits or complaints filed in an authority or legal entity, the county's actions will remain within its legal boundaries. Employees will not be victims of retaliation despite the conclusion of such actions.

If an employee files a complaint with the county for another employee, the complaint will be taken seriously and investigated thoroughly. If the need arises for immediate action during the investigation (such as in cases of harassment), the county will ensure the employee who filed the complaint will not be affected in any way. The alleged wrongdoer may see their employment or position affected until the investigation is concluded.

In some cases, the employee who filed a report may be subject to disciplinary action on an unrelated offence. In such instances, official documentation is needed that clearly states the reason of disciplinary procedures against the employee, along with evidence for the nature of their misconduct. The county will follow the Equal Employment Opportunity Commission Enforcement Guidance on Retaliation and Related Issues when handling retaliation issues.

Section 13. Workplace Violence

It is the County's intent to provide a safe workplace that is free from violence. Violent acts against employees, whether committed while on-duty or off-duty, have the potential to impact an employee's ability to perform assigned duties. The County will take every reasonable action to protect the life, safety and health of employees and will provide as rapid and coordinated response as possible to violence or threats of violence at any worksite.

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Violence, or the threat of violence, by or against any County employee or other person while at a County workplace is unacceptable and may subject the individual to disciplinary action up to and including termination, and/or criminal charges.

A. **Prohibited Conduct.** The County will not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities in any format including but not limited to verbal acts, physical acts, written acts or non-verbal acts. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited: causing injury to another person, communication of threats, aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress, intentionally damaging County property or property of another employee, possession of a weapon while on County property or while on County business (NCGS § 14-269 and NCGS § 14-415), unless permitted and authorized to do so in the performance of assigned duties and responsibilities, and committing acts motivated by, or related to, sexual harassment, abuse or domestic violence.

B. **Reporting Procedures.** All workplace violence or potentially dangerous situations must be reported immediately to a supervisor, the Department Head, the Agency Director if the employee reports to North Carolina Human Resources Act, the County Manager's office or the Human Resources Director. Reports may be made anonymously, and all reported incidents will be investigated by Human Resources and/or the appropriate agency. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. Retaliation against any employee who, if in good faith, reports a violation of this policy is prohibited. Every effort will be made to protect the safety and confidentiality of anyone who comes forward with concerns about a threat or act of violence. All parties involved in a situation will be counseled and the results of investigations will be discussed with them to the fullest extent allowed without breaching any confidentiality restrictions. The County will actively intervene at any indication of a possibly hostile or violent situation.

C. **Risk Reduction Measures.**
   1. Hiring: The County takes reasonable measures to conduct background investigations to review candidates' backgrounds and reduce the risk of hiring individuals with a history of violent behavior.
   2. Safety: The County conducts inspections of the premises to evaluate and determine any vulnerability to workplace violence or hazards. Any necessary corrective action will be taken to reduce all risks.
   3. Individual Situations: While there is no expectation that employees be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform their supervisor if any employee or individual exhibits behavior which could be a sign of a potentially dangerous situation. Such behavior includes:
      a. Bringing (unless permitted and authorized to do so in the performance of assigned duties and responsibilities) or threatening to bring weapons to the workplace;
      b. Displaying overt signs of extreme stress, resentment, hostility, or anger;
      c. Making threatening remarks;
      d. Sudden or significant deterioration of performance;
      e. Displaying irrational or inappropriate behavior.

D. **Dangerous/Emergency Situations.** *(This section does not apply to law enforcement.)* Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given.

E. **Enforcement.** Threats, threatening conduct, or any other acts of aggression or violence in

the workplace will not be tolerated. Violent conduct has a potentially adverse impact on an employees' ability or the ability of another employee to perform assigned duties and responsibilities. Any employee determined to have committed such acts, while functioning in the course and scope of employment as well as when off-duty will be subject to disciplinary action, up to and including dismissal. Non-employees engaged in violent acts on or off County property will be reported to the proper authorities and fully prosecuted.

Section 14. Domestic Violence

Domestic violence is a pattern of behavior meant to threaten, harass and coerce the victim in order to establish and maintain control and dominance. Along with physical trauma, it may include emotional, psychological, sexual and financial abuse. Domestic violence may include but is not limited to the following:

1. Physical violence
2. Sexual assault or rape
3. Threats
4. Intimidation
5. Harassment, by any communication means
6. Stalking
7. Damage to property

If an employee is a victim of domestic violence, they are encouraged to seek support from the Employee Assistance Program (EAP) and/or the local domestic violence service provider. Should the abuse adversely impact their job performance or the employee believes there may be a potential act of violence within the workplace; the employee is encouraged to contact their supervisor, Department Head or Human Resources Director.

There shall be no retaliation against an employee who makes a good faith report of a violation of this policy. Every effort will be made to protect the safety and anonymity of anyone who comes forward with concerns of domestic violence. Law enforcement and management may share information on a "need to know" basis only.

Acts of domestic violence perpetrated by employees within the workplace will not be tolerated and violators will face disciplinary actions, including possible dismissal. The prohibited actions include: employee using county resources, equipment, communication devices or vehicles to commit acts of domestic violence or engaging in such behavior while conducting county business, regardless of the location.

An employee's off-duty conduct may be grounds for disciplinary actions, including possible dismissal. The relevance of an employee's off-duty conduct depends on the nature of the offense and its potential impact on the county and the employee's ability to fulfill his work duties. Judgment in a court of law may provide the evidence to substantiate allegations of any domestic violence acts.

Participation with the Employee Assistance Program referral and completion of their recommendations, such as completion of an Abuser Treatment Program may be a requirement for job retention.

Domestic Violence victims may need time off to attend counseling, legal and/or medical appointments. An employee suffering from domestic violence may take reasonable time off from work to obtain relief under Chapter 50B (domestic violence order of protection) or Chapter 50C (civil no-contact order for nonconsensual sexual contact or stalking). In accordance with N.C. Gen. Stat. § 50B-5.5 & § 95-270(a), an employer is prohibited from discharging, demoting, disciplining, or denying a promotion to an employee who takes "reasonable time off" from work to obtain or attempt to obtain a protective order or other relief under the state's domestic violence law. An employee who is absent must follow the employer's usual leave policy or practices; if the employer generally requires advance notice of absences, an employee must provide advance notice "unless an emergency

prevents the employee from doing so." An employer may require the employee to provide documentation showing the reason for the employee's absence.

Duplin County may seek to protect its workplace by obtaining a "civil no-contact" order from a court, similar to restraining orders available in cases of domestic violence. No contact orders prohibit a third party from having any contact with the county employee in the workplace when such third party has threatened or attempted bodily injury to an employee or stalked an employee. The parties against whom such orders are issued may be directed cease, or refrain from, engaging in a variety of actions and/or contact that are threatening or harassing to the protected employee. A third party who violates a no contact order is subject to fine or imprisonment for contempt.

Depending on the circumstances, employees who are victims of domestic violence may also need special accommodations or adjustments to their work schedule or location in order to enhance their safety. Management shall use their discretion to accommodate these requests and needs whenever possible and appropriate.

Section 15. Weapons in the Workplace

All persons who enter County property are prohibited from carrying a handgun, firearm, knife, or other weapon of any kind regardless of whether the person is licensed to carry the weapon or not.

The only exception to this policy will be persons permitted and authorized to do so in the performance of their assigned duties and responsibilities while on County property and conducting County business and/or as allowed by State Law, such as law enforcement, probation, Animal Control, etc. and exceptions per NCGS § 14-269 and NCGS § 14-415. Possession of a weapon may also be authorized by the County Manager to allow trained employees to have a weapon on county property when this possession is determined necessary to secure the safety and security of county employees.

Prohibited Weapons include firearms, explosives, ammunition, knives (except pocket knives see definition below) not furnished or approved by the employee's department for the accomplishment of the job, and any other objects prohibited by law. (It is not possible to list every object which might be used as a weapon. Therefore, any object that is used to threaten, injure or cause damage to a person or property may be regarded as a weapon for the purpose of this policy).

Tear gas/pepper spray/mace for personal defense in a small container (container not to exceed 150 cubic centimeters, cartridge not to exceed 50 cubic centimeters) is not prohibited by this policy. (For example, Department of Social Services Social Workers have been permitted to carry pepper spray for protection.)

Pocket Knife defined for this policy is a small knife, designed for carrying in a pocket or purse, which has its cutting edge and point entirely enclosed by its handle, and may not be opened by a throwing, explosive, or spring action.

This policy prohibits carrying banned weapons, whether concealed or visible, in county buildings, on county worksites, in county-owned vehicles, on county-owned property, or while in the course of carrying out county duties. (This does not apply to weapons locked in personal vehicles on county-owned lots or employees who are authorized to carry weapons in the course of their employment, i.e. Sheriff's Deputies, those persons allowed by State Law or those persons authorized by the County Manager.)

Employees who violate this policy will be subject to disciplinary actions up to and including termination.

Section 16. Safety and Health

A. **Occupational Safety and Health Act (OSHA).** It is the policy of the County to comply in all respects with the 1970 Occupational Safety and Health Act (OSHA) and all amendments thereof. The County Manager shall establish or approve policies and procedures relative to

compliance with OSHA. Duplin County is committed to making reasonable efforts to provide a safe and healthy working environment for all employees.

B. Duplin County's policy is to ensure that every reasonable precaution is taken to prevent the incidence of accidents, injuries, and illnesses for all employees. Duplin County requires all jobs or tasks to be performed in the safest way possible. All County employees are expected adhere to this policy, are expected to follow safe working procedures and are expected to use good common safety sense when at work. The County will conduct and document both formal and informal safety training for all employees. The County will also pursue a vigorous safety inspection effort involving all County facilities, vehicles and work procedures to identify and correct all hazardous conditions and practices. Department Heads will establish personal protective equipment guidelines for all employees, furnish the equipment, and require its use by applicable employees.

C. The **Safety Committee** is charged with, and all County employees are responsible for, promoting accident prevention by actively supporting the Safety Policy and observing the safety regulations. The Safety Committee will create and maintain a high level of interest and awareness of safety among all employees. The Safety Committee will also assist in the development of safety policies and procedures for the County Safety Manual. The Duplin County Safety Manual has been prepared and adopted as the County's safety guidelines and all employees are expected to comply with this policy and its procedures.

D. The **County Safety Officer** will ensure that all Federal, State and Local laws, regulations, codes and ordinances are followed and develop accident prevention methods, procedures and programs. The Officer will conduct investigations of accidents and hazardous conditions and make recommendations for corrective actions. The Safety Officer in coordination with Department Heads will conduct inspections of all county facilities and assist in the coordination of safety training. The Safety Officer will assist in the maintenance of records and reports concerning county safety issues and maintain and/or update the County safety policies and procedures.

E. **Accident Reporting.** Employees must report unsafe conditions or practices to their supervisor immediately. If a work-related accident, injury, or illness occurs, employees must report it to their supervisor immediately. A written statement of any accident must be prepared by the Department Manager and forwarded to Human Resources within seventy-two (72) hours. A copy of the report will be provided to the Safety Officer. The County Safety Officer will actively investigate and review all accidents involving County employees and property to determine the cause of the incident and to outline preventive measures. If the employee requires medical attention as a result of a work-related accident, injury, or illness, they are required to follow the procedures set forth in the Workers' Compensation policy. Duplin County has adopted a proactive return to work policy that requires all employees in a modified or restricted duty status to return to work and perform their duties consistent with their physical restriction(s) set by their treating physician. If an employee has any questions regarding the accident reporting procedures, they are encouraged to contact their supervisor or the Human Resources Director.

F. Working safely is a condition of employment; therefore, safety is tied to job performance. If it is determined that a county employee has willfully or negligently ignored or violated a Federal, State, County or departmental safety policy, or has been injured, caused injury or has an at fault accident due to an unsafe act, disciplinary action may be applied up to and including dismissal based on the severity of the action.

Section 17. Drug-Free Workplace and Drug and Alcohol Policy

The County is committed to ensure the safety, health and well-being of employees and the general public and recognizes abuse of alcohol and other drugs compromises this dedication. Duplin County's goal is to provide a working environment free of substance abuse and drugs by establishing this **"Zero Tolerance" Drug-Free Workplace policy**. The County is concerned with those situations

where the use of alcohol and other drugs seriously interferes with an employee's health, job performance, or adversely affects the safety of the public, the employee or other employees.

This policy will comply with the North Carolina Controlled Substance Examination Regulation Act (Chapter 95, Article 20 of the North Carolina General Statutes) and Administrative Rules (Title 13, Chapter 20 of the North Carolina Administrative Code). Employees who are required to have a commercial driver' license or CDL as part of their job requirement, must also comply with the current requirements set forth by the Department of Transportation (DOT) and the Federal Motor Carriers Safety Regulations (FMCSR).

As of January 1, 2018, the County will also enforce and comply with the U.S. Department of Transportation final rule which introduces significant changes regarding employer administration of drug tests within the transportation industry. Four (4) semi-synthetic opioids have been added to its drug testing panel. As of January 1, 2018, hydrocodone, hydromorphone, oxycodone and oxymorphone more commonly known as OxyContin, Percodan, Percocet, Vicodin, Lortab, Norco, Dilaudid or Exalgo will be tested and methylenedioxyethylamphetamine (MDEA) will be removed from the drug panel,

The County will:

- Assure employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner;
- Create a workplace environment free from the adverse effects of drug abuse;
- Prohibit the unlawful manufacture, distribution, dispensing, possession or use of controlled substances in the workplace;
- Prohibit substances including but not limited to, the abuse of prescription medication, over the counter medications and/or the use of illegal drugs; and
- Prohibit the use of alcohol in the workplace;
- Hold results of tests and personal medical information in strictest confidence and in accordance with the Health Insurance Portability and Accountability Act (HIPAA).
- Provide applicants and employees who test positive a copy of the test results, if requested, and applicants/employees may request a retest of the original sample at the individual's expense.

This policy covers all County employees including probationary, regular or permanent full-time, regular or permanent part-time, trainees, temporary/substitute, seasonal, contract and volunteers for pre-employment testing, random selection testing, post-accident testing and reasonable suspicion testing. This policy is intended to apply whenever anyone is representing or conducting business for Duplin County. Therefore, this policy applies during all working hours including but not limited to while on call, while on paid stand-by, while on Duplin County property and at county sponsored events.

The County reserves the right to search employer-owned items used by the employee (i.e., desk, lockers, computers, County vehicles/equipment, etc.) and employees cannot expect privacy for anything placed on or in any employer owned item. Law enforcement officials and Department Heads will be notified in appropriate cases.

The County will provide a "Controlled Substance and Alcohol Abuse Program" to provide for:

- Training of supervisors on the Drug-Free Workplace Policy; training to recognize and deal with employees who have performance problems or behavioral problems that may be related to alcohol and other drugs; training on how to make the determination on reasonable suspicion; how to refer employees to available assistance and the process for taking appropriate action.
- Training to employees with the information they need to fully understand, cooperate with and benefit from the County's drug-free workplace policy.

- Periodic training for all employees on the dangers of controlled substance and/or alcohol abuse, the County's expectations for employees, testing procedures, rehabilitation and penalties. All regular full and part-time employees will receive information during their new employee orientation. Refresher training will be conducted annually or on an as-needed basis.
- Testing for controlled substances and/or alcohol for pre-employment, post-accident, reasonable suspicion, random, and follow-up testing, where appropriate; to include prescribed requirements and procedures required by the FMCSR.
- As an alternate to job loss, for employees who notify their supervisors or Department Heads of an abuse problem prior to being discovered, the employee will be referred for treatment and rehabilitation in a rehabilitation program acceptable to the County, and the employee must successfully complete the program.
- Any employee violating the prohibitions or any of the specific provisions contained herein will be dismissed.

A. ***Unacceptable Conduct.*** Substance and/or alcohol abuse are strictly prohibited by the County and may result in termination of employment. Prohibited behavior includes, but is not limited to:

1. The violation of the North Carolina Controlled Substance Act, the North Carolina *Toxic Vapors Act* or the U.S. *Controlled Substance Act*; or the
2. Unlawful manufacture, sale, delivery or possession with intent to manufacture, sell or deliver a controlled substance as defined by N.C. General Statute § 90-87;
3. Unlawful manufacture, possession, sale, distribution or delivery of drug paraphernalia; or the
4. Use of alcoholic beverages on county property (except at authorized events at the Duplin Commons Event Center) while on duty
5. A positive alcohol test that indicates an alcohol concentration level of .04 or higher; or
6. A positive test for a controlled substance; or
7. The refusal to submit to drug and/or alcohol testing; or
8. The refusal to authorize the release of the test results to the requesting department; or
9. Evidence of tampering with a substance and/or alcohol test being administered by or for the County.

B. **Responsibilities.** It is the responsibility of managers, supervisors and employees to become familiar with the expectations of this policy and to comply with the provisions. Department Heads shall be responsible for administering the Controlled Substance and Alcohol Abuse Program and for holding supervisors accountable for daily implementation of this program. Department Heads, or designated subordinate supervisors, shall also be responsible for identifying substance abuse related behavioral and performance problems; documenting performance problems and enforcing the policy; following the proper referral for testing, counseling and/or rehabilitation; and taking appropriate disciplinary measures when necessary.

1. **Pre-duty Use:** The County expects employees to report for work and perform their jobs in a sober condition; free of any controlled substances and/or alcohol; or abuse of any legal or prescribed drugs including over the counter medication. No person in a safety sensitive position shall perform safety sensitive functions within eight (8) hours after using alcohol. No supervisor having actual knowledge that an employee has used alcohol within four (4) hours shall permit an employee to perform or continue to perform safety sensitive functions. No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration. No supervisor having actual knowledge that an employee has an alcohol concentration shall permit the employee to perform or continue to perform safety-sensitive functions.

Employees shall inform their supervisor of the use of prescribed or over the counter medication that may impair their ability to perform work. Failure to do so may result in termination of employment. Employees who have a dependency on prescribed or over the counter medication may seek counseling, treatment or rehabilitation. Supervisors shall safeguard any confidential personal medical information in accordance with the Health Insurance Portability and Accountability Act (HIPAA).

2. **Notification and Consent**: Employees will be notified if they are suspected of using or having a dependence on controlled substances, alcohol or the abuse of over the counter medication in violation of County policy and must submit to testing. Failure to do so, or to violate any other provisions of the County's policy on Controlled Substance and Alcohol Abuse, shall be grounds for dismissal. Any adulteration of a test will be grounds for dismissal. Before an alcohol or drug test is administered, employees and job applicants will be asked to sign a consent form authorizing the test and permitting the release of test results to those County officials who need to know. Failure to give consent will be grounds for denial of employment or dismissal.

   Human Resources will be the point of contact for all drug testing. The Human Resources Director or his/her designated point of contact will receive and maintain records of all drug testing results. Human Resources shall notify Department Heads and employees of the results of random, reasonable suspicion and post-accident tests for controlled substances conducted under this policy if the test results are confirmed positive. Human Resources shall notify an applicant of the results of a pre-employment-controlled substance test conducted under this policy, if the applicant requests such results within sixty (60) days of the notification of rescission of the conditional employment offer.

3. **Follow-up Testing**: The County reserves the right to conduct unannounced follow-up tests on any employee who has been conditionally returned to duty after having previously been approved and successfully completed a rehabilitation program. When the County determines that a follow-up test will be performed, the Department Head will be notified and responsible for notifying the employee of the date and time to report to the testing facility designated by the County.

4. **Off the Job Offense**: Any employee convicted for a drug and/or alcohol related offense must notify his/her supervisor within five (5) days of the conviction. Such employee may be required to submit to substance testing as defined herein. Federal contracting agencies, law enforcement or professional boards such as the Nursing Board will be notified when appropriate. Depending on the offense and its severability, disciplinary action may be imposed. Failure to notify the supervisor within the required period of time may result in the employee's termination.

5. **Challenge of Results**: Within five (5) days of notification of a confirmed positive drug test, an employee or applicant may request that the original sample be sent to an approved laboratory for a third test, at their expense. The results of this test will be taken into consideration for hiring and disciplinary action decisions. Employees or applicants will be offered the opportunity to discuss confirmed positive test results with the Medical Review Officer (MRO) to determine if there are alternative explanations for the positive test.

   In accordance with 13 NCAC 20 .0402 Post-Testing Notice to Examinees, within 30 days from the time that the results are mailed or otherwise delivered to the examiner, the examiner shall give notice to the examinee, in writing:

   1. Of any positive result of a controlled substance examination; and

   2. Of the examinee's rights and responsibilities regarding re-testing under G.S. 95-232(f).

C. **General Testing Procedures.** In all cases of reasonable suspicion testing, the employee must be escorted to the County's medical provider by their supervisor for testing. In the case of a post vehicular accident, the employee shall not be authorized to operate a County vehicle until the test results are received and the results are negative.

   Under the North Carolina Controlled Substance Examination Regulation Act, North Carolina General Statutes Chapter 95, Article 20 and Administrative Rules, Title 13, Chapter 20:

   1. All testing will be conducted according to DHHS/SAMHSA guidelines where applicable and will include a screening test, a confirmation test, the opportunity for a split sample, and review by a Medical Review Officer (MRO).
   2. All employees will be afforded the opportunity to read and complete the Initial Notice to Employees/Applicants. According to this document, in the event that an employee/applicant has a positive drug test, the employee will be given the opportunity to have the sample re-tested. Re-tests must be the same sample and will be paid for by the employee/applicant.
   3. All employees will be afforded the opportunity to read and complete the Post-Test Notice to Employees/Applicants.
   4. The above listed forms will be returned to Human Resources once completed.
   5. Failure to complete these forms or release the results to the requesting agency may result in dismissal.

   Testing may include, but is not limited to, urinalysis, breath-analysis, mouth swab or blood sampling. A confirmed positive drug test for current safety-sensitive employees applying for a promotion, demotion or transfer may result in a mandatory referral for treatment or evaluation, or possible disciplinary action up to and including termination. The Department Head, coordinating his/her efforts with Human Resources and complying with the current personnel policy, may place an employee in administrative leave pending the final results of testing. Assisting or tampering with a testing procedure may result in dismissal of an employee or withdrawing of a conditional job offer to an applicant. The results of a confirmation test will be considered final and a "new" test will not be allowed. An employee/applicant may, however, request to have the original sample re-tested at their expense.

   1. **Controlled Substance:** Any evidence of a positive result will indicate the presence of controlled substances. MRO, provided by the testing facility, will review all positive tests for controlled substances prior to reporting the results to the County. An employee may request, at his/her own expense, a confirmation test of the sample. The County's testing facility will arrange for testing of the split sample.

      The County will use the same testing procedures as the Federal Department of Transportation. Non-DOT employees will be tested for, but not limited to, the following drugs: Marijuana metabolites, Cocaine metabolites, Amphetamines, Opiate metabolites, and Phencyclidine (PCP).

      As of January 1, 2018, the County will also enforce and comply with the U.S. Department of Transportation final rule which introduces significant changes regarding employer administration of drug tests within the transportation industry. Four (4) semi-synthetic opioids have been added to its drug testing panel. As of January 1, 2018, hydrocodone, hydromorphone, oxycodone and oxymorphone more commonly known as OxyContin, Percodan, Percocet, Vicodin, Lortab, Norco, Dilaudid or Exalgo will be tested and methylenedioxyethylamphetamine (MDEA) will be removed from the drug panel.

2. **Alcohol Testing:** A negative test for alcohol is an alcohol concentration level of less than .04. A positive test for alcohol is an alcohol concentration of .04 or higher. However, employees governed by DOT regulations who test between .02 and .039 must be sent home for twenty-four (24) hours.

D. **Classifications for Testing.**

1. **Pre-Employment Testing:** Prospective employees will be notified through a contingent offer that they are subject to drug and/or alcohol testing. All drug testing must be coordinated through Human Resources and will be administered by the County's chosen medical provider. Human Resources will schedule pre-employment testing to be conducted by the County's medical provider within five (5) business days from the date of the offer letter. A confirmed positive test will result in the rescission of the job offer to the applicant. A confirmed positive drug test for current safety-sensitive employees applying for a promotion, demotion or transfer may result in a mandatory referral for treatment or evaluation, or possible disciplinary action up to and including termination. Screening results must be received by Human Resources before an individual is permitted to begin employment.

2. **Reasonable Suspicion:** All County employees are subject to testing as a result of behavior that leads a supervisor to have reason to suspect controlled substance and/or alcohol usage, or abuse of over the counter medication. Such testing will be conducted when a supervisor has reason to suspect that an employee's ability to perform his/her job safely and efficiently is impaired. Under this condition, an employee's refusal to submit to testing or to allow the County access to the test results will result in dismissal. Supervisors shall remain alert to instances of substandard performance and/or personal conduct. Documentation shall be kept and brought to the attention of the employee, without making any accusations of substance or alcohol abuse. "Reasonable suspicion" is defined as a set of specific facts which, taken together with rational inferences from those facts, leads a supervisor to believe that an employee is on duty under the influence of controlled substances, alcohol, or over the counter medication. Such factors may include, but not be limited to, one or more of the following:

   a. Direct observation of drug or alcohol abuse and/or the physical symptoms of being under the influence; or
   b. Abnormal or erratic behavior at work, a pattern of absenteeism, tardiness or deterioration in performance; or
   c. A report of substance or alcohol use provided by a reliable and credible source; or
   d. Arrest or conviction for a drug or alcohol related offense or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use or distribution
   e. Evidence of tampering with a substance or alcohol test administered by or for the County; or
   f. Any employee involved in an on the job incident resulting in injury to persons or property damage; or
   g. Evidence an employee is involved in the use, possession, sale, solicitation or transfer of drugs while on the job or while operating County vehicles or other equipment; or
   h. An employee's admission of substance abuse.

Upon determination of "reasonable suspicion," the Department Head or his designee shall:

   a. Confront the employee privately about the performance/behavioral issues, stating suspicions, and allow the employee to reasonably explain their performance or behavior. A second party, preferably a supervisor, will be present.

   b. If there is "reasonable suspicion" or the employee is currently "under the influence" of a prohibited substance, the supervisor shall notify Human Resources before transporting the employee to the appropriate testing facility designated by the County. A testing sample should be taken as soon as practical from the time the employee is suspected.
   c. An employee subject to reasonable suspicion testing will be immediately placed on non-disciplinary suspension with pay pending a final determination. A confirmed positive test will result in dismissal.
   d. If an employee is observed using a suspected substance, the supervisor may call law enforcement and/or demand that the employee surrender the substance and related paraphernalia. If the employee makes a credible claim that the suspected substance is prescribed medicine, the employee will be transported to the appropriate testing facility for confirmation.
   e. All employees in need of medical assistance will be transported to a medical facility by Emergency Medical Services, as appropriate.
   f. All drug testing must be coordinated through Human Resources.

3. **Post-Accident Testing:** If Duplin County has reasonable cause to believe an employee is impaired by illegal drugs or alcohol, the county will test for the presence of the substance by using scientifically approved means. Consistent with this policy the County reserves the right to require any employees to present themselves for testing immediately following an employee's involvement with an accident or incident resulting in injury to any non-employee, any employee, including themselves, or any property while on county premises or while working for the county where there is a reasonable suspicion that the incident was caused by impairment from alcohol or drug use. Any employee who either tests positive or refuses to cooperate with the testing procedures will be subject to discipline, up to and including termination. The County may send employees to be tested for the presence of drugs and alcohol following an on-the-job accident under the follow circumstances:

   a. A fatality
   b. An injury to another individual requiring immediate medical treatment away from the scene of the accident
   c. The employee is cited for a moving violation or is found to be at fault.
   d. The employee's vehicle is disabled and removed from the scene by other than its own power.
   e. An accident that would necessitate the need to file a claim with Property and Liability Insurance and/or Workers Comp.
   f. A sequence of minor accidents or injuries where medical treatment may not have been required.
   g. Reasonable suspicion based on facts that conclude the accident was due to the employee's drug or alcohol impairment; or
   h. Employee holds a CDL or safety sensitive position.

Following an accident as defined above, the employee will be tested as soon as possible but not to exceed eight (8) hours for alcohol testing and thirty-two (32) hours for drug testing. The employees' Supervisor, department head, director or the county safety officer will transport any employee that is deemed necessary for drug testing to the required location for testing. If the test is not administered within two (2) hours following the accident, the County shall prepare and maintain on file a record stating the reasons the test was not promptly administered. Any employee that is tested for drugs will be placed on paid administrative leave or not allowed to drive a county vehicle and/or his/her personal car while conducting county business until such time the results of this test are received.

In the case of positions requiring a commercial driver's license, if a test required by this section is not administered within eight (8) hours for alcohol and thirty-two (32)

hours for drugs, following the accident, the employer shall cease attempts to administer an alcohol test and shall prepare and maintain the same record. Records shall be submitted to the Federal Highway Administration (FHWA) upon request.

The Department Head, supervisor or Safety Officer will ensure that the testing will be completed by the County's chosen medical provider and the results will be forwarded to Human Resources. County employees will authorize the release of the test results to the County's Human Resources Department.

A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the County to have refused to submit to testing. If an employee refuses to submit to required post-accident drug and alcohol testing, they will be subject to immediate dismissal for violation of County policy. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care. No driver required to take a post-accident test shall recreationally use alcohol or controlled substances for thirty-two (32) hours following the accident unless it is medically indicated or until he/she undergoes a post-accident testing, whichever occurs first.

4. **Random Testing for DOT Governed Employees:** In accordance with the Code of Federal Regulations Part 49: Procedures for Transportation Workplace Drug and Alcohol Testing Programs, unannounced random testing shall be completed on employees who are required by the County to have a commercial driver license to perform one or more of their job duties.

   The County's Human Resources Department shall periodically throughout the year, randomly select employees covered by this classification for testing. The respective Department Head will be notified and responsible for notifying their selected employees of the date and time to report to the testing facility designated by the County.

   In June 2021, the Federal Motor Carrier Safety Administration (FMCSA) issued a new Drug and Alcohol Clearinghouse and in accordance with 49 CFR 382.701, the county is required to

   - Register employed CDL drivers
   - Conduct annual queries at least once a year
   - Report drug and alcohol violations on CDL drivers
   - Medical Review Officers (MRO's) are required to report positive, adulterated or substituted controlled substance test results as well as refusals

   Controlled Substances: Random testing will be conducted throughout the year on an unannounced basis. Employees in job classifications covered by the FMCSR and DOT regulations will follow applicable test guidelines.

   The Medical Review Officer (MRO) will review a positive test for controlled substances prior to reporting to the County. An employee may request, at his/her own expense, a retest of the original sample. The County's medical provider will arrange for retesting of the split sample.

   Alcohol: Random testing will be conducted throughout the year on an unannounced basis. Employees in job classifications covered by the FMCSR and DOT regulations will follow applicable test guidelines. Employees will be tested on approved test equipment. A negative test for alcohol will indicate an alcohol concentration level of

less than .04. A confirmed positive test will indicate an alcohol concentration level of .04 or higher. Should the employee request a retest, this must be completed at his/her expense through the County medical provider within one hour of the original confirmed positive test.

E. **Safety Sensitive Positions.** A safety-sensitive position is a position where the duties involve such a great risk of injury to others that even a momentary lapse of attention can have disastrous consequences or a position where a single slip-up may have "irremediable consequences"; the employee himself will have no chance to recognize and rectify his mistake, nor will other government personnel have an opportunity to intervene before harm occurs.

   By definition from the U.S. Supreme Court, the below listed positions are classified as "Safety Sensitive". This list includes, but is not limited to the following:

   - Sworn law Enforcement Officers
   - Fire Fighters
   - Rescue Personnel
   - Paramedics
   - Emergency Medical Technicians
   - Medical Responders
   - E911 Telecommunicators
   - Emergency Management Director
   - Assistant Emergency Management Director
   - Fire Marshal
   - Registered Nurses
   - Licensed Practical Nurses
   - Certified Nurse Aides
   - Physicians
   - Vehicle Mechanics
   - Social Workers
   - Employees authorized to carry weapons to carry out their regular duties.
   - Employees who drive to carry out their regular duties on a regular basis are considered
   - safety sensitive.

   Random Testing for Safety Sensitive Positions: Random testing will be conducted throughout the year on an unannounced basis for employees covered by this classification. The respective Department Head will be notified by the County Human Resources Department of the selected employees. The Department Head will be responsible for notifying their employees of the date and time to report to Human Resources without notifying the employee of the random drug screening.

   Controlled Substances: Random testing will be conducted throughout the year on an unannounced basis. Employees in job classifications covered by the Federal Motor Carrier Safety and Department of Transportation regulations will follow applicable test guidelines.

   The Medical Review Officer (MRO) will review a positive test for controlled substances prior to reporting to the County. An employee may request, at his/her own expense, a retest of the original sample if available. The County's medical provider will arrange for retesting of the split sample if available or a new test.

F. **Employee Rehabilitation**. The County maintains a treatment attitude towards problems associated with substance and alcohol abuse, and will use professionally trained resources for testing and counseling. However, the possession of drugs and alcohol in the workplace or the influences of these substances on employees during working hours are grounds for immediate dismissal. Prosecution may also result. Any full or part-time employee, who

voluntarily notifies his or her supervisor of a dependency, prior to being discovered by the County, will be treated as follow:

1. The County's responsibility for the costs of any evaluation, treatment, counseling, or rehabilitation will be limited to the employer-paid benefits under the County's benefit plans including the Employee Assistance Program.
2. The employee will be considered for a leave of absence in accordance with the County's current leave policy.
3. Return to employment will be authorized upon certification to Human Resources of successful completion of a treatment program and the employee agrees to adhere to a Return to Work Agreement.
4. Reinstatement may be conditioned upon consent for random follow-up-controlled substance or alcohol re-testing for a period of two (2) years.
5. Reinstatement will take into consideration the best interest of public safety, of other employees, the overall best interest of the County and the interest of the employee being rehabilitated. Positive results on a re-test will result in immediate dismissal.

Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Section 18. Maintaining County Security

Keys and employee identification badges are issued to County employees to promote the security of County buildings, offices, equipment, supplies, records, and to protect the County from theft or damage to these assets.

A. **Keys.** County employees will be given only those keys necessary for work-related purposes. Approval of the issuance of keys must be given by the appropriate Department Head. Keys to County buildings and other County facilities and equipment are the property of Duplin County and must be returned immediately upon request by the County or separation from County employment. An employee who loses or misplaces a County-provided key must report this situation immediately to his or her supervisor.

   Employees will be responsible for maintaining their County-provided keys in a safe manner. Unauthorized copying of keys is prohibited. If additional keys are needed, a request must be made through the employee's Department Head. Keys shall not be issued to persons who are not County employees, unless approved by the Department Head.

B. **Employee Identification Badges.** Employee identification badges are issued to all employees, volunteers, and interns. All of these persons listed herein may be required to wear an employee identification badge when conducting County business at County facilities or in the field. Anyone who loses or misplaces his or her County-issued employee identification badge must report this situation immediately to his or her supervisor and arrange for reissue. Upon termination of employment, all ID badges must be returned to the Department Head or Human Resources on the last day of employment. If the ID badge is not returned, a $25 charge may be deducted from the final pay check in accordance with FLSA regulations.

Section 19. County Property

Employees may be issued or have access to County property in the course and scope of employment. Employees are expected to maintain County property in proper and safe working condition and report any loss or damage to their supervisor immediately. Employees may be held responsible for loss of or damage to any assigned County property that is lost or damaged due to negligence, misuse or abuse. Employees are expected to return any County property that is assigned or otherwise in their possession upon termination of their employment. The employee's Department Head will decide if the employee is responsible for replacement or repair cost, and this cost may be deducted from the employee's wages, including the final paycheck in accordance with FLSA regulations.

Personal Use of County Property. County-owned equipment and facilities are not available for personal use by employees. Personal use is prohibited unless prior approval is given by the employee's supervisor.

1. Office furnishings and property should remain in County offices unless required for use to conduct County business.
2. The County's laptop computers may be assigned or checked-out by staff according to procedures established by the County Manager and upon approval of the employee's supervisor. Employees may check-out a laptop computer for business-related travel or business-related overnight or weekend use. The laptop should be returned to the County upon return of the employee to County offices.
3. County equipment or facilities may be loaned to community and civic organizations. Approval for such use must be obtained from the County Manager unless covered by a mutual aid agreement.
4. Unauthorized removal of County property or its conversion to personal use may be cause for disciplinary action up to and including dismissal.

ARTICLE IV – TRANSPORTATION & TRAVEL

The efficiency of any organization can be measured directly by its ability to control losses. The personal safety and health of each driver and the safety of the public are of primary importance. Every attempt will be made to reduce the possibility of accidental occurrences that may result in injury or property damage.

Accident prevention is always the first order of business on any day and will take precedence over expediency or short cuts. Duplin County is committed to providing safe working conditions, complying with all safety and traffic laws, and complying with all ordinances and policies.

It is the County's intention to include appropriate selection, qualification, training and supervision of drivers; establishment of safe practices and rules; planned inspection and maintenance of vehicles; reporting, investigation and review of accidents.

The cooperation of all drivers is expected, not only from supervisors, but from all employees.

All County drivers are expected to check and maintain their vehicles. Follow all county, department and state driving regulations/rules. Drive defensively and courteously.

Supervisors and Managers are expected to investigate accidents, participate in accident reviews, follow through with corrective measures, conduct driver safety meetings in coordination with the County Safety Officer, and consider loss control during driver performance reviews. Supervisors and Managers also must ensure drivers receive orientation and training.

Section 1. Use of County Vehicles or Motorized Equipment.

Employees authorized to operate County vehicles or motorized equipment must use these strictly for County business. County vehicles or motorized equipment must be kept on the County's grounds or in its facilities when not in use. Exceptions to this policy will be those vehicles used by county employees that are regularly subject to be called to duty when off duty at their permanent residence.

Any employee operating or riding in a County vehicle or other motorized equipment must:

1. Possess a valid driver's license and it must be in the possession of the driver at all times when operating a county vehicle.
2. If a North Carolina Commercial motor Driver's License (CDL) is required by the job description to drive a 16-passenger county van or other equipment, it must be in the possession of the driver at all times when operating the county vehicle or other equipment.
3. Operate the vehicle or equipment in accordance with the County's safety policy
4. When driving, refrain from using any electronic devices such as cell phone (excluding blue tooth headsets) at all times, including but not limited to, telephone calls, texting, instant messaging, using telephone-based internet services or any other function that would violate North Carolina law and OSHA Distracted Driving standards, and
5. Refrain from smoking at all times.
6. Operate the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
7. Obey all traffic laws.
8. Use the seat belts and shoulder harness. This is **mandatory** for driver and passengers.
9. Adhere to manufacturer's recommendations regarding service, maintenance and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
10. Be a county authorized driver and should be the only person driving the vehicle.
11. Prohibit unauthorized passengers. Department Head and/or County Manager must approve all non-employee passengers and guests.

12. No music, entertainment, or talk radio, including but not limited to FM/AM/satellite radio, compact discs, or any entertainment streaming service, shall be permitted in a County public transportation vehicle while members of the general public are on board.
13. Report the occurrence of moving violations.
14. Accurately, comprehensively and timely report all accidents by an authorized driver and thefts of a county vehicle to Department Head.
15. Not place unauthorized bumper stickers or unauthorized equipment in or on county owned vehicles. Drivers shall not remove any county markings or county equipment from the vehicle without the express written consent of the Department Head and County Manager.

Failure to operate County vehicles or motorized equipment as prescribed by policies, procedures, work rules, or federal and state law, may result in disciplinary action up to and including dismissal.

Use of County Vehicles for Commuting. The County may require certain employees to commute to and from work in County vehicles where it is deemed to be in the best interest of the County to reduce travel time, compensatory time or overtime, or improve efficiency of County business. In accordance with federal and state law, an employee may not use a County-owned vehicle for personal use other than commuting. Under these conditions the County will account for commuting use as required in IRS regulations. Any employee operating a County vehicle for commuting purposes is subject to the following conditions:

1. Vehicle shall not be used for commuting purposes outside the County, with exception of vehicles used for law enforcement or emergency services purposes.
2. Vehicle shall be kept in a safe and secure location on nights and weekends. Vehicles should be properly secured and locked when not in use.
3. Employees shall not use vehicles for personal use except de minimus use, such as driving to lunch while away from the office.
4. The County will follow IRS regulations concerning the use of employer-provided vehicles.

Any private use of county-owned vehicles is prohibited. Under present income tax law, commuting to and from work, using a county-owned vehicle is not exempt under the 1985 Tax Act and therefore is a taxable fringe benefit. The County has elected not to withhold federal and state income taxes on this fringe benefit; however, Duplin County is required to withhold FICA. FICA taxes for the entire year will be withheld from a December payroll check.

The personal use of a county vehicle for commuting to and from work using a non-exempt vehicle will be valued at $3.00 per day of use in accordance with IRS Regulations and will be reported on the employee's annual W-2. Employees have the option of increasing their federal and state withholdings by filing a new Form W-4.

Internal Revenue Code 274(d) provides strict substantiation requirements for use of a county vehicle by an employee. The employee must keep records of business and personal mileage. If records are not provided by the employee, the value of all use of the vehicle is taxable income to the employee. If records are provided by the employee, the value of all personal use of the vehicle is taxable income to the employee. A qualified non-personal use vehicle (ex. clearly marked police vehicle, fire vehicle, unmarked vehicle used by law enforcement officer, ambulance, passenger bus with a capacity of at least 20 people, etc.) is released from the strict substantiation requirements. An employee that qualifies for the commuting valuation rule is released from the strict substantiation requirements.

The taxable value of the county vehicle provided to the employee can be calculated

by several methods, which are commuting value rule, cents per mile rule and annual leave value rule.

An individual auditor from the IRS might interpret the regulations differently and consider the value of commuting as a taxable fringe benefit on those vehicles the County has determined to be exempt. The IRS's decision would take precedence over the County's interpretation and the employee would be subject to whatever additional taxes that result from the value of commuting to and from work.

5. Occasional use of a County owned vehicle for commuting may be authorized by the County Manager or Department Head where it is deemed to be in the best interest of the County, where it will serve to reduce travel time, compensatory time or overtime or otherwise improve efficiency in the conduct of County business.
6. All vehicles assigned for commuting must be approved by the County Manager.
7. Vehicles that are centrally parked will be available for use on official county business, the assignment of which will be under the control of the responsible department head.

County Vehicle Maintenance

Maintenance - Authorized drivers are required to properly maintain their county vehicles at all times. Vehicles should not be operated with any defect that would inhibit safe operation. Preventive maintenance such as regular safety inspections, oil changes, lubrication, tire pressure and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. You should have preventive maintenance completed on your vehicle as required in the owner's manual. This service should be done at the county garage.

Gasoline - Drivers shall utilize the county owned gasoline and diesel fuel pumps when refueling their vehicles. Exceptions will be made at the discretion of the department head as authorized by the County manager. Reimbursement or fleet fuel cards will be provided for drivers traveling distances necessitating additional fuel while operating county vehicles out of the area.

Breakdowns - When a vehicle becomes inoperable in the local area, the driver, after seeing that the vehicle is safely removed from the roadway, if possible, is to contact the County Garage for assistance. When a vehicle becomes inoperable out of the local area, the driver may arrange, as necessary, for local towing service to the nearest repair facility. Prior to making any commitment for repairs, the driver shall obtain an estimate for such repairs and contact the County Garage for guidance.

Personal Cars Used on County Business: The County does not assume any liability for bodily injuries or property damage that the employee may become personally obligated to pay arising out of an accident occurring in connection with the operation of his/her own car.

Any person, using their personal vehicle for company business must meet the following criteria:

- Satisfy the company driver qualification requirements by possessing a valid driver's license
- Provide a certificate of insurance with limits of liability of at least $30,000/60,000/25,000.
- The vehicle must pass the North Carolina Annual Safety Inspection (*A receipt where county taxes have been paid on the vehicle will also satisfy this requirement since a vehicle must pass the annual safety inspection as part of this process.*)

An employee that fails to meet the above standards will not be able to drive his/her personal vehicle while conducting county business. If driving is an essential job requirement of the employee's position and the employee has no alternative mode of transportation that meets those guidelines and no county vehicle is available, the employee may be terminated from his/her position. It is the responsibility of the employee to notify their Supervisor or Department Head if any of the above requirements change. If the employee fails to notify their Supervisor or Department Head within 72 hours of a change, it may be cause for disciplinary action up to and including dismissal.

Mileage Reimbursement - The reimbursement to the employee for the operation of his/her car on county business includes the allowance for the expense of automobile insurance through the current IRS mileage reimbursement rate. Therefore, employees receiving a travel reimbursement and using a personal car for county business assume liability for bodily injuries or property damage arising out of an accident occurring in connection with the operation of his/her personal car.

For non-routine trips, the employee must document: the date of travel; the beginning location, the ending location, the beginning mileage, the ending mileage, the purpose of the trip, total mileage, and the amount of reimbursement requested.

For routine trips, the employee must use the reimbursement mileage as established by the department head. The employee must document: the date of travel, the number of times traveled on that date, the purpose of the trip, total mileage, and the amount of reimbursement requested. Department heads are required to submit established routes and mileage to Finance and are required to review and update these routes and mileage annually.

The department head or an authorized designee must confirm that the trip was for county business by initialing and coding the reimbursement request. The department head/authorized designee/or management may determine maximum mileage amount to be reimbursed for any trip by use of a map service such as map quest and may determine that the shortest route available from the service used is the maximum mileage payable for the trip. No matter how the mileage is confirmed, the miles reported must be reasonable and when confirming a mileage request through a map service the mileage approved can be no more than 5% different than the shortest route obtained through the map service used. If any trip requires more than a 5% difference in the shortest route through an available map service, it is required that the department head approve the request and document in writing on the request the reason the mileage approved is more than 5% above the shortest route available per the map service used.

Section 2. Compensating Employees for Travel Time & Mileage

Duplin County adheres to IRS Guidelines and the Department of Labor regulations in reference to compensating employees for travel time and privately-owned vehicle (POV) mileage reimbursement unless an exception above the minimum requirements is noted.

Travel for non-exempt employees is counted as hours worked (compensable) under the Fair Labor Standards Act in certain situations. The normal home to work and work to home commute is generally not compensable work time. However, if the employee is *required* by the County to pick up other employees, pick up supplies, or perform other work during the home-to-work or work-to-home commute, the travel could be compensable. (Note: Voluntary carpools for the work commute would not be compensable.)

Travel from home to the regular work place and from the regular work place to home, even if the employee is called to come to work on a non-scheduled work day or called to return to work on a scheduled work day, is not eligible for mileage reimbursement.

Home to work on a special one-day assignment in another city: An employee who regularly works at a fixed location is given a special one-day assignment in another city and returns home the same day. The time spent in traveling to and returning from the other city is work time, except that the county may deduct/not count that time the employee would normally spend commuting to the regular work site.

An employee that travels from home to a temporary work site driving past his regular work place on the way may claim the mileage from home to the temporary work site as reimbursable and this mileage may be excludable from taxable income to the extent of the actual distance traveled. IRS Rev. Rule 99-7 defines a temporary work site as one where employment is expected to last for one year or less. A regularly scheduled work location such as a Library Assistant regularly scheduled to work the main branch and a municipal Branch, Emergency Services Paramedic regularly

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scheduled to work two (2) or more locations, Solid Waste employee regularly scheduled to work different landfill sites, etc. is not considered a temporary work site and therefore mileage from home to work site is not reimbursable but is considered commuting mileage. The mileage would be reimbursable only if the employee traveled from work site to work site during the work schedule.

Travel that is all in a day's work: Time spent by an employee in travel as part of their principal activity, such as travel from job site to job site during the workday is work time and must be counted as hours worked.

- Travel from home to first worksite – non-compensable time
- Travel from worksite to worksite during the day – compensable work time
- Travel from employer's premises to work site – compensable work time
- Travel from last work site to employer's premises – compensable work time
- Travel from last work site to home – non-compensable time

An employee that travels from home to the regular work place, from the regular work place to an alternate work site, and from the alternate work site to home; may claim the mileage from the regular work site to the alternate site as reimbursable mileage and this mileage is excludable from taxable income.

Travel away from home: Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it occurs during the employee's workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days.

The Department of Labor (DOL) does not consider work time the time spent in travel away from home outside of regular working hours as a *passenger* on an airplane, train, boat, bus or automobile. However, if the employee is driving, the time would be hours worked.

Special Note: Duplin County has determined that it would be more beneficial to compensate employees that ride together to conferences, training, etc. than if they were to drive separately. Therefore, in this situation, whether the employee is the driver or a passenger in the car, all employees riding together to attend a conference, training, etc., the travel would be compensable no matter what the work hours. If the compensable hours for the approved travel calculate over 40 hours in the work week, the non-exempt driver would be compensated overtime at time and ½ for each hour over 40 and if the driver was an exempt employee, he/she and the passengers would be compensated straight time for each hour over 40.

Section 3. Traffic Violations and Accidents

Traffic Violations: Fines for parking or moving violations are the personal responsibility of the assigned operator. The county will not condone nor excuse ignorance of traffic citations that result in court summons being directed to itself as owner of the vehicle.

Each driver is required to report all moving violations to the department head within 24 hours. This requirement applies to violations involving the use of any vehicle (county, personal or other) while on county business. Failure to report violations will result in appropriate disciplinary action.

The County will not assist or pay for any fines or penalties incurred due to moving violation that is due to employee's own personal conduct. The County will not provide proof of payment of property damage or proof of insurance to Court officials in order for said moving violations to be dismissed against employees in traffic or criminal court unless said moving violation is due to the County's conduct.

Traffic violations incurred during non-business (personal use) hours will affect your driving status and are subject to review.

Accidents Involving County Vehicles: Insurance instructions and Incident Report forms are located in the glove box of each county vehicle. In the event of an accident, please follow the insurance instructions and complete the Incident Report and:

1. Stop at once! Check for personal injuries and call 911 if needed. Do not leave the scene, but ask for the assistance of bystanders.
2. If fire or smoke is present, evacuate vehicle occupants to a safe location. If stalled on a railroad track, evacuate occupants to a safe location away and at a right angle from the track.
3. Request North Carolina Highway Patrol and record names and badge numbers of law enforcement for report.
4. Protect the scene. Set emergency warning devices to prevent further injury or damage. Secure your vehicle and its contents from theft.
5. Record names, addresses and phone numbers of all witnesses, injured individuals, drivers and their passengers. Record vehicle license numbers.
6. Take a photograph of the scene of accident, if possible
7. Do not argue! Make no statement except to the proper authorities. Sign only official police reports. Do not make statements regarding the operating condition of your vehicle and do not admit fault. Do not attempt settlement regardless of how minor the accident. Comply with all requests of law enforcement.
8. Report the incident to your Department Head IMMEDIATELY after first aid has been given, authorities have been notified, the scene has been protected and you are able to do so.
9. If able, immediately contact Human Resources to determine if a post-accident drug/alcohol screening or medical evaluation is required immediately for workers comp. If you must travel by ambulance to the hospital for immediate/serious care, the hospital should already be aware of the county accident policy.
10. Complete the incident/accident report at the scene as thoroughly as possible. Exchange insurance information such as policy numbers and vehicle identification with other involved driver(s). Give completed form to your Department Head to submit to the Legal Department (property damage) and Human Resources (workers comp) within 24 hours of the incident.
11. If you strike an unattended vehicle and cannot locate the owner, Dail 911 to report the accident to the proper law enforcement agency and stay there to meet the officer.

Post-Accident Drug and/or Alcohol Testing: If you have an on-the-job accident or been involved in a vehicle accident, you may be tested for the presence of drugs and/or alcohol as determined by the Department Head and/or Supervisor and in consultation with Human Resources and/or the County Attorney. Please refer to policies under Article III – Conduct and Ethics, Section 16. Drug-Free Workplace and Drug and Alcohol Policy, specifically under D. Classifications for Testing. 3. Post-Accident Testing and Article VIII – Employee Benefits, Section 7. Workers' Compensation Insurance, specifically G. Drug and Alcohol Testing.

Thefts: In the event of the theft of a county vehicle, notify law enforcement immediately and report to Department Head as soon as possible but no later than 24 hours.

Preventable Accidents: A preventable accident is defined as any accident involving a county vehicle that results in property damage and/or personal injury, and in which the driver in question failed to exercise every **reasonable precaution** to prevent the accident.

i. Following too close
ii. Driving too fast for conditions
iii. Failure to observe clearances
iv. Failure to obey signs
v. Improper turns

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vi. Failure to observe signals from other drivers
vii. Failure to reduce speed
viii. Improper parking
ix. Improper passing
x. Failure to yield
xi. Improper backing
xii. Failure to obey traffic signals or directions
xiii. Exceeding the posted speed limit
xiv. Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) or similar charges

Any wreck or accident involving a county vehicle should be immediately reported (Dialing 911) to the appropriate law enforcement agency for investigation and to your immediate supervisor. You will need to obtain the name and address of the insurance carrier of the other party and will, upon request, provide the same information to the other party.

Upon investigation, if it's determined that the employee caused a preventable accident and/or was cited by law enforcement for the accident, the employee may be disciplined up to and including termination. Typically, the penalty may follow as listed below:

1) First accident found to be employee's fault – two (2) days suspension without pay. Emergency Services employees, it would be one (1) 24-hour shift.
2) Second accident found to be employee's fault – one-week suspension without pay. Emergency Services employees, it would be two (2) 24-hour shifts.
3) Third accident found to be employee's fault – employee dismissal or transfer to non-driving position if available.

Preventable accidents with county vehicles will have a 3 year statute of limitation. Please also reference Article III – Conduct and Ethics, Section 15. County Property where the employee may be held responsible for loss of or damage to any assigned County property that is lost or damaged due to negligence, misuse or abuse.

Section 4. Driver's License Requirements and Driving Record

Duplin County conducts motor vehicle record checks on all job applicants following a conditional offer of employment and, thereafter the Division of Motor Vehicles will notify the county when an employee is convicted of a driving infraction.

Employees who operate County vehicles or operate a vehicle on County business as part of the essential duties of their position are required to meet the minimum standards set by the County and have possession of an appropriate driver's license valid in the State of North Carolina, except where preempted by military involvement, and are required to provide proof of coverage as an insured driver. Any employee whose license is revoked, expired, suspended, or lost, or whose insurance coverage is terminated, must notify his/her Department Head immediately. The employee will be unable to resume operating a County vehicle or performing County business on their personal vehicle until proof of a valid driver's license and proof of insurance coverage is provided to the Department Manager. Employees who are not able to perform essential job duties due to the suspension or revocation of their driver's license may be reassigned to a non-driving position, if available or qualified or dismissed.

Driver qualifications to be approved to drive a county vehicle or use a personal vehicle in the course of employment are as follows:

(a) Authorized employee of the county
(b) Must be at least 21 years of age
(c) Operators should have a valid driver's license for at least the last three (3) years.
(d) When driving a personal vehicle, must have insurance as provided by this policy.

An applicant or current employee may not be hired or continue to work in a position where driving is an essential job duty if his or her driving record reflects:

(a) Suspended or revoked license
(b) Three or more moving violations in the past 36 months
(c) One or more instances of driving under the influence (DUI) or driving while intoxicated (DWI) within the past 24 months
(d) At fault in a fatal accident within the past five years
(e) Leaving the scene of an accident or failing to report an accident within the past 36 months
(f) Reckless driving within the past 12 months
(g) Convicted of a felony
(h) Convicted of sale, handling or use of drugs
(i) Automobile insurance canceled, declined or not renewed
(j) Convicted of an alcohol or drug-related offense while driving
(k) Convicted of three or more speeding violations or one or more other serious violations
(l) Involved in two or more "at fault" accidents where the driver is cited with a violation or negligently contributing to the incident or any single vehicle accident where the cause is not equipment related.
(m) Homicide, manslaughter or assault arising out of the use of a vehicle
(n) Attempting to elude law enforcement
(o) Making a false accident report
(p) Passing a stopped school bus

Motor Vehicle Record Policy: Vehicle operations can create substantial risk for our organization. A best practice for reducing vehicle risk is to ensure that only drivers with safe driving records are permitted to operate vehicles on county business. It is Duplin County's policy and requirement for employment that every employee position with driving duties requires a county review of their motor vehicle record (MVR). This MVR policy applies both to drivers of county owned vehicles as well as employees driving personal vehicles in the course of county business.

MVRs will be examined prior to the start of employment and at least annually thereafter. Any job offer made to an employee-candidate for a position with driving duties shall be contingent upon a MVR meeting the required standards and continued employment in a position with driving duties also requires a MVR meeting the standards outlined below.

The standards for MVRs are as follows:

1. All drivers must have a valid driver's license with the proper class and appropriate endorsements for the vehicles they are operating.
2. Drivers must not drive if their license has been suspended or revoked.
3. Drivers must report all accidents, moving violations and license suspensions to their supervisor immediately.
4. No new driver will be hired with a "borderline" or "poor" MVR.
5. Driving records must remain "acceptable" or "clear" for continued employment in positions with driving duties.
6. Employees who are not able to perform essential job duties due to the suspension or revocation of their driver's license may be reassigned to a non-driving position, if available or qualified or dismissed. This is a non-grievable event.

Management may restrict the driving privileges of individuals with borderline MVR records or require drivers to receive additional training or monitoring. Drivers with poor MVR records will be suspended from driving on county business.

North Carolina Transportation Notification System is a companion database with the Division of Motor Vehicles database. In an effort to mitigate the potential negative consequences of high-risk driving behavior, every county employee that drives either county vehicles or their

personal vehicles to conduct county business is required to sign a Transit Driver Notification System Driver's Disclosure form to authorize Duplin County to connect your driving record with the County as your employer. Once the process is completed, the Department of Motor Vehicles will notify Duplin County when an employee is convicted of a driving offense.

An employee receiving a traffic citation or having their license suspended or revoked must inform their Supervisor or Department Head within 24 hours of receipt. Should the county receive notification from DMV of a traffic conviction without prior knowledge from the employee, the employee may be counseled, required to attend driving training, prohibited from driving a county vehicle, or disciplined appropriately based on the significance of the conviction. If the employee has driving responsibilities as part of the essential duties of his/her job description and the license is either suspended or revoked or the driving record is considered unacceptable, the employee may be terminated from his/her position.

Global Positioning System (GPS) is technology available for Duplin County to monitor county owned vehicles for safety and efficiency. We utilize this software to be able to:

- Managing productivity, e.g., dispatching, locating and routing employees to job sites;
- Ensuring safety, e.g., tracking an employee who doesn't arrive at his destination or identifying employees who need more driver training;
- Protecting and managing assets, e.g., locating missing or stolen vehicles and obtaining odometer readings for vehicle maintenance;
- Improving customer service, e.g., notifying drivers of scheduling changes and providing more accurate vehicle-arrival information for clients; and
- Evaluating driver job performance to ensure county vehicles are driven and/or parked in approved and appropriate areas – work sites, county offices, etc.

Employees are cautioned that they should have no expectation of privacy while using County vehicles. The County reserves the right to monitor and track drivers in county vehicles. County vehicles are a highly visible reflection of county government and therefore drivers of these vehicles are expected to drive them safely and in appropriate places at all times.

The Department Head and/or County Manager may access the GPS software and run reports as necessary. If it becomes a disciplinary or legal matter, Human Resources and the County Attorney may be involved in the investigation. Violations of this policy may result in disciplinary action up to and including termination.

Section 5. Credentials

Employees may be required to obtain or maintain licenses, certifications or registrations as required by law, rule, regulation, occupation boards or the duties of their position. All such requirements and restrictions are specified in the statement of essential qualifications or recruitment standards for classifications established by the County Manager's Office or North Carolina Human Resources Act Commission or in the job description for the position.

A. Employees in such classifications are responsible for obtaining and maintaining current, valid credentials as required by law. Failure to obtain or maintain the legally required credentials constitutes a basis for immediate dismissal without prior warning, consistent with dismissal for unacceptable personal conduct or grossly inefficient job performance. An employee who is dismissed for failure to obtain or maintain credentials shall be dismissed under the procedural requirements applicable to dismissals for unacceptable personal conduct or grossly inefficient job performance.
B. Falsification of employment credentials or other documentation in connection with securing employment constitutes just cause for disciplinary action. When credential or work history falsification is discovered after employment with the County, disciplinary action shall be administered as follows:
    1. If an employee was determined to be qualified and was selected for a position based upon falsified work experience, education, registration, licensure, or certification information that was a requirement for the position, the employee must be dismissed in accordance with this policy.
    2. In all other cases of post-hiring discovery of false or misleading information, disciplinary action shall be taken, but the severity of the disciplinary action shall be at the discretion of the Department Head.
    3. When credential or work history falsification is discovered before employment with the County, the applicant shall be disqualified from consideration of the position in question.

SECTION 6. Portable Communication Device Policy

County cell phones, two-way radios, hot spots, air cards, tablets, laptops and pagers are provided to improve customer service and to enhance business efficiency. Cell phones are not a personal benefit and should not be used as a primary mode of personal communication. Personal use is only allowable in cases where there is no alternative form of communication and the need for personal use is immediate and compelling. Personal calls, when necessary, should be brief (less than three minutes in duration).

Business use includes county-related calls during the employee's scheduled work hours, to include overtime hours, emergency hours, and hours while attending county sponsored training, conferences, schools, etc.

Personal use of a county provided device is prohibited for all incoming and outgoing calls, text messages, picture messages, easy edge, or any other service the county device provides.

In an effort to substantiate how the device was actually used and to allow the employee to identify/document personal use, if it occurs: Duplin County requires all employees assigned a county portable communication device to review the monthly bill for their device; to highlight personal incoming or outgoing calls, text messages, or any other personal use identified on the bill; to initial/sign and date the bill; and to return the bill to finance, at least five working days before the due date of the bill. If personal items are identified, the employee must reimburse the County for the cost of the personal items. This cost will be determined by finance and submitted to Human Resources for a payroll deduction from the employee's next pay check.

To confirm compliance with this policy, audits of bills will be performed. Any requirement of this policy not followed by the employee assigned the device, will be considered a violation of this policy. Any findings of personal use, not identified by the employee, will be considered an intentional violation of this policy.

While Duplin County does not desire to be intrusive in its monitoring of phones, laptops, hot spot usage, etc., users should be aware that the data they create on the county's devices remains the property of Duplin County. The County does not guarantee confidentiality of user data stored on any network device belonging to Duplin County. The County reserves the right and intends to audit networks, data usage, systems on a periodic basis to ensure compliance with this policy.

Each employee assigned a portable communication device(s) is responsible for the phone, laptop, hot spot, etc. and the login and passwords. The employee is ultimately responsible for what happens to the portable device. Security standards should be maintained and are not limited to, installation of critical Windows Updates and a current antivirus program installed with the most up to date definitions on laptops.

Using a cell phone while operating a motorized vehicle is prohibited. When an employee must use their cell phone while driving, they should keep conversations brief, avoid unnecessary calls, and no calls should be made if driving is hazardous. If it is necessary for the employee to read or write while taking the call, the employee should pull off the road. In all cases, adherence to current laws regarding cell phone usage will prevail.

In accordance with N.C. General Statute § 20-137.4A., **it's unlawful to use a mobile telephone for text messaging or electronic mail while operating a vehicle** on a public street or highway or public vehicular area while using a mobile telephone to:

(1) Manually enter multiple letters or text in the device as a means of communicating with another person; or

(2) Read any electronic mail or text message transmitted to the device or stored within the device, provided that this prohibition shall not apply to any name or number stored neither in the device nor to any caller identification information.

The Statute further states that it is unlawful for any person to operate a commercial motor vehicle subject to Part 390 or 392 of Title 49 of the Code of Federal Regulations on a public street or highway or public vehicular area while using a mobile telephone or other electronic device in violation of those Parts. Nothing in this subsection shall be construed to prohibit the use of hands-free technology.

Exceptions. – The provisions of this section shall not apply to:

(1) The operator of a vehicle that is lawfully parked or stopped.

(2) Any of the following while in the performance of their official duties: a law enforcement officer; a member of a fire department; or the operator of a public or private ambulance.

(3) The use of factory-installed or aftermarket global positioning systems (GPS) or wireless communications devices used to transmit or receive data as part of a digital dispatch system.

(4) The use of voice operated technology.

All employees should take time to become familiar with the various cell phone functions. The cell phone should be placed where it is easy to see and reach. Employees should bear in mind that cell phone calls can be intercepted and should take proper precautions when discussing confidential information.

Department Heads should evaluate positions that need to be issued portable communication devices and, when deemed necessary, complete the request form. All request forms must be signed by the Department Head and a copy submitted to the County Manager.

When the portable communication device or cell phone is issued to the employee, the employee will be required to sign the "Cell Phone Policy Acceptance" form.

Department Heads are responsible for reviewing cell phone bills for their staff on a monthly basis.

Under no circumstance may an employee engage in any activity that is illegal under local, state, and federal law while using Duplin County resources. The installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Duplin County is not allowed. Any activities that may introduce viruses or distribute malicious programs into the portable device or county network are prohibited.

Taking and storing inappropriate photographs/images is prohibited pursuant to the county's personnel policy Article IV – Housekeeping Items, section 3. Information Technology Use.

Employees who abuse this policy will be subject to disciplinary action up to and including termination. Violations or infractions of the N.C. General Statute cited above may be punishable by a fine of one hundred dollars ($100) and the costs of court. Employees are responsible for payment of all fines and/or court cost.

The use of portable electronic devices for work related reasons by non-exempt employees is considered as time worked and should be noted on their time sheet. If the employee was not authorized to use the portable electronic devices for work related reasons after hours by his/her supervisor and/or department head, such activity will result in disciplinary action up to and including termination.

Section 7. Travel

The purpose of this policy is to establish procedures for authorization of travel by County employees; County approved drivers, elected officials, and appointed officials for the purpose of conducting County business; and to establish procedures for reimbursement for the cost of authorized travel.

Applicability of Policy, Definitions and Guidelines

Duplin County adheres to IRS Guidelines and the Department of Labor regulations in reference to compensating employees for travel and privately-owned vehicle (POV) mileage reimbursement unless an exception above the minimum requirements is noted. All employees, County approved drivers, and officials of the County are subject to this policy.

A. **Definitions.**

1. **Authorizing Party** – individual authorized by this policy to approve or disapprove travel requests, cash advance requests, and travel reimbursement requests.
2. **Duty Station** – The job location at which the employee spends the majority of his or her working hours or the point at which the majority of travel beings.
3. **Mileage Rate** – The rate at which a person is reimbursed for use of a personal vehicle. The Board of Commissioners approved rate usually becomes effective at the beginning of each fiscal year and takes into consideration the current standard IRS mileage allowance.
4. **Requesting Party** – County employee, approved driver or official who will be reimbursed for travel costs incurred while conducting County business.
5. **Travel** – going from the normal job location to another work station to conduct County business.
6. **Transportation** – costs incurred for travel by automobile, taxi, rental cars, bus train, or plane. It includes tolls, parking fees, and tips for the handling of baggage.
7. **Subsistence** – costs incurred during travel for lodging and meals, including tips.
8. **Documentation** – original invoices, paid bills, attendance certificates, ticket stubs, agendas, etc.
9. **Statement of Travel Expenses** (Form) – travel reimbursement request.
10. **Travel Description** Form – general description and/or explanation of travel.
11. **Check Request** – Request of funds for accommodations or expense.
12. **Willful Violations** – Excess costs, indirect routes, luxury accommodations, and services unnecessary or unjustified in the performance of official business for which a request for reimbursement or payment is made.

B. **Guidelines.**

1. Travel Authorization
   a. For all in-state, out-of-County non-overnight travel, other than travel of the County Manager, County Attorney and elected County officials, the Department Head is the authorizing official, unless otherwise directed by the County Manager, and the Department Head is responsible for determining that a sufficient unexpended appropriation remains in the department travel budget to reimburse all expected costs of travel.
   b. Out-of-state travel requests by employees and Department Heads will be authorized by the County Manager in addition to the Department Head. The County Manager travel requests may be subject to approval by the County Commissioners and elected County Officials such as Sheriff, Register of Deeds and County Commissioners travel requests may be reviewed by the Finance Director and County Manager for sufficient unexpended appropriation remains in the department travel budget to reimburse all expected costs of travel.

c. The Manager's Office and Finance Officer are responsible for determining that funds are available to cover the estimated cost of the travel. Advance travel requests must be submitted a minimum of fourteen (14) working days prior to travel. Emergencies will be handled on a case-by-case basis. If a sufficient balance remains in the travel expenditure line item, the advance travel request may be approved. If the remaining balance in the expenditure item is insufficient to cover the estimated cost of travel and other monies are not yet available, the requesting party will be notified by the County Manager. The Department Head is responsible to ensure adequate funds are available for travel.
d. Authorization of travel requests will be based upon need and cost/benefit of travel as determined by the authorizing party and funds availability.
e. Employee travel within Duplin County does not require written approval of the County Manager. However, the Department Head or designated staff should be made aware of the travel plans and give verbal approval of the plans. Failure to obtain verbal approval from the required individual of the travel plans will result in the requesting party receiving no reimbursement for travel costs.
f. Use of a County automobile must be approved, prior to use, by the Department Head.
g. The County Manager must approve/review all overnight travel.
h. An out-of-town or overnight travel request must describe the travel requested, the purpose of the proposed trip, and the period of time away from the county. A copy of the request with the County Manager's approval must be attached to the pre-travel payment requests and the original advance travel approval must be attached to after travel reimbursement requests.
i. Out-of-county travel not requiring overnight stay will be approved by the department head for his/her employees.
j. All travel which is reimbursed by Federal or State funded programs must confirm to the travel guidelines provided by the program and the county guidelines.

2. Arrangements, Accommodations, Travel Advances, and Travel Allowances
   a. The authorizing party must approve all arrangements for travel. All travel costs, not paid in advance by the County, will be paid directly by the requesting party, and will not be billed to the County. The requesting party is encouraged to reserve transportation and lodging in advance when possible.
   b. The requesting party is encouraged to travel with other employees and officials of the County and representatives of other government units when possible. The requesting party will be reimbursed for actual costs incurred only subject to the limitations established herein.
   c. Travel advances will be issued based on documented needs on the Duplin County travel Authorization and Cash Advance Request Form. Advances will be requested on a Duplin County travel Authorization and cash Advance Request Form that will be recommended by the Department Head and approved by the County Manager. The amount of the travel advance may not exceed the estimated travel cost and the minimum travel advance request will be $50.00. Cash advances will not be issued if request is submitted less than ten (10) days prior to travel. Emergency situations may be considered by the Manager or Finance Officer. Travel advances will be repaid when a statement of travel expenses is submitted. The Finance Department will not issue a travel advance unless it has been approved.
   d. Travel advances will not be issued for a trip that does not involve an overnight stay.
   e. The County will no longer advance mileage.

C. **Travel Limitations.** Attendance to conventions and conferences will be limited to the requesting party authorized to attend the convention or conference. Attendance by additional parties, i.e. spouses, will be at the employee's own expense.

3. **Transportation**
   A. **Reimbursement of Costs.** All necessary bus, train, and air transportation will be obtained at the most economical rate available. Reimbursements will be made for actual costs that are incurred and original receipt supported. No credit card receipts will be accepted. This includes the cost of taxi service and parking fees, as long as original receipts are submitted.

   B. **Common Carrier**: Actual coach airfare substantiated by a receipt will be reimbursed. First class travel will only be used in extraordinary circumstances and with approval of the department head and County Manager. Penalties and charges resulting from cancellation of airline reservations or other travel reservations shall be the County's obligation if the employee's travel has been approved in advance and the cancellation or change is made at the direction of and for the convenience of the County. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee's obligation to pay the penalties and charges. However, in the event of accidents, serious illness or death within the employee's immediate family or other critical circumstances beyond the control of the employee, the County will be obligated to pay the penalties and charges.

   C. **Vehicles.**
      1. **Personally Owned Vehicle (POV).** A requesting party may use his/her personal automobile for travel and be reimbursed at the current Board of Commissioners approved rate only if one of the following conditions are met:
         a. No County automobile is available.
         b. The requesting party has a physical handicap that requires use of a specially equipped vehicle or has a physician's statement certifying that use of a personal vehicle is required.
         c. An after-hours emergency situation requires the travel.
         d. Approved advance travel form authorizes use of personal vehicle.
         e. Department Head authorizes use of personal vehicle.
         f. The County will no longer advance mileage.

      2. **County Vehicles**: County automobiles may be used for any authorized travel. The requesting party must obey all laws of the jurisdiction in which the automobile is being operated. The automobile will be used for the purpose of conducting County business only. A minimal amount of personal use, such as driving the automobile to and from a meal will be allowed. Non-County employees may accompany County employees if they have a business interest in the travel.

      3. **Rental Vehicles**: A rental automobile will be used when it is determined that no other mode of transportation is as economical or practical. A rental automobile should be used for business purposes only. A minimal amount of personal use, such as driving to and from dinner, will be permitted. Use of a rental automobile must be approved in advance.

   D. **Local Transportation.** Local transportation costs (e.g. taxi fare) incurred while on out-of-town business will be reimbursed. The most economical and reasonable form of transportation will be used. Original receipts must be obtained and submitted with travel reimbursement requests. Credit Card receipts will not be accepted.

4. **Subsistence**
   A. **Lodging.**
      1. Lodging will be purchased with the county/department's p-card or by check at the actual amount incurred.

2. The lodging rate is limited to the lowest available single room rate when an employee is traveling with his/her spouse and children. Any charges accrued by additional individuals will be paid by the employee. The charges are not reimbursable.
3. Lodging expenses for locations which are within seventy-five (75) miles of the County seat must be approved in advance by the County Manager.
4. Only charges for room and tax will be paid by the county. Additional personal expenses are not reimbursable. Employees sharing a room with a non-county individual (including family members) are responsible for all lodging expenses in excess of the single occupancy rate.

B. **Meals.**

Duplin County has chosen to reimburse employees on a per meal basis in an amount not to exceed the rates set forth in the chart below. The amounts set forth in the chart below include taxes, along with a gratuity of not more than 18%.

In-State Meal Rates			Out of State Meal Rates	
Breakfast	$10		Breakfast	$10
Lunch	$15		Lunch	$15
Dinner	$25		Dinner	$30
	$50 a day			$55 a day

Per IRS regulations, the value of employer-provided meals and reimbursement for meals are included in the taxable income of the employee, unless there is some provision that allows for the meal to be excluded from taxable income. A meal may be excluded from the taxable income of the employee if the meal is a result of the employee traveling away from home overnight on business if the meal is on the employer's business premises and for the employer's convenience. For meals to be excludable from taxable income, the amount reimbursed for a meal must be paid under an accountable plan.

The accountable plan must meet the following:

1. there is a business connection,
2. the employee must substantiate the expense, and
3. the employee must return any excess amounts.

For IRS information about meal reimbursements see Circular E, Employer's Tax Guide (Publication 15), Employer's Tax Guide to Fringe Benefits (Publication 15-B, and Publication 463, Travel, Entertainment, Gift, and Car Expense on the IRS website (www.irs.gov).

It is the policy of Duplin County to reimburse officials and employees for actual meal expenses incurred while traveling away from home overnight on county business and for actual meal expenses that are for the convenience of the employer, such as attending a meeting that is conducted during a meal, but no more than the maximum meal amount as approved by the Board of Commissioners will be reimbursed to the employee.

If the employee has no choice on the meal price because it is a fixed amount for all attendees or the employee is attending a meeting involving a meal and the employee has no available meal price option that is equal to or less than the maximum amount, the employee can submit such evidence to the County Manager and request reimbursement at the higher rate.

Employees must submit original receipts with their reimbursement request. The receipt should show the amount of the expense, the date of the expense, the time of the expense, the location of the expense, and the business reason for the expense. These receipts must be the original receipts identifying what was purchased and from whom. Tips may be added to the receipt and are included in the maximum amount listed above. Tips will be reimbursed up to 18%. Debit card receipts or charge card receipts are not acceptable.

What constitutes a reimbursable meal:

- A meal that an employee purchases when the employee has received overnight travel approval from the county manager and does in fact stay away from home overnight for a work related event.
- A meal that an employee purchases when attending a meal meeting for the convenience of the employer, whose main purpose of the meeting is to actively conduct business, which means, business is being discussed during the entire meal process.

Duplin County will not reimburse employees for the purchase of alcoholic beverages. An exception is made in the case of Economic Development or Tourism when entertaining potential clients or current clients. The purpose of the entertainment must be noted on the receipt.

Duplin County will not reimburse employees for snacks. An exception is made in the case of small items or meals purchased for a child while in protective custody of the County.

Reimbursement requests may be reviewed by Management prior to issuance of check, during internal audit, and/or by the county auditors for compliance with this policy. Reimbursement request may be reviewed by IRS auditors for compliance with IRS regulations. These reviews may involve review of: receipts for location of vendor, time receipt was issued by vendor, items to be reimbursed, advance travel authorization, the business purpose, and may involve obtaining further clarification from the department head and/or the employee.

According to IRS guidelines, generally meal reimbursement is taxable as wages to the employee because travel must be away from home overnight to be excludable unless it meets the de minimis fringe benefits exclusion. According to the January 2012 IRS Taxable Fringe Benefit Guide for De Minimis Fringe Benefits, De Minimis Exclusion for Occasional Meal Reimbursements, "Regularly provided meal money does not qualify for the exclusion for de minimis fringe benefits provided by an employer. Occasional meal money can meet an exception and be excludable from taxes, if the following three (3) conditions are met:

1. **Occasional Basis** – Meal is reasonable in value, and is not provided regularly or frequently, and
2. **Provided for Overtime Work** – Overtime work necessitates an extension of the employee's normal work schedule, and
3. **Enables Overtime Work** – Provided to enable the employee to work overtime. Meals provided on the employer's premises that are consumed during the overtime period, or meal money expended for meals consumed during that period, satisfy this condition. Reg. § 1.132-6(d)(2)

Meals served, as part of a convention or conference will be reimbursed at actual cost. Documentation of actual cost must be attached to statement of expenses when reimbursement is requested.

Meals for family members are a cost to the employee and are not reimbursable by the county. If more than one individual's order is on the original receipt being submitted for reimbursement, the employee must identify the amounts incurred by the employee on the receipt, thereby attesting that those identified amounts are eligible reimbursable employee amounts per the policy.

If more than one individual's order is on the original receipt being submitted for reimbursement and the other amounts are eligible for reimbursement also, the requesting individual must document the reason the other amounts are reimbursable. (*Example: 1) Entertaining potential economic development clients – Project IPOD, 5 attending in addition to name, Economic Development Director, and name, County Manager. 2) Tourism Summit – 45 guests in additional to name, Tourism Director.)*

Reimbursements or allowances provided to employees for meals in the course of entertaining customers may be tax excludable if the expenses are ordinary and necessary and meet either a Directly Related Test or an Associated Entertainment Test.

- Directly Related Test: the main purpose of the combined business and meal is the active conduct of business, business is actually conducted during the meal period and there is more than a general expectation of deriving income or some other specific business benefit at some future time.

- Associated Entertainment Test: associated with the active conduct of the employer's business and directly before or after a substantial business discussion. There is a clear business reason for incurring the meal and the purpose may be to get new business or to encourage the continuation of an existing relationship.

The County Manager will handle exceptions to the meals' reimbursement policy on a case-by case basis.

Lodging and Subsistence will be reimbursed based on documented (paid itemized receipt) expenditure.

C. IRS Sleep and Rest Test
   1. In order for a reimbursement of an expense for business travel to be excludable from income, including meals and lodging, an employee must travel "away from home" in the pursuit of business on a temporary basis.
   2. "Away from home" has been interpreted by the U.S. Supreme Court to require an employee to travel overnight or long enough to require substantial "sleep or rest". Merely working overtime or at a great distance from the employee's residence does not create excludable reimbursements for travel expenses if the employee returns home without spending the night or stopping for substantial "sleep or rest."

D. Other Costs.
   1. Long distance personal telephone calls are not reimbursable except the requesting party will be permitted to make one "safe arrival" call and a single call per day not to exceed ten (10) minutes in length. Emergency phone calls will be permitted such as a significant change in travel plans. Phone calls for Official County business are reimbursable expenses. These calls must be supported by documentation of the circumstances for the call(s).
   2. Receipt supported registration fees for a conference or convention will be reimbursed provided the fee was approved on a Statement of Travel Expenses or the approved advance travel form, and attendance at the convention or conference by the requesting party does not violate the specifications set forth within this policy.
   3. Employees will not be reimbursed for entertainment, snacks, drugs, or alcoholic beverages. An exception is made in the case of small items or meals purchased for a child while in protective custody of the County. This exception must be documented by reference and approved by the Social Services Director. An exception is made in the case of Economic Development or Tourism when entertaining potential clients or current clients. The purpose of the entertainment must be noted on the receipt. This exception must be approved by the County Manager for Economic Development and must be approved by the County Manager or Chairman for the TDA for Tourism.
   4. ***Tips***: Reasonable baggage handling tips ($1 - $5 per bag dependent on the area traveled) may be claimed for porters at terminals and hotels as "Other Expenses".

5. Reimbursement Procedures

A. **Submitting Expense Reports.**
   1. All travel reimbursements must be sent to the Finance Office within sixty (60) days of the date of travel.
   2. Only one month shall be included on each travel reimbursement form. Include in and out of county travel on the same form.

   3. **Unless approved by the County Manager, the Finance Office will no longer process any reimbursements that are older than 60 days.**
   4. A requesting party will complete a Travel Reimbursement Request and Expense Report if needed, attach original receipts for expenses requiring them, and submit it to the Finance Department complete with all required signatures and receipts no later than two (2) working days after returning from travel if the employee owes the county a refund of advance travel money. Advances will be deducted from reimbursable costs. If advance travel funds are issued and a travel reimbursement request and expense report is not submitted within 10 (ten) days, a garnishment for the full advance travel amount will be submitted to payroll.
   5. A requesting party will complete a Travel Report Form in its entirety.
   6. An employee traveling on official business is expected to exercise the same care in incurring expenses that he or she would exercise if traveling on personal business and using personal funds. Employees will be held personally responsible for all unauthorized costs and additional expenses incurred for personal preference or convenience.
   7. Under no circumstances will reimbursement exceed actual expenses involved or duplicate any portions of expenses paid from any non-county source.
   8. A requesting party submitting a falsified Travel Reimbursement Request and Expense Report will be subject to disciplinary action and criminal prosecution.

B. **Approval and Processing of Reimbursement Requests.**
   1. The Travel Reimbursement Request and Expense Report will be fully completed, signed and submitted to the authorizing party for approval. After approval by the authorizing party, the original form(s) with its supporting documentation should be forwarded to the County Finance Department.
   2. The Finance Department will determine that the Travel Reimbursement Request and Expense Report and/or Travel Report Form have been properly approved, that the information provided is mathematically correct, that requested reimbursements are consistent with submitted receipts and are within the limits set by this policy. If an error in the reimbursement request is found, the requesting party will be informed and the error will be corrected before payment is made.

Home-to-work travel: As a general rule, home-to-work travel is not reimbursable.

Prospective Employees: The County Manager is authorized to approve reimbursement of travel expenses of individuals visiting for employment interviews. The expenses should be limited to transportation and subsistence. No travel advances will be issued to prospective employees.

Registration Fees: The County allows reasonable registration fees for county officials. Approved fees may be paid by the unit in advance, or directly by the employee and then reimbursed, or in some circumstances through a travel advance. No authorization will be granted unless full justification and documentation are provided. Copies of brochures, fee schedules, or other material listing the costs included in the registration fees should accompany requests. The county will pay the basic registration fee and fees for associated professional activities. Any additional activities that the employee cares to attend are the employee's responsibility.

Exceptions: Exception to these policies must be discussed with and approved by the County Manager prior to incurring any excess expenses.

Mileage Report: Officials and employees who use a personal vehicle on a regular basis for trips in and around the county should complete a mileage report that notes name, department, travel dates, destination(s) odometer readings, and total number of miles. Total miles for the reporting period (usually a month) are then noted on the "Claim for Expenses: Official Travel Form". For additional information on mileage reimbursement, please see the mileage reimbursement policy. Mileage Reports and the Claim for Expenses will be submitted to the Finance Office on a monthly basis for reimbursement.

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Mileage Reimbursement - The reimbursement to the employee for the operation of his/her car on county business includes the allowance for the expense of automobile insurance through the current IRS mileage reimbursement rate.

For non-routine trips, the employee must document: the date of travel; the beginning location, the ending location, the beginning mileage, the ending mileage, the purpose of the trip, total mileage, and the amount of reimbursement requested.

For routine trips, the employee must use the reimbursement mileage as established by the department head. The employee must document: the date of travel, the number of times traveled on that date, the purpose of the trip, total mileage, and the amount of reimbursement requested. Department heads are required to submit established routes and mileage to Finance and are required to review and update these routes and mileage annually.

The department head or an authorized designee must confirm that the trip was for county business by initialing and coding the reimbursement request. The department head/authorized designee/or management may determine maximum mileage amount to be reimbursed for any trip by use of a map service such as map quest and may determine that the shortest route available from the service used is the maximum mileage payable for the trip. No matter how the mileage is confirmed, the miles reported must be reasonable and when confirming a mileage request through a map service the mileage approved can be no more than 5% different than the shortest route obtained through the map service used. If any trip requires more than a 5% difference in the shortest route through an available map service, it is required that the department head approve the request and document in writing on the request the reason the mileage approved is more than 5% above the shortest route available per the map service used.

Please refer to Article III Transportation & Travel, Section 2. Compensating Employees for Travel Time to help you determine which trips or portion thereof would be eligible for mileage reimbursement while conducting county business.

Reimbursement for Training Expenses
When an employee or official enters into an approved job-related training program, such as those sponsored by the Institute of Government, Duplin County will pay for such expenses as tuition and books. The employee or official will not be expected to pay for these expenses out-of-pocket. In addition, the employee or official will be covered by all rules and regulations as outlined in this policy.

Status of Employees or Official While Traveling
Participation in official out-of-town business meetings, authorized training courses, and authorized professional conferences, is "time worked" for the purpose of computing wages for all employees. Travel away from normal work station is work time when it cuts across an employee's normal workday. The employee is simply substituting travel for other duties. The time is not only hours worked during normal workdays, but also during the corresponding hours of nonworking days. Thus, if an employee regularly works from 8 a.m. to 5p.m. from Monday through Friday, but is traveling on official duties on Saturday and Sunday, the travel time during those hours is work time on Saturday and Sunday as well. Regular meal period time is not counted as work time.

The Department of Labor (DOL) does not consider work time the time spent in travel away from home outside of regular working hours as a *passenger* on an airplane, train, boat, bus or automobile. However, if the employee is driving, the time would be hours worked. (*Special Note*: Duplin County has determined that it would be more beneficial to compensate employees that ride together to conferences or training than if they were to drive separately.) Therefore, in this situation, whether the employee is the driver or passenger in the car, the travel would be compensable no matter what the work hours.

ARTICLE V – HOUSEKEEPING ITEMS

Section 1. Smoking and Tobacco Use

Duplin County Government has a strong commitment to establish policies and programs that promote employee health and provide a work environment that is safe and free of health hazards to smokers as well as non-smokers, who are subject to second hand smoke.

In accordance with North Carolina General Statute 130A-498 and Duplin County Smoking, Tobacco, Vapor and E.N.D.S. Use Ordinance (*12/1/17*), smoking and the use of other tobacco products excluding chewing tobacco by employees and citizens is prohibited in County buildings owned, leased or occupied, on County property at the Health Department and within County vehicles owned, leased or controlled by the county, Cabin Lake County Park and within fifty (50) feet of any County building owned, leased or occupied by the County. Smoking is permitted only in designated areas specifically marked and only during breaks. Individuals who smoke outdoors are responsible for using outdoor ashtrays or other appropriate receptacles to discard their refuse and should not litter the grounds.

The use of e-cigarettes is also prohibited under this policy where smoking and the use of tobacco products are prohibited. E-cigarettes means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor or nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

Department Heads are responsible for ensuring that all County employees adhere to smoking and tobacco use policies. Employees violating this policy may be subject to disciplinary action up to and including dismissal and may be charged criminally for violations of the County Ordinance. Violation of the County Ordinance shall constitute a Class 3 misdemeanor. Each day during which a violation continues shall be determined a separate and distinct offense.

Section 2. Social Media Policy

The County recognizes that employees may choose to express themselves by posting personal information on the Internet through social networking sites, personal websites, blogs, or chat rooms, by uploading content, or by making comments at other websites or blogs. The County respects the rights and interests of employees in engaging in these forms of personal expression on their own time, should they choose to do so. Employees are expected to follow the guidelines and policies set forth to provide a clear line between the employee as an individual and as a Duplin County employee.

The County respects the right of employees to use blogs and social media sites as a medium of self-expression and public conversation and does not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes. Blogging or other forms of social media or technology include, but are not limited, to video or wiki postings, sites such as Facebook and Twitter, chat rooms, YouTube, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with Duplin County.

A. **Guidelines.** Employees may not use County resources to conduct personal blogging or social networking activities. Employees are prohibited from using a County email address in connection with any social networking or blog sites. Employees are prohibited from any such activities while on County time while using either County or personal resources (including laptops, cell phones, and other electronic devices). Employees cannot use blogs or social networking sites to harass, threaten, discriminate or disparage against employees or anyone associated with or doing business with Duplin County. Employees are prohibited from posting on social media, racist, prejudicial, sexist and disparaging language about others, obscene, pornographic or other offensive materials while on County time or if their account in any way references their employment with the County. Employees are legally

responsible for content they post to the Internet, in a blog or otherwise. Employees can be held personally liable for defaming others and/or revealing confidential information.

If employees identify themselves as a Duplin County employee, some readers may view the employee as a spokesperson for Duplin County. Because of this possibility, employees should state that views expressed in their blog or social networking area are their own and not those of Duplin County, nor of any person or organization affiliated or doing business with Duplin County.

Without express permission from the County Manager, employees are prohibited from posting the logo of Duplin County on personal social media pages, blogs or other sites. Employees are further prohibited from posting or otherwise sharing intellectual property belonging to Duplin County, along with confidential County information including but not limited to documents belonging to the County.

Employees should not link from a personal blog or social networking site to Duplin County's internal or external web sites. Employees should be aware that personal postings may be read by not only friends and family, but possibly by co-workers, supervisors, County residents, Board of Commissioners, and the media. Even if posted anonymously or under a pseudonym, identities can be discovered relatively easily. Employees should be careful when deciding what to include in a post or comment. The County may require immediate removal of, and impose discipline for, material that is disruptive to the workplace or impairs the mission of the County unless such postings are protected by local, state or federal laws.

If all online activity, as in person, employees are responsible for upholding the County's conduct and ethics standards. Employees must adhere to all applicable disclosure laws, along with the County's confidentiality and anti-discriminatory/workplace harassment policies. Employees must further adhere to the Duplin County Social Media Policy, as adopted by the Board of Commissioners on February 2, 2021.

B. **Employer Monitoring.** Employees are cautioned that they should have no expectation of privacy while using County technology resources and postings can be reviewed by anyone, including Duplin County. The County reserves the right to monitor comments or discussions about Duplin County and its employees, posted by anyone, including employees and non-employees, on the Internet. Duplin County may use blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries and personal and business discussion forums.

C. **Reporting Violations.** Employees shall report any violations or possible or perceived violations of this policy to their supervisor, Department Head or Human Resources. Violations include discussions of Duplin County and its employees and vendors, any discussion of proprietary information and any unlawful activity related to blogging.

D. **Discipline for Violations.** Duplin County investigates and responds to all reports of violations of the rules and guidelines set forth in this policy and other related policies such as the Personal Conduct policy found in Article IX – Disciplinary Actions, Section 4. Dismissal for Personal Conduct. Violation of this policy and other policies referred to in this book may result in disciplinary action up to and including termination. Duplin County reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct. Policy violations may include:

- Overlooking job obligations and deadlines due to excessive use of social media in the workplace
- Releasing county information on social media that is not considered a public record
- Posting inappropriate content and subject matter on social media
- Posting offensive comments and neglecting to reply to clients on-line

- Posting false information and personal opinions on social media

Section 3. Information Technology Use

This policy covers the use of all technology resources belonging to Duplin County, whether individually controlled or shared, stand-alone or networked. It includes, but is not limited to pagers, radios, all computer systems of any size and function and their attached peripherals, telephones, cellular phones, copiers, scanners, fax machines, voice mail systems, e-mail systems, network resources, tablets, air cards, "hot spots" and Internet resources. All technology resources owned by Duplin County are in place to enable the County to provide its services in a timely and efficient manner. This is the primary function of these resources and any activity or action that interferes with this purpose is prohibited. Ethical and legal standards that apply to information technology resources derive directly from standards of common sense and common courtesy that apply to the use of any shared resource. Because technology systems are constantly evolving, Duplin County requires its employees to use a common-sense approach to the rules set forth below, complying not only with the letter, but also the spirit, of this policy.

Information Access and Ownership

All technology resources and all information transmitted by, received from, or stored on Duplin County systems are the property of Duplin County and are subject to inspection by County officials. Employees do not have an expectation or right to privacy with respect to any electronic correspondence, files, documents, images, created, stored, displayed, received or sent on the County's technology systems. The County reserves the right to review, monitor, and inspect use of its technology resources without advance notice. If Duplin County determines that an employee has used technology resources in a manner that violates this policy or other County policies, the County will take appropriate disciplinary action up to and including dismissal.

Information Access ensures users have the appropriate access levels specifically authorized to them to access information on systems and applications and that individuals understand the responsibility their access level provides them. This policy defines access control standards for system use notices, remote access, and definition and documentation of relationships for information systems.

Access Control applies to all business processes and data, information systems and components, personnel, and physical areas of Duplin County Government. Person(s) this policy applies to include but are not limited to:

- Administration, Directors and Supervisors
- All employees, whether employed on a full-time or part-time basis by Duplin County Government.
- All third-party vendors with access to any system(s) or system(s) connected to the network(s) belonging to the Duplin County Government

The County will limit information system access to authorized users, processes acting on behalf of authorized users or devices (including other information systems). The County will further limit information system access to only the types of transactions and functions that authorized users are permitted to execute and control the flow of nonpublic information (NPI) in accordance with approved authorizations. For purposes of this section, "authorized individuals" are defined as organizational personnel, contractors, or any other individuals with authorized access to the information system in which the organization has the authority to impose rules of behavior with regard to system access and "devices" as defined as objects or systems that have a specific purpose or intention, like electronic communication, cell phones, digital tablets and watches, laptops and anything else that would be considered as network capable, wireless or wired.

The County will control information posted or processed on publicly accessible information systems control connection of all mobile devices, monitor and control all remote access sessions, block wireless access prior to allowing such connections, and protect the confidentiality of remote access sessions using cryptographic mechanisms. All wireless access will be protected using authentication and encryption. Connections to and use of external information systems must be verified, controlled and limited. Access to program source code will be strictly prohibited.

Personal Use
Personal use of a County-owned technology resource by County employees is allowed with the following restrictions:

1. Employees should be aware that personal use of a County-owned technology resource is subject to all of the rules in this policy including inspection and monitoring.
2. There must be no cost to the County.
3. Use must be conducted on an employee's own time such as lunch hour or breaks and at the discretion of the employee's supervisor. However, personal telephone calls on non-cellular phones or personal use of e-mail on an occasional basis may be permitted providing that they do not interfere with a County employee's obligation to carry out County duties in a timely and effective manner.
4. Use must not interfere with other employees performing their jobs or undermine the use of County resources for official purposes.
5. Use of the County's technology resources for operating a personal business of any kind is prohibited.
6. Some technology resources such as cellular phones may be billed. Charges for personal use are to be reimbursed to the County in accordance with the County Cellular Phone Policy.
7. Individuals who are not employees of Duplin County (including an employee's family or friends) are not allowed to use the County's technology resources other than public access stations.
8. Personal use of County resources by an employee neither expresses nor implies sponsorship or endorsement by Duplin County.

Smart Phones
The county recognizes that smart phones have become an integral part of everybody's life. They are also a great asset in the workplace if used correctly for productivity apps, calendars, business calls, etc. However, smart phones may also cause problems when used irresponsibly or excessively. Despite the benefits, smart phones may be cause for significant problems in the workplace because:

- The distraction of employees regularly checking their phones
- The interference with an employee's job duties by regularly speaking on the phone or viewing messages on the phone
- Misuse of the county's internet connection
- The accidents that may occur when employees use their phones inside county vehicles or not paying attention while working

The county expects its employees to use their smart phones prudently during working hours. Excessive use of their smart phone for non-business purposes will mean a decline in their efficiency that will show up in their performance reviews and may lead to disciplinary measures such as the employee not being allowed to bring their personal smart phone into the office, worksite or county vehicle and/or a written warning up to and including termination if corrective measures are not followed.

The following rules apply at all times for smart phones:

1. County issued phones are to be used for business purposes only and be persevered in perfect condition.
2. The use of a phone for any action (receiving or placing calls, text messaging, surfing the internet, receiving or responding to e-mail, checking for phone messages, games, etc.) while driving a county vehicle or personal vehicle for county business is prohibited.

3. Employees are asked to make or receive personal calls on non-work time whenever possible.
4. If you share a workspace, employees should turn their phone off, turn the sound down or set it on vibrate while they're in the office so others are not distracted. The use of cell phones within earshot of another employee's work space during working hours is not allowed.
5. To ensure the effectiveness of meetings, employees are asked to leave cell phones at their desk. However, on the occasion of an emergency or anticipated important call that requires immediate attention, the smart phone may be carried to the meeting on vibrate mode.

Security
Each employee is responsible for all actions taken while using his/her user profile, password, or access code. Sharing user IDs and passwords is strictly prohibited. Exceptions may be made for shared workstations but should be limited to specific business needs. These exceptions will be approved and documented by the Director of Information Technology and/or Chief Information Security Officer.

You should be cautious when you receive an e-mail message you were not expecting containing an attachment. Employees can assist the County in preventing viruses from infecting the County's network by not opening any questionable communication from an unknown sender or any attachment with a questionable title or extension.

Employees are not authorized to install or download any software without the express approval of the Duplin County Information Technology Services Department. This policy includes but is not limited to shareware, freeware, personal software or Internet distributed programs. Applicable software copyright laws must be followed.

Appropriate Use
When employees use Duplin County technology resources, they are representing the County and are obligated to use good judgment in how they conduct and express themselves. Employees are expected to use the County's technology resources in a responsible and professional manner. They must not use these resources in an illegal, malicious, inappropriate or obscene manner. Each workstation with Internet access will be configured to allow the screening and review of sites visited on the Internet.

Use of Email within Duplin County Local Government & Anti-Phishing Policy
Duplin County Local Government uses email to communicate services and announcements to those who have been provided a county issued email address and our known verifiable contacts. If authorized, the department may use email to alert you to new activity within your Online Services accounts.

An email from us will be general in nature. If sensitive personal information needs to be communicated, we will alert you to contact the requesting department by phone or in person.

How we use email to communicate with you
E-mail and calendar functions are provided to expedite and improve communications among network users. When sending or forwarding e-mail, either internally or externally, all employees must clearly and accurately identify themselves. Anonymous or pseudonymous posting is expressly forbidden. Sending unsolicited junk e-mail or chain letters ("spam") to any user is prohibited. Employees are prohibited from soliciting or selling merchandise or advertising services through county e-mail. Intentionally sending any material that contains viruses, Trojan horses, worms or any other harmful program is prohibited. Employees may not use county e-mail and/or calendar function for any campaign or political purposes. Electronic mail is a public record when sent or received in normal business process according to North Carolina General Statutes.

- We only use your email address that was created by the Duplin County IT Services department and not personal email addresses.

- We will never request that you provide sensitive personal information, such as social security numbers, taxpayer ID numbers, bank account numbers, PINs, user names, or passwords through email. We will never initiate an email to you to inform you that your user name or password needs to be reset.

Department email addresses
Legitimate emails from legitimate Duplin County users will be sent from the following Domain address:

- *@duplincountync.com

Links
Links will only be provided that will bring you directly to content on our website, located at:

- *.duplincountync.com
- or located on other governmental sites (local, state and federal).

When we provide links in an email, they may appear in two ways:
- Active links embedded behind text; and
- Active links in the form of a complete URL (uniform resource locator) address, beginning with http://. Some email providers will convert this URL address into an active link in the email while others will require you to copy and paste the URL address into your browser.

To verify the destination of an active link, you should hover your mouse over it and review the address information displayed in the status bar located at the bottom of your browser page; it will display the Web address destination of the link.

You should also note that links are provided only for your convenience; they need not be used. To utilize services available on the department's Web site, you can always key www.duplincountync.com into your browser and navigate to the services or information you require.

Phishing:
Duplin County employees should be wary of phishing—attempts to trick you into providing personal or financial information through an email request or through a link to a fraudulent website. Phishing is a criminal activity and form of social engineering that uses various techniques to manipulate you into performing actions or divulging confidential information that you would not normally provide.

Phishing emails may appear to be from a trustworthy source, but are designed by cybercriminals to trick the email recipient into disclosing sensitive, private and confidential information. By clicking on an active link in a phishing email, the recipient may be directed to a fraudulent website that attempts to acquire personal or private information or possibly infect his/her computer with malicious software. To check the destination of an active link, you should hover your mouse over it and review the address information displayed in the status bar located at the bottom of your browser page.

When in doubt, throw it out!

Web users should be wary of suspicious email. Signs that an email may be a phishing attempt include:

- The email contains obvious spelling errors. Phishers do this intentionally in order to avoid spam filters many Internet providers use.
- Links to the website contain all or part of a real entity's name, or Web address, but the link itself is not identical to that of the legitimate website. Clicking on these links may take you to a different, possibly malicious website or pop-up windows that ask you to provide, update,

or confirm sensitive personal information. (Remember to check the true destination of an active link by hovering your mouse over it and reviewing the address information displayed in the status bar at the bottom.)

Phishing detection may be enhanced by use of a Web browser that has a phishing filter. The latest versions of most browsers including Chrome, Edge and Internet Explorer include phishing filters that can help in detecting phishing attempts. For more information on phishing, please visit the NC DIT website on Avoiding Phishing Attacks.

Information security
The email protocols we use and information provided above are intended to help you distinguish Duplin County email from illegitimate email.

The IT Department also employs the use of digital certificates on our website to provide a secure, encrypted connection between capable Web browsers and our Web servers. This secure, encrypted connection is required by our servers whenever and wherever you are asked to enter information that may be considered confidential. For additional information about information security and privacy, please see the Duplin County IT Department's security and privacy policies.

If you have questions or concerns about our email communications, you can contact us at: 910-296-2104 ext.8985 or e-mail doit@duplincountync.com.

Internet Access
Internet access is provided to network users to assist them in performing the duties and responsibilities associated with their positions. Using the Internet to access non-County provided web e-mail services is allowed during breaks and/or lunch. Using the Internet to receive broadcast of non-business audio such as internet music/radio or video is prohibited. Instant messaging or internet chat is prohibited except if it is authorized by the Department Head.

Web pages
It is the desire of the County to maintain a consistent and quality presence on the Internet. Information published on the Internet should be written in a clear and concise manner and presented in a graphically appealing format. Once information is published, it is the ongoing responsibility of the corresponding department to ensure the timeliness and accuracy of the content of its Web pages. Links to other websites will be at the discretion of Duplin County.

Section 4. Confidentiality
Duplin County citizens, customers, clients, employees and other parties entrust Duplin County with important information. It is Duplin County's policy that all information considered confidential will not be disclosed to external parties, unless required by law or to employees without a "need to know to perform their job." If there is a question of whether certain information is considered confidential, the employee should first check with his/her immediate supervisor. This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

Section 5. Cost Saving Suggestions
The County Manager may grant vacation leave in varying increments to regular and permanent county employees who identify policies or procedures that, once implemented, will result in significant cost savings to county government. Depending on the amount of the cost savings, which must be quantifiable, employees may be granted vacation leave by the County Manager in two (2) hour increments up to eight (8) hours. Leave will be granted at the discretion of the County Manager following a full or trial implementation of the new policy or procedure, which, upon completion, demonstrates a significant savings to the county. Leave awards will be added to an employee's existing accumulated vacation leave hours.

Department Heads will determine the trial and implementation period and will be responsible for nominating the employee for an award following the successful trial period. The policy or procedure must not currently be in practice. The nomination, which can be submitted in the form of a memorandum to the County Manager must provide some detail about how the suggestion should be implemented such as the "why" and "how." It should also include details on the new policy or procedure, along with information on the implementation period and the resulting cost savings. The County Manager will notify the Department Head and Human Resources when the suggestion results in a leave award for the employee.

ARTICLE VI – CLASSIFICATION PLAN

Section 1. Adoption of Classification Plan

The County Board of Commissioners is responsible for adopting a classification plan that assigns each County position to a job class/grade based on the results of a job evaluation system and upon the recommendation of the County Manager. The classification plan shall include all classes/grades of positions in the County. For each position there shall be a written job description which will include the following:

A. A position summary which explains the general definition of work;
B. The qualification requirements including essential functions and responsibilities;
C. Position requirements such as the knowledge, skills, and abilities necessary for the performance of the work;
D. A statement of the education, experience and training required, and desired (if different) for recruitment;
E. Physical requirements and working conditions in compliance with the Americans with Disabilities Act; and
F. Special requirements such as licensures, certifications, or registrations.

Section 2. Allocation of Positions

The County Manager, in consultation with the appropriate Department Head and the Human Resources Director, shall approve the allocation of each position covered by the plan to its appropriate class/grade. The Departments of Social Services and Health will process classifications through the County Manager within the parameters established by the Office of State Human Resources (OSHR).

Section 3. Maintenance of the Classification Plan

The Human Resources Director, as directed by the County Manager, is responsible for maintaining the classification plan to ensure that it accurately reflects the duties performed by employees in the job classes/grades to which their positions are assigned. Department Heads are responsible for providing the Human Resources Director with documentation of substantive changes in the nature of duties, responsibilities, working conditions or other factors that could affect the classification of any existing position under their supervision.

When the Human Resources Director determines through job audit and/or job evaluation that substantial change has occurred in the nature or level of duties and responsibilities of an existing position, a recommendation is prepared for the County Manager to revise or reassign the existing position to the appropriate job class/grade within the existing classification plan, to amend the classification plan by establishing a new job class/grade to which the position may be assigned, or to take other action as needed.

Human Resources will maintain all official job descriptions for all County positions and class/grade assignment for all positions with the exception of positions subject to the North Carolina Human Resources Act. Positions subject to the North Carolina Human Resources Act are classified by the Office of State Human Resources (OSHR) or a delegated authority as authorized by the Office of State Human Resources (OSHR) and the official job descriptions and associated class/grade are maintained by the respective departments. Copies of job descriptions classified by the Office of State Human Resources (OSHR) should be forwarded to Human Resources. Human Resources will maintain a record of all budgeted and authorized positions.

Section 4. Classification of New Positions

The Human Resources Director, as directed by the County Manager, is responsible for reviewing and making recommendations to assign a new position to an existing job class/grade or to a newly created job class/grade. The recommendation must consider documentation furnished by the Department Head outlining the duties, responsibilities, typical tasks, and qualifications proposed for the position and the results of a job audit and job evaluation to be conducted by the Human Resources Director or a designee. In cases of employees under the North Carolina Human Resources Act, the County

will coordinate with the Office of the State Human Resources representative to ensure proper classification.

Section 5. Amendment of the Classification Plan

Generally, the request for new positions and reclassifications will be reviewed annually to be accepted and included in the annual budget or denied.

The Board of Commissioners shall approve amendments to the classification plan by adding, changing, or deleting positions or classes of positions and salary grades based on internal analysis and market comparisons within the authorized budget allocation, based upon the County Manager's recommendations.

Section 6. Administration

The Duplin County Board of Commissioners authorizes the County Manager to implement the Classification Plan upon approval by the Board of Commissioners.

ARTICLE VII – COMPENSATION PLAN

Section 1. Coverage of the Compensation Plan

Employees shall be compensated in accordance with the compensation plan established by the County and adopted by the County Board of Commissioners for administration by the County Manager's office. The County shall develop and maintain a compensation plan based on equitable compensation relationships for all position classifications/job titles in accordance with state and federal laws. The compensation plan shall include all permanent position classifications in the County.

In accordance with the August 15, 2016 Department of Labor Discrimination on the Basis of Sex; Final Rule (§ 60-20.4), compensation may not be based on sex and the county will not discriminate in wages based on the sex of the employee. The county will not pay a different compensation to similarly situated employees on the basis of sex. However, salary may be determined by tasks performed, skills, effort, levels of responsibility, working conditions, job difficulty experience, and minimum qualifications.

In accordance with the January 11, 2016 Department of Labor, Office of Federal Contract Compliance Programs (OFCCP) Pay Transparency Nondiscrimination Provision, Duplin County does not discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as part of their essential job functions cannot disclose any confidential personnel information unless it's (1) in response to a public records request governed by North Carolina General Statutes 153A-98 and 160A-168, (2) in response to a formal complaint or charge, and (3) in furtherance of an investigation, proceeding, hearing or action, including an investigation conducted by the county.

Section 2. Compensation Plan

The compensation plan is designed to establish and maintain a salary structure which attracts, motivates, recruits and retains qualified employees, is competitive with the local labor market, and recognizes and rewards individual employee performance through the use of:

A. A formal job evaluation system;
B. A competitive compensation structure with salary increases based on cost of living and performance factors; and
C. A formal employee performance evaluation system.

The compensation plan will consist of salary grades with an established minimum, midpoint, and maximum rate. Position classifications/job titles will be placed in a salary grade based on the formal job evaluation ranking of the position classification/job title-description and upon market considerations. Performance evaluation may be a component of the County's compensation program as well as the basis for employee development. Employees may receive merit increases within their assigned salary grade based on the results of the individual employee performance evaluation score when funding is available. The compensation plan will be reviewed and evaluated on an annual basis. Overall compensation (pay and benefits) may be limited by budgetary constraints and be structured accordingly.

Section 3. Maintenance of the Compensation Plan

The Human Resources Director, as directed by the County Manager, is responsible for the administration and maintenance of the compensation plan. The compensation plan is intended to provide equitable compensation for all positions, reflecting differences in duties and responsibilities, the rates of pay for comparable positions in private and public employment in the area, changes in the cost of living, the financial conditions of the County, and other factors.

The Human Resources Director is authorized to make comparative studies of all factors affecting the compensation plan. When the Human Resources Director determines through periodic market

analysis and/or salary surveys that a reasonable change has occurred in the pay level of an existing position, a recommendation may be prepared for the County Manager to present to the Board of Commissioners to revise or reassign the respective position to the appropriate pay range/grade within the existing pay range/grade table, or to take other action as needed.

The Human Resources Director, as directed by the County Manager, shall review the compensation plan and evaluate any amendments necessary to maintain a current compensation plan each year as part of the annual budget process. The County Manager shall make recommendations to the Board of Commissioners based upon a study of local economic conditions, the financial state of the County, and market/merit conditions of position classifications as requested.

Section 4. Transition to a New Pay Plan

The following three (3) principles shall govern the transition to a new compensation plan:

A. No employee shall receive a pay reduction as a result of the transition to a new compensation plan.
B. Employees being paid at a rate lower than the minimum wage rate for their position classification in the new compensation plan shall receive an increase to the minimum of the new pay grade.
C. Employees being paid at a rate above the maximum rate established for their position classification shall have their wage frozen at that level until such time as the maximum rate for their position equals the employee's wage.

Section 5. Payment at Minimum Wage Rate

All employees covered by the compensation plan shall be paid at least the minimum wage rate within the pay range/grade established for their respective job classification/job title except employees in a "trainee" or "work-against" status.

Section 6. Rate of Pay upon Hire

Employees shall be hired at the minimum rate of the salary grade assigned to their position classification/job title. Appointments above the minimum rate of the salary grade may be made subject to the approval of the County Manager, when deemed necessary to serve the best interests of the County, based on such factors as qualifications or prior experience of the applicant, a shortage of qualified applicants available at the minimum rate, or the refusal of qualified applicants to accept employment at the minimum rate. The salary may not exceed the range of the salary grade.

Section 7. Salary of Trainee

An applicant hired or an employee promoted to a position in a higher class, who does not meet all the established requirements of the position, may be appointed at a rate in the compensation plan below the minimum pay grade established for the position. In such cases, a plan for training, including a time schedule, will be prepared, and submitted to Human Resources for retention in the employee's official personnel file.

Trainee salaries may be up to 4% below the minimum salary established for the position for which the person is being trained or may be at any salary below the minimum salary for the position, if approved by the county manager. The training salary will remain in effect until the Department Head determines that the trainee is qualified to assume the full responsibilities of the position. The Department Head will develop a training plan for each trainee and will review the trainee's progress monthly, or more frequently as necessary, to determine when the trainee is qualified to assume the full responsibilities of the position. The training plan must be approved by the county manager and/or Agency Director in respect with those departments under the North Carolina Human Resources Act. In no event will an employee remain in a trainee status for longer than one (1) year, unless preempted by the approved training plan. Approved leave without pay shall not count as time worked toward meeting the minimum requirements for the position. All reviews will be forwarded to Human Resources for retention in the employee's official personnel file.

Employees subject to the North Carolina Human Resources Act may be appointed to a position/job in any class/grade for which the Office of State Human Resources (OSHR) job specification includes

special provisions for a trainee progression leading to a regular appointment. An individual may not be appointed as a trainee if they possess the acceptable training and experience for the regular class. The trainee must be appointed to the regular class/grade when they gain the acceptable amount of experience. A trainee must be paid below the minimum rate of the salary range/grade that they are working towards in accordance with the guidelines provided by the Office of State Human Resources (OSHR).

Section 8. Work-against Appointments

When fully qualified applicants are unavailable and there is no trainee progression for the classification of the vacancy, the appointing authority can appoint an employee in a work-against status. Salary will be commensurate with qualifications and may be at least $1 below the minimum of the pay grade for the regular classification of the position or may be at any salary below the minimum salary for the position, if approved by the county manager. A work-against appointment is for the purpose of allowing an employee to gain the qualifications needed to be full class through on-the-job experience. The appointee must meet the minimum education and experience standard of the class/grade to which initially appointed. Work-against appointments shall not be made when qualified applicants are available who meet the education and experience requirements for the full class/grade for the position. Procedures used to determine the qualifications of applicants may include, but are not limited to, an evaluation of the employment application and other submitted materials; structured interviews; reference checks; driver's license checks; academic verifications; and criminal background and credit checks.

Section 9. Bi-Lingual Differential Pay

To ensure that people have equal access to county services, regardless of their language of preference, the County shall pay full-time employees competent in foreign language(s) utilized in daily performance of work activities or in service to the County but not typically a requirement of their position, two percent (2%) of base rate pay.

To receive bilingual incentive pay, an employee must demonstrate competency by successfully passing a bilingual fluency test approved by the County Manager. Eligibility for bi-lingual differential pay is subject to final approval by the County Manager.

Section 10. Pay for Performance

The Human Resources Director, as directed by the County Manager, is responsible for the administration and maintenance of a pay for performance plan when funding allows. A standardized performance evaluation system is encouraged but it is recognized that those employees evaluated by a governing board may be evaluated using a different form. All employees except elected officials shall receive an annual evaluation on a date to be determined by the County Manager or the governing board conducting the evaluation. The Board of County Commissioners will review the pay for performance adjustment amount annually and consider recommendations from the County Manager to adjust the pay for performance plan as needed to reward County employees who are performing at levels that qualify for a pay for performance increase. This review will take into consideration the financial conditions of the County. All employees may not receive a pay for performance increase or the same total dollar amount of increase.

In order to be eligible to receive a pay for performance increase, each eligible employee must first receive an employee performance evaluation to be conducted by their supervisor, Department Head or governing board, where applicable. All employees, except seasonal employees, temporary employees and elected officials, will be eligible for pay for performance appraisals. Employees that receive a marginal or unacceptable performance appraisal will not receive any pay for performance increase for that review period and must successfully complete a Performance Improvement Plan (PIP). Successful completion of a Performance Improvement Plan will not result in the employee receiving a pay for performance adjustment for the evaluation period.

Section 11. Annual Pay Rate Adjustments

The County Board of Commissioners will review the pay plan annually and consider recommendations from the County Manager to adjust the pay plan or pay ranges/grades within the

pay plan as needed to reflect changes in the cost of living, to maintain pay rates for County positions at a level comparable with rates paid by other public and private employers, and to take into account the financial conditions of the County. The County will use the data published by the U.S. Department of Labor, Bureau of Labor Statistics for guidance on the consumer price index percentage of change for the previous calendar year.

It shall be the policy of the County to annually address the compensation of its elected officials (Sheriff, Register of Deeds, and County Commissioners), County Manager and County Attorney by adjusting the base salary of each position by the combination of the amount of the annual Cost of Living adjustment budgeted annually by the County Commissioners for all other County employees and the established annual target pay for performance adjustment, when applicable and all remaining County employees as authorized by the County Commissioners in its annual budget approval process. The intent of this action is to assure the compensation for all the County's elected and appointed officials as well as other employees, remains consistent with those of other government jurisdictions of comparable size and structure.

Section 12. Salary Adjustments

The County Manager shall be responsible for approving and implementing all salary adjustments. Employees shall be advised of all salary adjustments by the County Manager, their Department Head or their Supervisor.

Salary adjustments approved after the first day of the pay period shall become effective at the beginning of the next pay period.

A. Salary adjustments may occur as a result of the following:
   1. **Merit-based Increase**: A merit increase is awarded in conjunction with the County's pay for performance system. Merit-based increases are effective on the date determined by the County Manager and approved by the County Board of Commissioners. Merit increases are based on an individual employees' performance evaluation rating.
   2. **Promotion**: An employee who is promoted to a position classification with a higher salary grade may receive up to a 10% pay increase in base pay or an increase to the minimum rate of the new pay range, whichever is higher, as long as the increase is consistent with the compensation plan, and the new pay rate does not exceed the maximum pay rate established for the pay range. Pay increases that exceed the minimum of the new pay range, or ten (10) percent, whichever is higher, but do not exceed the maximum pay rate established for the new pay range, can be approved by the County Manager if written documentation is provided to justify the increase by the Department Head.
   3. **Demotion**: An employee may receive a decrease in salary, usually 4%, due to a demotion to a lower salary grade as determined by the Department Head subject to review and approval by the County Manager. The new salary must fall within the range of the new position classification. Employees subject to the North Carolina Human Resources Act will adhere to The Office of State Human Resources (OSHR) guidelines for demotion.
   4. **Negotiated Increase**: Other salary increases may be granted upon the recommendation of the County Manager and approval by the Board of Commissioners. In very unusual circumstances in which an employee does very exceptional work or when the employee's position is known to be one that is hard to fill or the market rate exceeds the current rate of pay, the County Manager may increase the annual salary of an employee. The salary increase may not exceed the maximum of the salary range and must be within the current budget.
   5. **Voluntary Reassignment**: An employee voluntarily transferring from a position/job title in one class/grade to a position/job title assigned to the same pay grade will continue to receive the same salary. When an employee is temporarily transferred from a position/job title in one class/grade to a position/job assigned to a higher class/grade, the employee may be paid at a higher rate as long as the temporary transfer is in effect. The rate of pay for an employee who requests a voluntary demotion to a position/job title assigned to a lower pay range/grade will be set at the equivalent rate in the new pay range among other employees within the division/department provided that does not exceed the rate at which the employee was paid in the position from which the employee was voluntarily reassigned. Experience, certifications, seniority, North Carolina Human Resources Act guidance (if applicable) as well as other comparable knowledge, skills and abilities (KSA's) will be compared with other employees within the department when determining the salary. For example, if the employee was paid at 110% of the minimum of the previous pay range, the new pay rate will be 110% of the minimum of the new pay range. If an employee requests a voluntary reassignment to the same vacant position as held previously within six (6) months of a transfer or promotion, it is at the discretion of the Department Head and approval of the County Manager that the individual may resume their previous position at the same rate of pay as held previously in that position.
   6. **Reclassification**: When a position is reclassified to a higher class/grade, the County Manager has the discretion to adjust the salary upward between 2 – 10% provided the adjusted salary does not exceed the maximum of the new salary range on the new class/grade, or to leave the salary unchanged except when the salary is below the minimum of the new grade in which case the salary shall be brought up to the minimum of the new salary grade. If the position is reclassified to a lower pay grade and the employee is receiving a salary above the maximum rate established for the new class/grade, the employee's pay will be reduced to the maximum rate established for the new class/grade and maintained at that level until such time as the pay range/grade to which the employee's job class/title is assigned increases.
   7. **Trainee/Work-against to Full Class**: When an employee in a trainee/work-against status meets the minimum requirements for the position (full class), the salary shall be adjusted upward to the minimum of the position classification's salary range, unless otherwise negotiated at the time of hire.
   8. **Transfer**: The County Manager may adjust the salary of an employee transferred to a new position within the salary range for the grade as recommended by the Department Head.
   9. **Cost-of-living Increase**: The Board of Commissioners may grant all regular and permanent employees and/or others a cost-of-living adjustment (COLA) each fiscal year based on the recommendation of the County Manager and based on funds availability. When a COLA is applied, it adjusts the entire salary table by the approved percentage.
   10. **Interim Appointments:** Employees serving in an interim or acting capacity may receive up to 10% pay increase in base pay or an increase to the minimum rate of the new pay range, whichever is higher, as long as the increase is consistent with the pay plan, and the new pay rate does not exceed the maximum pay rate established for the pay range. Any increase received by an employee for functioning in an interim or acting capacity will be reviewed at six (6) months and cease when a permanent replacement is hired or the employee no longer functions in that capacity.
   11. **Furlough:** In cases where there are insufficient funds to meet payroll, the County Manager has the authority to place employees in a leave without pay status.

   Any deviation from the pay practices detailed in this section must be requested in writing by the respective Department Head and approved by the Human Resources Director and the County Manager.

B. Merit and/or pay increases as a result of pay grade reclassifications/promotion will be made on a percentage basis, and cost of living increases will be made across the pay plan, as applicable as approved by the Board of County Commissioners, as recommended by the County Manager, and as per the following guidelines:
   1. The total amount budgeted for pay increases as a result of pay grade reclassification, promotion, merit or cost-of-living is based on market studies and is a percent target, exclusive of approved service options.

2. Employees who have served the County in a regular position for twelve (12) months or greater shall be eligible to receive not more than a 10% increase in salary as a result of pay grade reclassification/promotion or be paid at the minimum of the new pay grade, whichever is greater with the recommendation of the Department Head and approval of the County Manager.
3. Employees who have served the County in a regular position for less than twelve (12) months shall be eligible to receive not more than a 8% increase in salary as a result of a pay grade reclassification/promotion or be paid at the minimum of the new pay grade, whichever is greater with the recommendation of the Department Head and approval of the County Manager.
4. The maximum combined merit increase and reclassification/promotion increase which any individual employee can receive is 12% or to the minimum of the new pay grade, whichever is greater.
5. Regular or permanent employees who have worked for the County for at least twelve (12) consecutive months shall receive an annual performance evaluation every February.
6. No pay increase shall exceed the maximum of the respective pay grade.
7. All pay increases are subject to the approval of the County Manager and must be within the approved budget of the respective department.
8. In lieu of a merit/COLA pay increase the County Manager may recommend a one-time bonus for merit/COLA. Bonus pay is not considered a part of annual pay for reclassification and pay purposes, nor is it to be recorded in personnel records as part of annual base salary.

Section 13. Salary Progression

The purpose of this policy is to offer employees the opportunity to progress through established salary ranges.

Eligibility
All budgeted full-time and part-time employees that work 20 hours or more per week are eligible once they complete their probationary periods as a new employee. In addition, the employee must be in good standing, no current corrective action or performance improvement plan or no current or pending disciplinary action. An employee demoted as disciplinary action is not eligible. The employee must have a current performance evaluation on file with a rating of at least "meets expectation" for the position.

Incremental Career Advancement Steps – Incremental steps begin 2 years after the probationary period is completed. 2% increases are based on two-year increments/anniversaries; provided all other eligibility requirements are met.

As of July 1 of each year, employees who have achieved the two year increment/anniversary and currently meet all other eligibility requirements will receive the applicable 2% increase at the beginning of the first pay cycle following their 2 year anniversary and thereafter every 2 years if all eligibility requirements are continued to be met.

Progressions beyond the maximum of the salary range are not allowed.

The feasibility of this policy is related to budgetary allowances and subject to the annual availability of funds. The Board of Commissioners may rescind this policy at any annual budget adoption.

Negotiated Increases
Other salary increases may be granted with the approval of the County Manager as applicable. Annual salary of an employee may be changed when increased duties and responsibilities warrant an increase. Such increases may not exceed the maximum of the salary range.

Section 14. Part-time and Temporary Employee Compensation

The compensation plan established by this policy is for full-time service. An employee appointed for less than full-time service will be paid using the same compensation plan; however, it will be converted to an hourly rate of pay. The County Manager shall review the compensation of part-time and temporary employees without regular status annually in the budget process, and make recommendations to be considered for approval by the Board of Commissioners.

In accordance with the Duplin County Board of Commissioner's guidance, all temporary/substitute employees (including retirees returning to work) will be placed at the minimum hourly rate of pay of the position they are hired to work.

Section 15. Overtime Pay and Compensatory Time

It is Duplin County's policy to comply with the provisions of the Fair Labor Standards Act (FLSA) and to prohibit improper deductions from pay, whether for lack of work or for any other reason. The Human Resources Director is assigned responsibility to designate each County job class/description as exempt or non-exempt in accordance with the provisions of the Fair Labor Standards Act (FLSA). All prohibitions of retaliation and discrimination specifically set forth in 29 U.S.C. 215 will be strictly adhered to by all agents of the County. Employees in an exempt job class will not be paid for hours worked over 40 hours in a work week with the exceptions of disaster work, when approved by the county manager, or upon approval of the county manager after review of the circumstances creating the need to work hours over forty. Non-exempt employees are strictly prohibited from volunteering to work without receiving compensation.

A. **Hours Worked.** Hours worked is the time for which an employee is entitled to receive compensation under the FLSA. Compensation is required for the time an employee is required to be on duty, on the employer's premises, or at a prescribed workplace, and for the time the employee is suffered or permitted to work, whether or not requested to do so.
   1. Vacation, sick, petty, compensatory time, holiday leave, administrative leave, and unpaid meal breaks will not be considered hours worked for FLSA purposes.
   2. Training-related time, either to increase efficiency or as required by the employer, is generally counted as hours worked. However, time relating to training and educational seminars attended **voluntarily** by the employee is not considered hours worked. Also, in accordance with 29 C.F.R. § 553.226, time spent in attending training or educational seminars which are required for an employee's certification and is attended outside of the employee's normal work schedule will not be considered hours worked.
   3. Time spent by an employee during the regular workday preparing and/or presenting a grievance under the County grievance policy is considered hours worked.
   4. All travel time that is required by the County other than the normal commuting time between home and job is considered hours worked.
   5. Paid rest breaks held in accordance with these employee personnel policies are considered hours worked.

   All employees in a non-exempt job class will earn compensatory time at the rate of one and one-half (1 ½) hours for each hour worked over forty (40) in a workweek. Annual leave, holidays, sick, petty leave, administrative leave or any other paid leave time do not count toward "hours worked" for purposes of computing overtime or compensatory time. Exempt employees shall earn hour for hour "bonus" time for all hours worked in excess of forty (40) hours in a workweek. Compensatory time may be accumulated to a maximum of 240 hours if approved by the County Manager.

   Law enforcement personnel will be scheduled on a fourteen (14) day work period schedule and will earn compensatory time at the rate of one and one-half (1 ½) hours for each hour worked over eighty-six (86) hours in a fourteen (14) day work period. Compensatory time may be accumulated to a maximum of four hundred eighty (480) hours if recommended by the Sheriff and approved by the County Manager.

All overtime and compensatory time must be authorized in advance by the employee's Department Head or a supervisor who has been designated by the Department Head to make such decisions. The County has the right to adjust work schedules to stay within the budget constraints. Accumulated compensatory time shall not be converted to any other form of paid leave or donated as shared leave.

Employees may request and use compensatory leave time off in the same manner as other leave requests. Compensatory time shall be exhausted before any other type of paid leave can be used. Employees shall be permitted to use such time off within a "reasonable period" if use of the compensatory time off does not "unduly disrupt" the operations of the department. Department Heads will be responsible for administering the compensatory policy by allowing employees to take accrued compensatory time in a timely manner so that compensatory time will not accrue to excessive levels. All compensatory time shall be marked as such on official timesheets, both when it is earned and when it is taken. The employee will be responsible for providing an accurate accounting of compensatory time earned and taken, and the Department Head, or their designee, will sign off on all timesheets with compensatory time entries.

B. **Exempt Employees.** All employees exempt from the FLSA overtime requirements are expected to work whatever hours are necessary in order to meet the performance expectations outlined by their supervisors or the County Manager. No authorization is usually necessary for exempt employees to work in excess of forty (40) hours in a workweek unless the Department Head or County Manager determine the overtime hours are excessive and unnecessary.

Exempt employees are eligible to receive "bonus" time off for working additional hours over and above forty (40) hours in a workweek at the rate one hour for one hour and upon approval by the Department Head or designated appointee. "Bonus" time off is not an entitlement or a right the exempt employee may demand, but is a privilege granted by the County in recognition for service rendered.

If the exempt employee has not taken "bonus" time off after accruing 40 hours or the County Manager has not approved the "bonus" time to be carried forward or paid out, the "bonus" time earned will no longer be available. "Bonus" time is not paid out when an exempt employee resigns or is terminated from county employment.

C. **Overtime Payments.** The County Manager or the manager's designee may authorize payment of overtime when the maximum compensatory time accumulation has been reached after a named disaster or in emergency situations. Employees or classes of employees may be granted standing authorization for overtime payments by written authorization of the County Manager or the manager's designee.

If an employee has not taken compensatory time off after accruing 40 hours, the employee must be compensated for same unless recommended by the Department Head and approved by the HR Director or County Manager to be carried forward. Department Heads may with the prior approval of the County Manager authorize the payment of all employees for overtime work when it is not feasible to permit their absence for the purpose of taking compensatory time off. The granting of overtime pay rather than compensatory time off shall among other applicable considerations depend upon the availability of funds in the department budget.

All compensatory time remaining on a non-exempt employee's leave record shall be compensated at the employee's current rate of pay upon separation.

D. **Non-exempt Employees.** All employees governed by the Fair Labor Standards Act (FLSA) shall maintain true, complete and legible time records. Employees should put correct time on time sheets to accurately reflect time starting to work, lunch, personal leave time and time

finishing work. All time worked shall be accurately recorded at the exact time of arrival and departure from work and shall be submitted to the supervisor in a timely fashion. Supervisors shall arrange the work schedule of their employees to accomplish necessary work within an average workday and workweek, except in those cases where excessive hours of work are necessary. Non-exempt employees in all departments may be required to work overtime as requested by their supervisor. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work. Non-exempt employees are strictly prohibited from volunteering to work overtime without receiving compensation.

40 hour non-exempt employees
Employees in a nonexempt job class who work more than 40 hours in a work week will be compensated at an overtime rate of 1 ½ hours for every hour worked. Holiday Pay is 8 hours.

Law Enforcement
Law enforcement work 12 hour shifts and are eligible to receive overtime pay when in excess of 86 hours worked in a 14 day cycle. Holiday pay is 8 hours.

Emergency Services
E-911 Telecommunicators typically work 12 hour rotating shifts. Holiday pay is 8 hours.

EMTs and Paramedics typically work 24 hour shifts with 24 hours on and 72 hours off. Anytime an EMT or Paramedic works over 40 hours in a work week, they will earn time and ½ for all hours worked over 40 hours in that workweek. Holiday pay will be for 12 hours per approved day.

If the employee is taken off 24/72 shift work, then the employee is treated as a 40 hour work week employee. Paid holidays or hours on which an employee does not physically work including paid vacation, petty and sick leave, will not be counted as hours worked in computing overtime.

All overtime must be authorized in advance by the employee's supervisor and Department Head, except in emergency situations where conditions are such that prior approval cannot be obtained, and in such event approval shall be obtained immediately subsequent to the emergency overtime worked, except when overtime is mandated by shift scheduling. Excessive, emergency or ongoing overtime must have written approval by the County Manager. An employee who works overtime without approval may be subject to disciplinary action.

Pay Under a State of Emergency. Currently, exempt employees are eligible to record hours over 40 hours a week as "bonus time" hour for hour. The exempt employee may choose to take the time off. If the exempt employee is unable to take the time off, the employee may request additional time to use the "bonus time" or under certain circumstances such as a State of Emergency, the time may be paid as approved by the County Manager. Whenever the County is under a State of Emergency declared by the Chairman of the Duplin County Board of Commissioners, the County Manager, at his discretion, is authorized to monetarily compensate exempt employees who work beyond the normal workweek an additional amount over and above the exempt employee's guaranteed minimum salary. Subject hours will be fully documented and certified by the Department Head and approved by the County Manager.

Non-exempt employees working during a State of Emergency earn one and one half time for each hour worked over 40 hours in a week and may be paid out for the time earned during the pay period earned when authorized by the County Manager.

Emergency Operations
Duplin County acknowledges that regular workforce operations may be disrupted in a time of a state of emergency, pandemic or natural disaster. To ensure essential county operations continue, each

department is required to develop a human capital plan to assure the provision of essential county services continue during such emergencies when possible. Human capital plans may consist of methods of communicating with and accounting for employees, flexible work arrangements such as telework, working from alternative locations, working alternative schedules or remote access and informing employees of leave and pay options provided for in this policy.

Section 16. Payroll Deductions

Only payroll deductions specifically mandated or authorized by applicable federal and state laws and regulations or approved by the County Board of Commissioners or County Manager may be deducted from employee pay each pay period. Pursuant to N.C. G.S. § 95-25.8, Withholding of Wages, an employer may withhold or divert any portion of an employee's wages when (1) N.C. G.S. § 95-25.8(a) (1), the employer is required to do so by state or federal law. (2) N.C.G.S. § 95-25.8(a) (2), The amount of a proposed deduction is known and agreed upon in advance and the written authorization is (a) signed on or before the pay day in which the deduction will be made, (b) includes the reason for the deduction, and (c) states the actual dollar amount or percentage of wages that are to be withheld. All voluntary deductions must be authorized by the employee.

Deductions which are required by law shall be deducted from an employees' pay and shall include:

A. Federal Income Tax
B. State Income Tax
C. Social Security/Medicare
D. North Carolina Local Government Employees Retirement System (where applicable)
E. Garnishments*

Payroll deductions and/or garnishments may include non-payment of services provided through the Duplin County Wellness program such as co-pays for medical services or county gym fees in accordance with FLSA regulations.

In the event that the County becomes aware of a deduction which may have been made improperly, the County will fully investigate the situation and reimburse any employees who had improper deductions from their pay and take actions to prevent continued improper deductions.

Section 17. Advance on Wages

There shall be no advance on wages and no paycheck will be released early unless the Finance Department designates a different date than originally scheduled to release all checks because of a holiday.

Section 18. Longevity Pay

In addition to regular wages, a longevity payment will be made annually in recognition of long-term service of regular or permanent full-time or permanent part-time employees who have served at least ten (10) continuous years with Duplin County in a regular or permanent full-time or part-time position. The date of eligibility is determined by the employee's date of hire with Duplin County. Annual longevity pay amounts are calculated based upon the length of continuous Duplin County service and a percentage of the employee's annual rate of base pay on the date of eligibility. Longevity rates are as follows:

Years of Continuous Service	Longevity Pay Rate
10 years but less than 15 years	1.50%
15 years but less than 20 years	2.25%
20 years but less than 25 years	3.25%
25 or more years	4.50%

Employees must be employed by Duplin County on their eligibility date (hire date) to receive longevity pay. The month that the employee reaches ten (10) years of qualifying service is referenced to as the longevity anniversary date. Longevity is paid once a year in the employee's payroll check in the

month of the employee's longevity anniversary date. If the employee leaves employment with the county prior to their anniversary date, they will not be eligible for longevity pay.

Longevity pay is not considered a part of annual pay for reclassification and pay purposes, nor is it to be recorded in personnel records as a part of the annual base salary. Longevity pay is subject to all the required deductions to which the regular salary is subject. The longevity pay benefit is a form of current compensation that may be changed or eliminated at any time in the sole discretion of the governing board.

Section 19. Salary at Separation

The final check received by the employee will include eligible vacation leave, unused compensatory time for non-exempt employees, and other pay as applicable and will be received within two (2) pay periods following the pay period including the termination effective date.

An employee who separates employment with the County will receive a reduction in final pay if there is a negative balance in leave upon audit of time records or if county property, uniforms or equipment is damaged or has not been returned in accordance with FLSA regulations. The County may also garnish from the last paycheck the expense of training and/or certification expenses if an agreement was executed between the employee and the county or in coordination with Article IX – Employee Education and Training Section 2. Education Reimbursement, the employee's portion of any unpaid medical services received through the Wellness program, unpaid benefit premiums and past due property taxes in accordance with FLSA regulations.

Section 20. Time Records

Time records must be submitted on a timely basis for each respective pay period. It is the employee's responsibility to provide a true and accurate time record of arrival and departure from work for each pay period and it is the employee's responsibility to turn their completed timesheet into their supervisor for biweekly timesheet processing.

The North Carolina Wage and Hour Act (WHA) require the county as the employer to keep an accurate record of how many hours a day and how many hours each workweek its employees work. Employees should put correct time on time sheets to accurately reflect time starting to work, lunch, personal leave time and time finishing work.

Please keep in mind that the county may still discipline employees who do not report for work on time or who work after their shift or day has ended without permission from their supervisor.

Failure to timely submit a timesheet for payment will result in the timesheet being processed with the next biweekly payment. It is the responsibility of the employee's supervisor to verify and approve time records for each pay period. Falsification or misrepresentation of time records may result in disciplinary action, up to and including dismissal.

Section 21. Pay Periods

Employees are paid on a bi-weekly basis every other Friday for the previous pay period. When a payday falls on a holiday, employees shall be paid on the preceding workday. The employee may print out their pay stubs on the employee portal or someone in their department can assist them with printing their check stubs. Finance/Human Resources also has an employee computer in the Administration Building where an employee may print their check stubs. Employees that have discrepancies in their pay are to report the discrepancy to their supervisor immediately.

The County requires all employees to receive payment via direct deposit. An employee can receive their deposit by a payroll debit card if they are unable to obtain a checking or savings account.

Section 22. Safe Harbor

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must record correctly all work time and review your paychecks promptly to identify and to report all errors. You also must not engage in off-the-clock or unrecorded work.

Review Your Pay Stub

We make every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we will make any correction that is necessary. Mistakes that are determined to be a mistake made by the employee will be corrected through the next pay check. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any question, please use the reporting procedure outlined below.

Non-exempt Employees

If you are eligible for overtime pay or extra pay, you must maintain a record of the total hours you work each day. These hours must be accurately recorded on your time sheet. Each employee must sign his or her time sheet to verify that the reported hours worked is complete and accurate (and that there is no unrecorded or "off-the-clock" work). Your time sheet must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures and meal breaks. Prior to submitting your time sheet to your supervisor each pay period, you should review and sign your completed time sheet for verification and approval. When you receive each pay check, please verify immediately that you were paid correctly for all regular and overtime hours worked each workweek.

To Report Violations of This Policy, Communicate Concerns, or Obtain More Information

It is a violation of the County's policy for any employee to falsify a time card/sheet, or to alter another employee's time card/sheet. A Department Head or Supervisor may edit an employee's timesheet to correct for errors such as inaccurate leave usage, but the employee must initial the timesheet to confirm they were notified of the change. If the employee disagrees with the time sheet correction, they may appeal to the Department Head, Human Resources or Finance. It is also a serious violation of County policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time card to under- or over-report hours worked. If any manager or employee instructs you to (1) incorrectly or falsely under- or over-report your hours worked, (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, or (3) conceal any falsification of time records or to violate this policy, DO NOT DO SO. Instead, report it immediately to the Human Resources Department.

You should not work any hours outside of your scheduled work day unless your supervisor has authorized the unscheduled work in advance. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time card. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time card/sheet. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

If you have questions about deductions from your pay, please contact Human Resources immediately. If you believe your wages have been subject to any improper deductions or your pay does not accurately reflect all hours worked, you should report your concerns to a supervisor immediately. If a supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply within three business days), you should immediately contact the Human Resources Director or the Finance Director. If you have not received a satisfactory response within five business days after reporting your concern to Human Resources and you are unsure who to contact to correct the problem, please immediately contact the County Manager.

Every report will be fully investigated and corrective action will be taken, up to and including discharge of any employee(s) who violates this policy.

In addition, the County will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the County's investigation of such reports. Retaliation is unacceptable. Any form of retaliation is a violation of this policy and will result in disciplinary action, up to and including discharge.

Section 23. On-Call

Non-exempt employees required to work on-call duty in response to an urgent situation outside of standard hours that can't be deferred to normal hours of operation should receive overtime for all time actually spent in the service of the County in excess of their regular work schedule. A minimum of two (2) hours shall be guaranteed to any non-exempt employee on-call when the employee is required to leave home to conduct duties. If the employee is required to leave home or his or her current location, the recording of time shall begin when the employee leaves and shall conclude when the employee returns home or to original location, provided the employee returns immediately following the on-call report. Telephone calls while on call shall be counted as time worked for the duration of the call.

Employees will either be paid at their hourly rate, subject to availability of funds in the department's budget or receive compensatory time off in lieu of monetary compensation. The County will follow all guidelines of the Fair Labor Standards Act and if time worked on-call causes the employee to earn overtime, the employee will be compensated according to the Overtime Pay – Compensatory Time policy found in Article V – Classification Plan, Section 13 herein.

The Department Head and/or County Manager must approve on-call/emergency duty or overtime work. Those periods during which an employee is completely relieved from duty and which are long enough to enable him/her to use the time effectively for his/her own purposes ("Waiting to be engaged") are not considered hours worked and it is not defined as compensable work time as defined by FLSA.

Employees designated for on-call/emergency or overtime work who fail to report to work for that assigned duty, fail to respond to phone calls or efforts to contact them without unnecessary delay or fail to gain approval to not report may be subject to disciplinary action up to and including dismissal.

Section 24. Pre-Audit Requirement

As an employee of Duplin County, you need to be aware of the Pre-audit Statute. The pre-audit statute, NCGS 0159-28, requires that "no obligation may be incurred. . . unless the budget ordinance includes an appropriation authorizing the obligation and an unencumbered balance remains in the appropriation sufficient to pay in the current fiscal year the sums obligated by the transaction or the current fiscal year. The Finance Officer shall establish procedures to assure compliance with this section. . ." Obtaining a purchase order is the procedure established to comply with the pre-audit statute. As an employee you have no implied authority to obligate the county for payment of funds. If that authority is provided to you through your job description or through direction from your supervisor, be advised that you must obtain a purchase order (PO) number from county administration before you obligate the county. You are expected to follow the county administration purchase order procedures and the procedures within your department to obtain a purchase order. This requirement includes all obligations that result in a county issued check. Example: travel reimbursement, conference registration, dues, supplies, equipment, etc.

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ARTICLE VIII – EMPLOYEE LEAVE BENEFITS

Leave benefits are a benefit granted by the Duplin County Board of Commissioners to encourage you to take time off occasionally for relaxation, doctor's appointments, family, etc. The Fair Labor Standards Act (FLSA) requires the county to pay or provide comp time to nonexempt employee's time and one half of the employees' regular rate of pay for all hours worked over 40 in a workweek. Exempt employees earn "bonus time" when they work over 40 hours a week. The county does not count paid holidays, paid time off (PTO), vacation, personal, petty, administrative and sick leave hours taken by an employee toward the calculation of the overtime requirement, because these hours are not actually "worked" and are therefore not considered as hours counted toward overtime under the FLSA. Leave time is to be used to make your pay check whole but cannot be used to pay yourself above and beyond your base pay of 40 hours per work week.

Section 1. Holidays

The following holidays and such others as the Board of County Commissioners may designate shall be observed by the County. The County will typically observe the holiday on the same day as North Carolina Office of State Human Resources (OSHR) designates. The Board of County Commissioners may adjust the holiday schedule as deemed necessary.

New Year's Day
Martin Luther King, Jr. Birthday
Good Friday
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day and Thanksgiving Friday
Christmas Holiday (3 days)

If employees are assigned to a work schedule other than Monday to Friday, the holiday will be observed the day on which it actually occurs. Employees, who are required to work on a scheduled holiday, will, at the discretion of the Department Head, receive payment for the holiday, or receive an equivalent day off within the following six (6) pay periods from the time it is earned. Under no circumstances will an employee receive payment for a holiday and an equivalent day off. Regular, permanent, probationary and trainee part-time employees that work twenty (20) hours or more per week will receive paid holidays on a pro-rata basis. Temporary, Substitutes and seasonal employees are not eligible for paid holidays.

Eligible full-time employees required to work on an observed holiday where the Department Head opts for the employee to receive payment subject to funds being available rather than an equivalent day off will receive eight (8) hours of holiday pay plus hour-for-hour compensation for all hours worked on the holiday, subject to prior authorization of their supervisor. Eligible part-time employees that work twenty (20) hours or more per week will receive pro-rata holiday pay based on their regular work schedule. In cases where the holiday extends a full-time non-exempt employee beyond the normal forty (40) hour work week, pay will be calculated on the number of hours actually worked, and overtime will be paid or compensatory time will be granted, if the employee actually works over forty (40) hours in a work week. A non-exempt employee who works forty (40) hours in a work-week will be paid forty (40) hours at the regular rate of pay and will receive eight (8) hours of holiday pay at the regular hourly rate. Holidays are always paid at straight time rate and will be excluded from hours worked in calculating overtime.

All full-time employees who are not scheduled to work on the county's designated holiday shall be paid eight (8) hours holiday pay within that pay period. EMS employees who work 24 hour shifts will be entitled to receive twelve (12) hours of holiday time whether the employee worked the shift or not.

Regular holidays that occur during a vacation, sick, petty or other paid leave period will not be charged as vacation, sick, petty or other paid leave. In order to receive holiday pay, an employee must work on the last scheduled work day before and the first scheduled work day after the holiday, unless the employee is on paid vacation leave, paid sick leave, paid petty leave or other paid leave status or is retiring. When an employee is on a leave without pay status and a holiday falls during that period, the employee will not be paid for that holiday(s). An employee will not be allowed to manipulate his/her paid leave around a holiday to be paid for a holiday. For example, if the holiday is on a Wednesday, the employee is on leave without pay Monday, used vacation leave on Tuesday and Thursday and is on leave without pay on Friday. This may not apply to active duty military. The County follows The Uniformed Services Employment and Reemployment Act (USERRA) guidance.

Section 2. Vacation Leave

Vacation leave is a benefit granted by the Board of County Commissioners to eligible employees. Vacation leave is earned by regular, permanent, probationary and trainee full-time and part-time employees that work twenty (20) hours or more per week each pay period based on years of service to the County. Temporary, Substitutes and seasonal employees are not eligible for vacation benefits. Eligible employees begin accruing vacation leave on the employee's hire date, however the employee must be employed six (6) months before the employee is eligible to take paid vacation leave. The following chart provides the rate at which full-time employees earn vacation leave each pay period and annually. Part-time employees that work twenty (20) hours or more per week accrue vacation on a pro-rata basis.

Years of Continuous Service	Hours Earned Each Month	Hours Earned In One Year	Days Earned In One Year
Less than 5 years	6.16	80	10
5 years, but less than 10 years	9.24	120	15
10 years, but less than 15 years	11.08	144	18
15 years through 20 years	12.30	160	20
20 years and over	14.16	184	23
25 years or more	15.40	200	25

An employee retains active employment status during a period of vacation up to and including the date of separation. Vacation leave shall not be advanced to any employee. It shall be the responsibility of Human Resources to maintain a record of vacation leave for each employee, which shall be the responsibility of each supervisor to provide in a timely fashion.

A. **Taking Vacation Leave.** Vacation leave may be taken in units of one hour increments subject to eligibility and the approval of the supervisor. Each department is responsible for scheduling employee vacation leave without undue disruption of department operations. Leave requests shall be submitted as early as possible, or at the direction of the Department Head. Vacation leave requests of an emergency nature must be made by the employee and approved by the supervisor within 30 minutes, before or after the beginning of the workday or shift. Vacation may be used as sick leave when sick leave has been exhausted and must be used in the same manner as accrued sick leave.

   An employee may, with Department Head or County Manager approval, take vacation leave up to and including the date of separation.

B. **Maximum Accumulation and Vacation Leave Transfer.** The maximum accumulation of accrued vacation leave for any eligible employee is two hundred and forty (240) hours. If an employee's biweekly earned vacation leave increases their accumulated leave in excess of the allowed maximum accumulation amount, the employee's excess vacation leave will be converted to sick leave on an hour for hour basis. The converted sick leave must be used in the same manner as accrued sick leave and it cannot be transferred back to vacation.

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C. An employee who retires may transfer vacation leave to sick leave prior to the effective date of separation.

D. **Pay out of Accumulated Vacation Leave.** An eligible employee who is separated for reasons other than failure in performance of duties or personal conduct shall be paid for vacation leave accrued to the date of separation not to exceed a maximum of two hundred and forty (240) hours. Once an employee receives the Letter/Notice of a Pre-Disciplinary Conference, employees that separate as a result of failure in performance of duties or personal conduct forfeit all unpaid accrued vacation leave.

If an employee resigns without giving a proper two (2) week notice unless the Department Head or County Manager approve the employee not working out a 2 week notice or separates from the County prior to completing six (6) months of employment, the employee forfeits all unpaid accrued vacation leave. The estate or designated beneficiary of an eligible employee who deceases while employed by the County shall be entitled to payment for all the unpaid accrued vacation leave, not to exceed a maximum of two hundred and forty (240) hours, at the time of death, provided the deceased employee had been employed with the County for six (6) months. Under this subsection, all accrued vacation leave in excess of two hundred and forty (240) hours is forfeited resulting in a zero balance for any terminated employee or deceased employee.

Section 3. Petty Leave

Petty leave is a benefit granted by the Board of County Commissioners to regular, permanent, probationary and trainee status employees. Employees are eligible to earn petty leave if they are scheduled to work 1,000 hours or more per year.

An eligible employee of the county shall earn .54 hours per pay period or fourteen (14) hours per year petty leave. The maximum accumulation of accrued petty leave for any eligible employee is fourteen (14) hours per year. If an employee's bi-weekly earned petty leave increases their accumulated leave in excess of the allowed maximum accumulation amount, the employee's excess petty leave will be converted to sick leave. The converted sick leave must be used in the same manner as accrued sick leave and it cannot be transferred back to petty.

Eligible part-time employees that work twenty (20) hours or more per week earn petty leave on a pro-rata basis. An employee may take petty leave in increments of a minute up to a maximum of two (2) hours in one day with the permission of the supervisor. Any time taken above two (2) hours in one day will be charged to vacation leave, sick leave, or leave without pay as may be appropriate. Petty leave will be in addition to any other leave which a county employee may earn and accumulate. Petty leave may be granted for personal matters which cannot be transacted outside of office hours, such as time lost reporting to work, medical appointments, and absences due to adverse weather conditions. No employee will be paid for accumulated petty leave upon termination of employment.

Section 4. Sick Leave

Sick leave is a benefit granted by the Board of County Commissioners to regular, permanent, probationary and trainee status employees. Eligible full-time employees accumulate sick leave at a rate of 3.7 hours per pay period up to a maximum of ninety-six (96) hours per year. Eligible part-time employees that work twenty (20) hours or more per week earn sick leave on a pro-rata basis. Sick leave is cumulative indefinitely. Eligible employees begin accruing sick leave on their hire date. Temporary, substitutes and seasonal employees do not earn sick leave benefits. Payment for all unpaid accrued sick leave is forfeited upon separation of employment with the County. Sick leave shall not be advanced to any employee. Unused sick leave, upon retirement, may be used as credit for service under the North Carolina Local Government Employees Retirement System. Abuse of sick leave is just cause for disciplinary action. Human Resources shall be responsible for maintaining a record of sick leave for each employee. Supervisors are required to provide employee sick leave records in a timely fashion.

A. **Taking Sick Leave.** Employees must submit sick leave requests to their supervisor prior to the use of leave, when possible, or at least thirty (30) minutes prior to or after the start of a scheduled shift of work if the employee intends to be absent from work. If an emergency prevents the employee from notifying their supervisor within the allowable time, the employee is expected to call as soon as practical during the work shift. The employee is required to speak with the Supervisor unless an emergency (example: employee unconscious) prevents the employee from physically speaking to the Supervisor. Employees are required to keep their supervisor informed of their condition and anticipated return to work.

Sick leave is to be taken in hour increments. Sick leave will be granted to an employee absent from work for any of the following reasons: sickness, bodily injury, required physical or dental examination or treatment or exposure to a contagious disease, when continuing work might jeopardize the health of others. Sick leave may be used when an employee must care for a member of the immediate family. Immediate family for the purposes of this policy means; spouse, mother, father, guardian, children, sister, brother, grandparents, grandchildren, individual you are a guardian of, plus the various combinations of half, step, in-law and adopted relationships that can be derived from these named.

If the employee's sick leave qualifies for the Family and Medical Leave Act (FMLA), the supervisor and/or Department Head will need to coordinate with the employee and Human Resources to complete the federally required FMLA paperwork. The sick leave will run concurrent with the employee's 12 weeks of annual FMLA leave.

Employees who have a death in their immediate family may take up to three (3) days of sick leave for any one occurrence. The Department Head must approve an absence in excess of three (3) days. Immediate family for the purposes of this policy means; spouse, mother, father, guardian, children, sister, brother, grandparents, grandchildren, individual you are a guardian of, plus the various combinations of half, step, in-law and adopted relationships that can be derived from these named. All benefits to which an employee is entitled continue to accrue while an employee is out of work on sick leave.

B. **Sick Leave (non-FMLA) - Physician's Certificate.** The employee's supervisor or Department Head may require a physician's certificate/note concerning the nature of the illness and the employee's physical capacity to resume duties for each occasion on which an employee uses sick leave in excess of three (3) days. Any restrictions of duty must be prescribed in detail by the employee's physician and submitted on the treating physician's letterhead. The supervisor or Department Head may also require a physician's certificate for less than three (3) days if they suspect abuse of sick leave privileges. The employee shall have fifteen (15) days to provide a medical certification and if the employee fails to provide the medical certification within the allowable time, the absence will be considered unexcused and the employee may be subject to disciplinary action. Supervisors and Department Heads will submit all physician certificates and other medical data pertaining to an employee to Human Resources for their medical files.

C. **Sick Leave - Retirement Credit for Accumulated Sick Leave.** One (1) month of retirement credit is allowed for each twenty (20) days accrued in an employee's sick leave account at time of retirement to employees who are members of the North Carolina Local Governmental Employees Retirement System. Sick leave shall accumulate with no maximum accumulation, and may be used as credit for service under the North Carolina Local Governmental Employees Retirement System, in accordance with all rules and regulations.

D. **Reinstatement and Transfer of Sick Leave.** Employees hired by the County, whose immediate past employer within the last six (6) months was the State of North Carolina, any of its political subdivisions, any local government entity or authority, or municipality in North Carolina, may transfer to the County any unused sick leave, provided the employee has not requested, or is receiving, retirement benefits from the North Carolina Retirement System. The employee must request this transfer within ninety (90) days of the beginning of employment with Duplin County, and it is the responsibility of the employee to provide bona-

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fide documentation of the amount of unused sick leave from the immediate past employer and the dates of employment with the other agency. Upon verification of the unused sick leave by Human Resources, the employee will be credited with the transferred sick leave. Transferred sick leave can be used in the same manner as sick leave earned in the scope of employment with Duplin County.

A former employee who is re-employed by the County within one (1) year from the date of separation shall be credited with the balance of sick leave at the time of separation, except when the employee retired under the North Carolina Retirement System and the sick leave was credited towards service time for the purposes of retirement.

E. **Payout of Accumulated Sick Leave.** All unused sick leave is forfeited upon separation of employment, except when sick leave is eligible for credit towards retirement or sick leave is eligible for transfer to an accepting entity.

Section 5. Family and Medical Leave Act (FMLA)

The County is a qualified employer subject to the provisions of the federal Family and Medical Leave Act of 1993 (FMLA). FMLA leave has complex eligibility and benefits provisions so **employees should schedule an appointment with Human Resources for detailed information regarding the FMLA**. This section is provided for informational purposes only and is not intended to grant any benefits greater than those provided by federal statute. Any conflict between the language contained in this Section and the FMLA will be resolved in favor of the FMLA.

A. **Entitlement to FMLA Leave.** In general, the FMLA provides an eligible employee up to twelve (12) weeks of unpaid leave within any twelve (12) month period:
   1. For the birth, adoption, or foster care placement of a child. An employee must conclude leave for the birth or placement of a child or adoption or foster care within twelve (12) months after the event. FMLA leave may begin prior to birth or placement, as circumstances dictate,
   2. To provide physical or psychological care for a child, spouse, individual you are guardian of or parent with a serious health condition.
      - **Child** - includes not only a biological or adopted child, but also a "foster" child, a stepchild, a legal ward, or a child of a person standing in loco parentis under the age of 18 or is over the age of 18 but incapable of self-care due to a physical or mental disability that substantially limits one or more major life functions as defined by the Americans with Disabilities Act (ADA).
        For loco parentis – The day to day care or financial support may establish an in loco parentis relationship where the employee intends to assume the responsibilities of a parent with regard to a child. In all cases, facts will be examined to determine whether an employee stands in loco parentis to a child.
      - **Parent** – means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. It does not include "parents-in-law."
      - **Spouse** – means a husband or wife including common law marriage or same sex marriage. March 27, 2015, the U.S. DOL revised the definition of spouse by reference to the state where the marriage was entered into (the state of "celebration") rather than by reference to the state of residence. Simply stated, same-sex and common law couples who got married in a state that recognizes their union will have FMLA protection in any other state they work or reside in, assuming the employer is covered by FMLA.
        Civil unions are not considered marriages under the FMLA. Therefore, employees in same-sex civil unions as well as opposite sex civil unions, are not guaranteed the right to take FMLA spousal leave nor do they have other protections of the Act, including from retaliation.

   3. to care for the employee's own serious health condition, or
   4. for qualifying military exigencies arising from the fact the employee's spouse, son, daughter or parent is on active duty or has been notified of an impending call to active duty as a member of the Armed Forces including the National Guard or Reserves in support of a contingency operation as defined in Section 101(a)(13) of Title 10, United States Code.

B. **Eligibility.** To be eligible for FMLA, an employee must have worked for the County for at least 12 (twelve) months or fifty-two (52) weeks during the preceding seven (7) year period. The employee must have worked one thousand two hundred and fifty (1,250) hours or more during the immediate twelve (12) months prior to requesting leave. Vacation, sick, petty, holiday, Workers' Compensation and other forms of leave are not considered hours worked for the purpose of calculating FMLA eligibility.

   The County has designated that eligibility for FMLA leave shall be determined using a 12-month period measured forward from the first date an employee takes FMLA leave after the completion of the prior 12-month period, with the exception of Military Caregiver Leave.

C. **Qualifying for Leave for the Employee's Own Serious Health Condition.** A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. FMLA does not apply to routine medical examinations or common medical conditions. To qualify for FMLA, the employee must have a serious health condition that involves:
   1. Inpatient care is an overnight stay in a hospital, hospice or residential/medical care facility, including any period of incapacity or subsequent treatment in connection with the overnight stay.
   2. Incapacity means inability to work, including being unable to perform any one of the essential functions of the employee's position or perform regular daily activities due to the serious health condition, treatment of the serious health condition or recovery from the serious health condition. Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Continuing treatment by a healthcare provider which includes:
      a. **A period of incapacity lasting more than three (3) full consecutive calendar days** and any treatment relating to this condition that includes treatment two (2) or more times by a healthcare provider (in-person visits beginning within seven (7) days and concluding within thirty (30) days of the first day of incapacity) or one (1) treatment by a healthcare provider with a continuing regimen of treatment such as prescription medication or physical therapy,
      b. Periods of incapacity related to pregnancy or for prenatal care,
      c. Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches. A chronic serious health condition is one which requires visits to a health care provider at least twice a year and recurs over an extended period of time. A chronic condition may cause episodic incapacity rather than a continuing period of incapacity.
      d. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective but which requires the continuing supervision of a health care provider, such as Alzheimer's disease or the terminal stages of cancer.
      e. Absences to receive multiple treatments for restorative surgery after an accident or other injury or for a condition that may result in a period of incapacity of more than three (3) consecutive, full calendar days if not treated.

D. **Military Caregiver Leave.** The FMLA provides an eligible employee with up to twenty-six (26) weeks of unpaid leave within a single twelve (12) month period to care for the serious injury or illness of the employee's service member's spouse, child, parent or next of kin. For the purposes of FMLA leave, next of kin is defined as the nearest blood relative to the affected service member. A serious injury or illness is defined as an injury or illness that the service

member incurred in the line of duty, while on active duty, that renders them medically unfit to perform the duties of their office, grade, rank or rating. The single twelve (12) month period for Military Caregiver Leave begins on the first day the employee takes leave for this reason and ends twelve (12) months later. A covered service member is either a current service member of the Armed Forces or a veteran who was discharged within the previous five years before the employee takes military caregiver leave to care for the veteran.

E. **Qualifying Military Exigencies.** Qualifying Military Exigency arising from the foreign deployment of the employee's spouse, son, daughter, or parent with the Armed Forces (including the National Guard and Reserves), include but are not limited to:

1. Issues arising from a covered military member's short notice deployment (seven (7) or less days of notice prior to deployment) for a period of seven (7) days from the date of notification;
2. To attend military events and related activities (before and during deployment including official military ceremonies, family assistance programs and informational briefings),
3. certain childcare and school activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative daycare, enrolling or transferring a child in a new school or day care facility, and attending meetings at a school or day care facility,
4. making or updating financial and legal arrangements (such as to prepare and execute powers of attorney, prepare a will, or enroll in military health care) to address a covered military member's absence;
5. attending counseling for the employee, the covered service member, or a child when the need for counseling arises from the active duty or call to active duty status of the covered military member,
6. to spend up to fifteen (15) calendar days with a military member who is on rest and recuperation leave,
7. post-deployment activities (such as attending ceremonies and briefings for a period of ninety (90) days following the termination of the covered service member's active duty status or addressing issues arising from the service member's death), or
8. certain parental care activities for the military member's parent who is incapable of self-care, and
9. any other event that the employee and the County agree is a qualifying military exigency.

F. **Intermittent or Reduced Leave.** Some serious health conditions do not require an employee to be absent from work for continuous blocks of time. They may be episodic in nature such as epilepsy, migraine headaches or chemotherapy treatments. Similarly, employees recovering from an illness or a surgical procedure may not be able to work a full day upon their initial return to work. Employees with these types of serious health conditions may need FMLA occasionally rather than in a single continuous block of time. If an employee qualifies, an employee may qualify for intermittent or reduced schedule leave for his/her own serious health condition or to care for a spouse, parent, son or daughter with a serious health condition.

Intermittent or reduced leave may also be taken to care for a covered service member with a serious injury or illness, or for a qualifying military exigency arising out of the active duty status or call to active duty of a covered service member. When the leave is for adoption, foster care or the birth of a child, the employee may qualify to take leave intermittently or on a reduced work schedule only with the joint approval of the employee and the Department Head, subject to approval by the Human Resources Director and County Manager. The employee must also make a reasonable effort to schedule treatments so as to not unduly disrupt county operations.

Other examples of Intermittent or Reduced Schedule Leave include:

- Leave may be qualified for several days at a time spread over a period of six months such as for chemotherapy
- A pregnant employee may qualify for intermittent leave for prenatal exams or for conditions associated with pregnancy such as morning sickness
- An employee recovering from a serious health condition and not strong enough to work full-time

If the employee requests intermittent or reduced leave status, the County may temporarily transfer the employee to another position of equivalent pay and benefits in order to better accommodate the leave.

Employees on intermittent leave are still required to comply with the county's usual notice and procedure requirements for reporting absences such as sick leave, unless unusual circumstances prevent notification. Failure to comply with the county's absenteeism or sick leave call-in policies may be cause for discipline up to termination.

G. **Use of Paid Time-Off Benefits.** Employees will be required to use accrued paid leave such as vacation leave, sick leave, petty leave or compensatory time to cover FMLA leave in accordance with the County's policies regarding the use of such benefits. Use of paid time-off benefits as well as Workers' Compensation loss time will run concurrently with FMLA leave and will not add to or increase the total length of the FMLA leave time. Once the paid leave balances are exhausted, the leave of absence will be leave without pay *(refer to Section 6. Leave Without Pay within this chapter.)*.

The County will continue to pay its share of the employee health insurance premiums while the employee is on FMLA leave. However, once FMLA leave is exhausted, the employee must coordinate through Human Resources COBRA coverage for employee health insurance and will be responsible for paying the premiums the County typically pays. Failure of the employee to pay any required benefit plan premium timely (Employee's premium payment is more than 30 days late) will result in termination of the benefits due to non-payment of premiums.

If the employee has exhausted their paid time-off benefits, the employee's pay will be reduced for all hours of leave taken without pay within a single day. If the employee is an exempt employee, the reduction in pay for partial days will not impact the exempt status under the Fair Labor Standards Act.

H. **Leave Provisions for Spouses Both Working for the County.** If leave is taken for the adoption, foster care or birth of a healthy child, or care of a parent with a serious health condition, the maximum combined leave for both spouses is twelve (12) weeks. Both spouses are also limited to a combined total of 26 workweeks in a single 12-month period to care for a covered service member with a serious injury or illness if each spouse is a parent, spouse, son or daughter or next of kin of the service member (military caregiver leave).

These limitations do not apply to two (2) employees working for the same employer who are not legally married, even if they are living together or have a child or children together or to siblings or other relatives who are working for the county.

These limitations also do not apply:

- For one's serious health condition
- To care for a spouse, son or daughter with a serious health condition
- For any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a military member on "covered active duty."

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I. **Job Restoration.** Most employees granted FMLA leave will be reinstated to the same position held prior to the FMLA leave or one that is equivalent in pay, benefits, and other terms and conditions of employment. The employee's reinstatement rights are the same as they would have been had the employee not been on FMLA leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated for other reasons but for the fact that the employee was out on FMLA leave, the employee would not have the right to be reinstated upon return from leave. Certain highly compensated salaried employees (key employees) are eligible for leave, but are not guaranteed restoration to their position if they choose to take leave.

If the employee fails to return from FMLA leave at the end of the twelve (12) week period, the non-return will be deemed a voluntary resignation without notice.

If the employee returns from FMLA leave at the end of the twelve (12) week period, the employee will be reinstated to his/her same or similar position, only if available, in accordance with applicable laws.

J. **Employee Benefits.** Employee benefits will continue during FMLA leave. Both the County and the employee will continue to pay their customary portions of the monthly premiums. If there are changes in the County's contribution levels while the employee is on leave, those changes will take place as if the employee were actively at work. Human Resources will advise the employee of their respective premium amount and due date. Failure of the employee to pay their share of the premium within thirty (30) days of the due date will result in the suspension of coverage for health care benefits of their dependents and the termination of coverage for any non-health care benefits for the period of non-payment. If the County pays the employee contribution(s) missed by the employee while on leave, the employee will be required to reimburse the County for delinquent payments no later than ninety (90) days after return from leave. If payments are not reimbursed within the ninety (90) days, the employee's check will be garnished over the next ninety (90) days for the balance owed the county in accordance with FLSA regulations. If the employee does not return from leave for reasons other than the continuation, recurrence or onset of a serious health condition of the employee or a covered family member; or circumstances beyond the employee's control, the County may seek reimbursement from the employee for the portion of the premiums paid by the County on behalf of that employee during the period of leave.

If the FMLA leave is unpaid, service and paid leave earnings cease (retirement, holiday, vacation, petty and sick leave accrual, etc.), as do non-health insurance contributions and deductions. Employees on unpaid FMLA leave are not treated as having a break in service for purposes of eligibility to participate in benefit programs and are able to arrange payment of supplemental benefit premiums with Human Resources. All service and paid leave accrual rates and balances in effect at the time of the start of an unpaid FMLA leave will resume upon the completion of the leave and return to work. Unpaid FMLA with no payroll contributions to the North Carolina Retirement System is considered a break in service. If the employee is out for their own serious extended illness or qualified for short term disability, the employee may complete a Form 485 to purchase credit for those months out on unpaid FMLA. *See Section 6. Leave Without Pay of this Article for more information.*

K. **Notification.**

1. **Employee Responsibility:** The employee must provide the County thirty (30) days written notice of need for FMLA leave, or if emergency conditions prevent such notice, the employee must notify the County as soon as is practicable. If the employee does not give a thirty (30) day notice of their need for leave, the County has the right to require an explanation of why the notice period was not practicable. If an employee fails to give a thirty (30) day notice for a foreseeable leave with no reasonable explanation for the delay, the leave will be denied until thirty (30) days after the employee provides notice. Therefore, causing the employee to be in an unprotected status and not securing the FMLA benefits.

Employees shall submit their FMLA leave notice to their supervisor. **It is recommended that when an employee requests FMLA, they schedule an appointment with Human Resources to receive an information packet containing the full policy, forms, rights and duties of FMLA and review benefits.** If information is not sufficient for Human Resources to make an FMLA leave eligibility determination, the employee is required to provide additional information.

Employees on FMLA leave are required to report periodically (at least once a month) to their supervisor on their status and intention to return to work. Employees must contact their supervisor within 3 working days of their original planned scheduled return date to confirm their return to work status or to inform their supervisor that extended leave is needed. If the return to work date is earlier than the expected return date stated on the FMLA application and medical certification, employees should notify their supervisor of the revised return to work date as soon as it is possible. If the reason for FMLA leave was for the employee's own serious condition, a fitness-for-duty certification from the employee's health care provider will be required before the employee may return to work.

If the employee needs to extend FMLA leave, the employee must notify the supervisor immediately by phone and in writing and the supervisor is to notify Human Resources. Failure to return to work at the expiration of the approved leave period will be deemed a voluntary resignation without notice.

Failure to provide a status update may result in discontinuation of leave approval, denial of return to work or other disciplinary action, up to and including dismissal.

2. **Supervisor Responsibility:** The supervisor shall determine from each employee requesting leave the reason the leave is requested. If the employee fails to explain the reason leave is requested, the supervisor may deny leave. It is the responsibility of the supervisor to insure qualifying leave is designated as FMLA leave. If the supervisor believes the reason for the leave may be a qualifying reason under FMLA, the supervisor shall consult with Human Resources in determining if the employee is eligible for FMLA leave. The supervisor will notify Human Resources as soon as possible but not later than twenty-four (24) hours after an employee is ***out on sick leave for three (3) days.***

The supervisor shall attempt to contact the employee at least monthly to check on the employee and to obtain a status update. Fielding *occasional calls* about one's job while on leave is a professional courtesy that does not abrogate or interfere with an employee's FMLA rights.

3. **County Responsibility:** When an employee requests FMLA leave or the County acquires knowledge that leave may be for FMLA purpose, the County must notify the employee of his or her eligibility to take leave, including a reason for the non-eligibility if the employee is determined not to be eligible. The Employer/County HR is entitled to know the following:

- Info on Health Care Provider
- Date Condition Began
- Probable Duration
- Medical facts sufficient to support need for leave
- Info sufficient to establish employee cannot perform essential duties of job
- Work Restrictions
- Info to establish necessity for intermittent or reduced scheduled leave

4. When the County has sufficient information to determine FMLA leave eligibility, the County will notify the employee that the leave is designated as FMLA leave. Such eligibility notice may be oral or written and should, generally, be given within five (5) business days of the request for FMLA leave. Subsequent eligibility notices in the same twelve (12) month period may be required when an employee's eligibility status changes. The County will inform the employee of their rights and responsibilities under FMLA, including giving specific written information on what is required of the employee and the amount of time that will be counted against the employee's FMLA leave entitlement.

   If leave is designated as FMLA leave after the employee returns to work, such designation shall be made within two (2) workdays of the employee's return. FMLA may be delayed but the employee may still be entitled to FMLA protection.

L. **Certification.** Certification of the need for leave to care for the employee's illness or that of a family member is required. The employee must complete a Certification of Physician or Practitioner form and obtain the following information from a responsible health care provider and submit to Human Resources (HR) within fifteen (15) calendar days from the date of their request for leave:

   1. Contact information for the health care provider
   2. The date the serious health condition began and how long it's expected to last,
   3. If the employee is the patient, whether the employee is unable to work and the likely duration of the condition,
   4. If a family member is the patient, whether the family member needs care, and an estimate of the frequency and duration of the leave required to care for the family member;
   5. Appropriate medical facts about the condition;
   6. If applicable, the medical reasons verifying the need for intermittent leave or a reduced work schedule, such as scheduled dates for treatment(s) and duration of such treatment and periods of recovery.

   If no certification is provided within 15 days, the County may not designate leave as qualifying as FMLA leave. If the County designates leave as qualifying FMLA leave, the employee will be provided with a written notification of such designation.

   Human Resources reserves the right to contact the employee's health care provider to verify the authenticity and/or request clarification of any medical certification that is received. If the employee does not provide certification, the County may deny the employee's request for FMLA leave/protections and the absence will be considered unexcused under our attendance policy and may be subject to disciplinary action.

   A certification is considered incomplete or insufficient when information provided is vague, ambiguous or non-responsive. The county will provide the employee at least seven (7) calendar days to correct any deficiencies in the certification. If the employee fails to provide a complete and sufficient certification despite the opportunity to correct the deficiency, the County may deny the employee's request for FMLA leave, to return to the same or a substantially equivalent job or the employee may be terminated. The County may make an exception when it has not been "practicable" for the employee to obtain the certification despite his/her diligent, good faith efforts to do so.

   The County may request the employee provide a recertification no more often than every 30 days and when the employee is actually absent or requested to be absent. The County cannot require second opinions for recertification. Typically, recertification will be requested when an employee will need
   - Intermittent or reduced schedule leave,

   - The serious health condition has no anticipated end,
   - The employee requests an extension of leave,
   - The circumstances described by the previous certification have changed significantly
   - The County receives information that casts doubt on the employee's stated reason for the absence or the continuing validity of the existing medical certification

Certification for Qualifying Exigency Leave for Military Family Leave

1. A copy of the military member's active duty orders (or other official documentation issued by the military) which indicates the military member is on covered active duty or call to covered active duty status. The county may contact the Department of Defense to request verification.
2. A statement or description of the appropriate facts regarding the qualifying exigency (emergency).
3. Approximate date on which the leave began (or will begin) and how long and/or how often leave will be needed; and
4. Contact information for any meeting with a third party and a brief description of the purpose of the meeting.

Certification for Military Caregiver Leave

1. The certification may be completed by the Department of Defense (DOD), Veterans Affairs (VA), or Tricare health care provider or by a private health care provider.
2. Second and third opinions and recertification's are only permitted when the service member is seeking care from a private health care provider.

M. **Second Job.** Employees who are on an approved leave of absence (FMLA, worker's comp, etc.) may not engage in any form of self-employment or perform work for any other employer during that leave, except when the leave is for military or public service or when the employment has been approved by the Department Head and County Manager while the employee is out of work and the employee's reason for leave does not preclude the outside employment. An employee can be in violation of FMLA if he/she is working for another employer doing the same or similar duties that created the need for the FMLA leave.

N. **Medical Dispute Resolution.** Except in cases of Military Caregiver or Qualifying Military Exigency Leave, if there is a dispute about the medical opinion provided by the employee's physician, the County may require a second opinion by a physician of the County's choice, at the County's expense. If a third opinion is necessary, a third physician may be selected, also at the County's expense. The third physician must be agreed upon by both the employee and the County, and the physician may not be employed on a regular basis by the County.

   While waiting for the second (or third) opinion, the employee is provisionally entitled to FMLA leave, including the right to maintain his/her group health benefits. If the certifications do not ultimately entitle the employee to FMLA leave, the leave will not be considered FMLA leave and may be treated as paid or unpaid leave under the county's leave policies.

O. **Release to Return to Work.** Under most circumstances, employees who return to work immediately after the expiration of FMLA leave and who do not exceed the amount of leave permitted under FMLA will be reinstated to either the same or equivalent job with equivalent pay and benefits. A physician's release (a fitness-for-duty certification) is required for the employee to return from leave if the leave was for the employee's own serious health condition. Failure to provide a medical certificate of fitness for duty may result in a denial of job reinstatement until medical certificate release is provided.

   An employee returning from FMLA leave may be denied reinstatement altogether under the following circumstances:
   - The employee is unable to perform the essential functions of the job with or without a reasonable accommodation for a qualifying disability under the ADA;

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- The employee failed to return to work upon the expiration of approved leave without requesting a leave extension supported by documentation substantiating the need;
- The position is a highly compensated position that is essential to County operations;
- The employee's leave was obtained by fraud or deliberate misrepresentation.

P. **Problem Resolution.**
The county may retroactively designate the absence as FMLA leave if the county provides appropriate notice to the employee and the retroactive designation does not cause harm or injury to the employee.

It is the policy of Duplin County not to discharge or discriminate against any employee exercising his/her rights under the FMLA. Any employee that feels he/she has been treated unfairly should contact the Human Resources Director or follow the Grievance Procedure.

However, please be aware that should it be determined that an employee is committing FMLA Fraud, disciplinary action may be imposed up to and including termination. Examples of FMLA Fraud include:

- Working a second job with the same duties that created the need for the FMLA leave
- Working a second job while leave is for a doctor's appointment
- Engaging in activities clearly inconsistent with the alleged serious health condition
- Absence Patterns whereas the county may ask the physician if there is a medical reason for the pattern, for example, always out of the office either a Friday or Monday during intermittent FMLA

An employee who fraudulently obtains FMLA leave from the county is not protected by FMLA's job restoration or maintenance of health benefits provisions.

Termination for Poor Performance or Misconduct

- An employee may be terminated for poor performance or misconduct for matters occurring before leave can be grounds for refusing restoration if employment would not have been continued without the leave.
- Matters discovered during leave may be basis for disciplinary action up to termination

Section 6. Leave Without Pay

Regular and permanent full-time and part-time employees, working at least one thousand forty (1,040) hours annually, may request a leave of absence without pay for absence from work not covered by any other type of eligible paid leave or if other paid leave balances are exhausted.

Typically, a leave without pay request is for emergencies or FMLA situations when an employee does not qualify for FMLA. Leave without pay is generally not to be used for the occasional absence when the employee has no leave available. However, it has been noted that at times, an employee may exhaust their leave because of circumstances beyond their control such as an unexpected illness with themselves or an immediate family member, death, etc. and have a planned absence such as a trip and have no leave to cover the absence. Therefore, for these occasions, it may be considered to allow the employee leave without pay.

A. **Requests for Leave Without Pay.** Requests for leave without pay must be submitted in writing to the employee's supervisor or Department Head. If the leave is approved by the

Department Head, then the request will be forwarded to Human Resources and the County Manager for approval. The following requirements apply:

1. Leave may be granted to an employee for a period of up to a maximum of three (3) months upon the approval of the County Manager.
2. Accrued leave must be exhausted prior to taking any leave without pay. If the leave without pay request does not follow the guidelines under Article VI – Employee Leave Benefits, Section 4. Sick Leave, accrued sick leave does not apply and does not have to be exhausted prior to leave without pay.
3. An employee's vacation, petty and sick leave accrual are suspended during the period of unpaid leave until the employee returns to work.
4. Holiday pay is also suspended during the period of unpaid leave until the employee returns to work.
5. Leave without pay may run concurrent with any eligible FMLA leave.
6. While an employee is out on leave without pay, the employee is required to maintain contact with his or her supervisor monthly. In accordance with Duplin County Personnel Policy, Article X. Separation from Employment, Section 1 Types of Separation, B. Voluntary Resignation without Notice, failure to maintain contact with the employer or if the employee fails to report promptly at the end of the unpaid leave, unless otherwise prohibited by law or regulation, is presumed to have resigned except if the reasons for the delay are submitted in writing in advance and approved by the Department Head and County Manager.
7. While out on leave without pay, the employee is not earning compensation, therefore the Local Government Retirement System deductions will not be withheld during a period of leave without pay and it's considered a break in service. If the employee is out for their own serious extended illness or qualified for short term disability, the employee may complete a Form 485 to purchase credit for those months out on unpaid FMLA. If the employee was on leave without pay for Workers' Compensation or military leave, when the employee returns to work, the employee may choose to purchase retirement credit from the Local Government Retirement System and would need to speak to the Human Resources staff to learn of the process.

B. **Benefit Premiums and Deductions.** If Family and Medical Leave (FMLA) has been exhausted or the employee was not eligible for FMLA, employees granted leave without pay are responsible for paying all supplemental and dependent benefit plan premiums. After an employee has been on leave without pay for three (3) months, the employee must coordinate through Human Resources COBRA coverage for their employee health insurance and will be responsible for paying the premiums the county typically pays. Failure of the employee to pay any required benefit plan premium timely will result in termination of the benefits due to non-payment of premiums.

Section 7. Maximum Leave of Absence

Leave may be extended up to a maximum of twelve (12) consecutive months at the discretion of the County Manager unless preempted by State or Federal regulations. Employee's leave status will be reviewed periodically; however, once an employee has been on leave for six (6) consecutive months, the employee's status will be reviewed in detail to determine if the employee is to be separated from employment with the County.

With the exception of FMLA leave, an employee must request a leave of absence in writing from the employee's Department Head. All requests for non-FMLA leave of absence require the affirmative recommendation of the Department Head and the approval of the County Manager.

During any period of leave exceeding twelve (12) weeks for FMLA (twenty-six (26) weeks for military caregiver FMLA leave), the County reserves the right to fill, change or eliminate a vacant position if required by the needs of the County. Upon returning from leave without pay (if not FMLA eligible), the employee is not guaranteed the same position, classification, seniority or pay. If the employee fails to return to work on the agreed date and the employee has not requested or been granted an

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extension in writing, the continued absence will be viewed as a voluntary resignation. If the leave of absence is unpaid, refer to Article VI – Employee Benefits, Section 6. Leave Without Pay.

Section 8. Military Leave

1. **Military Training.** Employees who are members of the National Guard or Armed Forces Reserve will be allowed two (2) calendar weeks for a total of fourteen (14) days of military training leave annually. If the employee's military pay is less than the employee's regular pay, the County will pay the difference, provided the employee provides proof of compensation from the respective military branch. Otherwise this leave is without pay. Employees may elect to use annual leave to cover part or all of the military leave in lieu of receiving the difference in pay.

   Employees who are required to attend inactive duty training (weekend duty) may be granted accrued vacation leave or unpaid leave for assignments requiring their absence from their County position on Friday afternoon. If such military duty is required beyond the two (2) calendar week annual training period, the regular employee will be eligible to take accumulated vacation leave or be placed in a leave without pay status in accordance with the policy herein.

   Employees who are Guardspersons and Reservists have all job rights specified in the Veterans Readjustment Assistance Act and The Uniformed Services Employment and Reemployment Act (USERRA).

   If the employee chooses unpaid leave during his/her military leave, Duplin County Personnel Policy, Article VI, Employee Leave Benefits, Section 6. Leave without Pay policy would apply.

   Employees on military leave of more than 30 days may elect to continue county health insurance for them and their dependents up to 24 months through COBRA. For military service of less than 31 days, health care is provided to the employee as if the service member had remained employed. However, the employee is still responsible for all other benefit premiums including dependent coverage premiums while out on leave without pay in accordance with the policy.

2. **Active Duty.** Employees who leave the service of the County for active military duty, may use accrued leave or may be placed on military leave without pay (similarly to leave without pay).

   The employee shall be entitled to restoration to the position vacated, or to a position of similar rank or status and pay. Returning service members may be reemployed in the job that they would have attained had they not been absent for military service with the same seniority, status and pay as well as other rights and benefits determined by seniority in accordance with USERRA. However, the returning employee must be able to perform the duties of the position with or without a reasonable accommodation as defined in Article II. Employment, Section 3. Reasonable Accommodations Under the Americans with Disabilities Act (ADA).

   In accordance with the rules and procedures of the North Carolina Retirement System, the employee returning from military service may be eligible for continuing service credit for the time the employee was on active duty. The employee will need to schedule a time with Human Resources to coordinate with the Retirement System to qualify the employee and submit the required documents.

   Employees are required to provide copies of official orders for all periods of active duty training. The employee will provide a memorandum from the unit commander for periods of inactive duty training (weekend duty) and proof of compensation if the duty requires the employee to be absent from work.

An eligible employee who leaves County service as a result of volunteering for active duty or being drafted into the Armed Forces of the United States during time of war or other national emergency or when reservists and National Guard members are voluntarily or involuntarily called to active duty, shall be placed on military leave without pay. Requests for military leave shall be made in writing and submitted with copies of the employee's official military orders to the employee's supervisor. The employee shall notify their supervisor of the military obligation as far in advance as possible. A minimum of two (2) weeks advance notice is required except for emergency call-up. In the case of emergency call-up, the employee shall notify their supervisor as soon as practicable. The leave request and supporting military orders shall be forwarded to Human Resources. This policy is in accordance with the USERRA and all amendments. Any conflicts between this policy and USERRA will be decided in favor of USERRA.

3. If an employee is injured while serving Annual Reservist Training or Active Duty, he/she must be cleared medically before the employee is allowed to return to work.

Section 9. Civil/Jury Duty Leave

After an employee provides his/her Department Head with a copy of their juror summons, civil leave will be granted to regular employees who are summoned to attend court as a juror or witness, except when involved in personal litigation. A County employee called for jury duty or as a court witness for the federal or state governments or a subdivision thereof, shall receive leave with pay for such duty during the required absence without charge to accumulated vacation, petty or sick leave provided that the employee returns to work immediately upon release from court. Any court fees paid to the employee for jury duty must be remitted to County Finance unless the employee elects to take vacation leave for days served. When the judicial district compensates individuals for mileage, such payments shall be retained by the employee if vacation leave is taken. Proper submission of travel reimbursement or check stub from the paying agency that identifies the travel reimbursement shall be remitted to the County and reimbursed to the employee by the County.

An employee required to serve as a witness as a result of his or her official duties must remit to the County any witness fees paid by the court. Where out of county jury duty/court witness for the federal or state governments or a subdivision thereof is required, the employee may deduct actual travel expenses as set out in the Travel policy. Employees may deduct from the amount turned into Duplin County for meals, parking fees and other related expenses (receipts must be attached).

While on civil leave, benefits and leave shall accrue as though on regular duty. Employees who are on jury duty and are scheduled for work on night shifts the same workday shall be protected from loss of pay for the entire twenty-four (24) hour period. Employees that are subpoenaed for court appearance as witnesses in connection with official duties shall not suffer loss of pay for performing any such duty. The employee must notify the supervisor of the date and time of the appearance, provide a copy of the respective subpoena, and return to work immediately after release from court and submit proof of appearance to the supervisor upon completion of such service.

Section 10. Parent-Child Involvement Leave

In accordance with North Carolina General Statute § 95-28.3 and in recognition of the importance of parent involvement in schools and the County's diverse needs for volunteers to support schools, Duplin County offers full-time and part-time employees four (4) hours of unpaid leave per calendar year regardless of the number of children to:

- Meet with a teacher or administrator of any elementary school, middle school, high school or child care program authorized to operate under the laws of the State of North Carolina as described in Parts 1 and 2 of Article 39 of Chapter 115C of the General Statutes concerning the employee's children. A child is a son or daughter who is a biological child, an adopted

child, a foster child, a step-child, a legal ward, or a child of an employee standing in loco parentis.

- Attend any function sponsored by the school or child care program as defined above in which the children are participating.

- Performing school-approved volunteer work approved by a teacher, school administrator, or program administrator at your children's school.

Leave must be used at a time mutually agreed upon between the employer and the employee. Employees must receive approval from their supervisor to use this leave and employees shall make every effort to request use of this leave at least forty-eight (48) hours in advance. Supervisors may require the leave be taken at a time other than when requested, based on the operational needs of the County. County needs will always take precedence over Parent-Child Involvement Leave. Employees will be required to take approved Parent-Child Involvement Leave in increments of whole hours. Supervisors may require acceptable proof that leave taken is within the purpose of this policy.

Parent-Child Involvement Leave is non-cumulative. The four (4) hours of leave for part-time employees will be prorated based on regular hours worked. Usage of Parent-Child Involvement Leave will be deducted from the employee's leave account as it occurs during the year. Leave will not be advanced. Leave not taken is forfeited; it shall not be carried into the next calendar year. Employees shall not be paid for this leave upon separation or retirement.

Section 11. Administrative Leave – Blood Donation

As an employer, Duplin County encourages the donation of blood to the American Red Cross and to hospitals. In the event that an employee wishes to participate in this activity, he/she may request administrative leave for up to three hours for this purpose. This leave may be approved by the supervisor or department head once every two months, as a donor must wait at least 56 days in between donations and providing it does not cause disruption of work in the unit or department. Employee is required to provide documentation of donation and attach to employee's time sheet.

While the county supports other medical donations, those requiring more time than allowed above will require the employee to use accumulated sick or vacation leave.

Section 12. Closing County Offices due to Inclement Weather or Emergencies

It is Duplin County's policy to remain open for business whenever possible during regularly scheduled hours of operation, to the maximum extent allowable by weather conditions. The County Manager may at his discretion close government offices to the community for the safety of the employees and the public. The Department Head will assess the situation and may allow all or a select group of employees to work after government offices are closed.

Whether Duplin County Government offices are open or closed, employees are encouraged to use their judgment in determining their safety needs during severe weather and to act accordingly. Employees who are not able to report due to weather conditions are required to notify their supervisor and to report to work when safety permits. Employees must also notify their supervisors prior to leaving work during severe weather.

If the employee chooses not to come to work or leave early while county offices remain ***open*** during inclement weather or emergencies, the employee will either use leave, use comp time or take leave without pay for those hours the department is officially open during their work schedule.

If department operating hours are modified or ***closed*** due to inclement weather or other emergencies by the County Manager and if the employee is available for work and intends to work, the time the county offices are officially closed will be counted as administrative leave. Administrative Leave is to

make the employee "whole" for the day the County Manager closes county office(s). Administrative Leave does not count to overtime.

An employee employed less than (6) months must use their vacation leave to compensate for hours not worked due to inclement weather or emergencies.

If an employee had already reserved/planned ***vacation leave*** scheduled during inclement weather or during an emergency event and had no intention of coming to work, the employee will continue to use the vacation leave earmarked during the inclement weather or emergency event and will not be eligible for administrative leave. If the employee later states he/she vacation leave was canceled because of the inclement weather or emergency event and the employee was planning on coming to work, Human Resources and/or the Department Head/Supervisor may request confirmation of the canceled vacation such as airplane and/or hotel cancelations due to weather, etc.

If an employee is unable to work due to the guidelines of Article VI – Employee Leave Benefits, Section 4. ***Sick Leave***, the hours not worked will be applied to sick leave. A physician's note must be submitted if sick leave is taken during inclement weather or emergencies unless the employee has previously been approved for the use of sick leave for the day or days of inclement weather (such as a scheduled physician appointment or extended illness) or was in the midst of an illness prior to the onset of inclement weather.

County employees required to work during inclement weather or emergency events should prepare in advance if possible and be prepared to work. Those designated employees that fail to report to work as required (unless they're sick) may not be permitted to use paid leave or compensatory time for their absences and may be disciplined up to and including termination.

Those county employees that are requested to stay at the Emergency Operations Center or county offices during an emergency or inclement weather event are "engaged to wait" and because they cannot use the time effectively for their own purposes are considered working while on call and it is defined by FLSA as compensable work time.

Those periods during which an employee is completely relieved from duty and which are long enough to enable him/her to use the time effectively for his/her own purposes ("Waiting to be engaged") are not considered hours worked and it is not defined as compensable work time as defined by FLSA.

If a named storm results in an emergency situation whereby shelters and the Emergency Operations Center is opened, the County Manager may issue Storm Administrative Leave whereby the employee receives administrative leave not to exceed the hours the employee is scheduled to work in addition to time worked if the employee was scheduled and worked his/her scheduled shift.

Designated employees will be paid for those hours actually worked. The County Manager has the authority to grant compensatory time to individuals required to work when the County is closed due to inclement weather and emergencies. The County Manager also has the authority to grant payment to individuals required to work when the County is closed due to inclement weather and emergencies.

ARTICLE IX – EMPLOYEE EDUCATION AND TRAINING

Training opportunities represent a significant investment of time and money. A comprehensive training program benefits employee by preparing them to do their existing job better, supporting opportunities for advancement to other positions, and building a working culture of personal and professional growth. Benefits to the county include improved employee morale, more proficient employees, greater retention of skilled employees, and improved ability to provide services to the community. Providing appropriate training to all employees will be a continuous process requiring commitment on the part of employees and leadership. Employees are encouraged to enhance their knowledge through educational and training experiences so the public is served at an ever-increasing level of excellence.

Section 1. Education and Training Requirements

It is the policy of Duplin County to provide training and development opportunities to all employees, within the availability of funds, in support of effective and efficient service to the citizens of the County. Training and development opportunities should be focused on the needs of the employee and the County.

It is the County's goal to promote learning opportunities that support life-long learning and assists individuals in working effectively together within their departments and throughout county government. Training and development will assist the County in adapting to change, increasing productivity, and improving the quality of the work environment and the employee's interactions with each other and with citizens.

All employees, except those employed by the elected departments unless they voluntarily choose to participate, are expected to comply with the following training requirements provided funding is provided in the budget to procure the training or free training is offered through Human Resources:

Employee Type	Training
New Employee	New Employee Orientation • Safety Training • Workplace/Sexual Harassment • Cultural Diversity • Customer Service • Workplace Violence • Professionalism/Ethics
All Employees	Workplace/Sexual Harassment Cultural Diversity Customer Service Professionalism/Ethics Safety Training Defensive Driving for those driving county vehicles
Supervisors and Department Heads	Supervisor Training Communication & Behavioral Styles Workplace Etiquette Managing Difficult Situations & People Meeting Management Performance Appraisal/Evaluation

Additional training requirements may be imposed by departments or professional credentialing bodies as necessary.

Section 2. Education Reimbursement

The County may reimburse educational expenses incurred in a course of study in a field which is required to maintain current status, e.g. licensure or certification requirements, or which addresses training or instruction to upgrade knowledge and skills directly relating to current responsibilities for regular or permanent full-time employees. Reimbursement must be approved by the Department Head and the County Manager and funds must be available within the departmental budget.

If the County assists with funding an advanced degree or certification/licensure over $1,000, the employee may be required to enter into an Educational Reimbursement Acknowledgement ensuring continued employment with the County, the duration of which will be mutually agreed upon by the Department Head and the employee with approval of the County Manager. An Education Reimbursement Acknowledgement does not alter or modify the employment at will relationship between Duplin County and its employees. Any reimbursement by the County is intended to supplement and not take the place of other financial resources or to duplicate payment for educational expenses. To be eligible for reimbursement, the employee must attend an accredited educational institution. The Department Head, with the consent of the County Manager, must approve all courses requested for reimbursement based upon documentation and funds in the budget.

Upon successful completion of a course approved in accordance with this policy, the County may reimburse the employee for the costs of tuition, additional course fees, expenses for books, exam costs up to two (2) attempts and other course materials. The employee must maintain at least a "B" average in the course to be eligible to apply for reimbursement. Any request for reimbursement of costs must be made in writing with course information and be approved by the Department Head and County Manager **prior to enrollment**. If the employee is unsuccessful in passing the certification/licensure exam after two (2) attempts, the County will not pay or reimburse further attempts for class, certification or licensure. Any further attempts of the certification or licensure will be the responsibility of the employee (all costs & time required). This policy is subject to funding availability.

Employees who have received education reimbursement funds and entered into an Educational Reimbursement Acknowledgement ensuring continued employment for a period of time with the county, and voluntarily terminate their employment, as well as those employees who are involuntarily separated due to disciplinary action are required to reimburse the County for any funds received based on the prorated schedule below either through salary deduction or debt set-off:

Length of time from date of reimbursement	Percentage of reimbursement that employee must repay
12 months or less	100%
Greater than 12 months and up to 24 months	60%
Greater than 24 months and up to 36 months	40%
More than 36 months or 3 years	0%

The County will waive the educational reimbursement for employees acting in good faith and which separated for the following reasons:

- Military Service Related Relocations
- Disability Retirement
- Disability Separation
- Reduction in Force

Under federal law, Employee Tuition Assistance may be considered income and subject to tax withholding.

Certification and/or Licensure Recognition

Duplin County recognizes that in certain county positions, employees are required to hold or maintain certain licensures and/or certifications to perform their job duties. Administration also understands that to obtain or maintain these special credentials, the employee must attend classes, study vigorously and pass often times, difficult exams. Therefore, in recognition of this extraordinary effort over and beyond the regular scope of duties performed daily, Duplin County will typically add a 2% increase to the employee's salary in the following budget year once the licensure and/or certification is obtained. Certifications and/or Licensure recognition is not retroactive from the date obtained. However, certain career development plans may be complex because they encompass years of classes, exams, certifications that may eventually prepare the employee for a supervisory and/or director position as part of a succession plan. Complex career developments such as these will offer incentives comparable to the time and effort expected by the employee to put forth whereas appropriate grade and/or percentage increase may be awarded at different phases of the multi-year plan. This incentive only applies to those certifications and/or licensures awarded or earned during the employee's tenure at Duplin County.

The Department Head in coordination with the Human Resources Director must develop a Career Development Plan approved by the County Manager to utilize this incentive **prior to the employee taking certification and/or licensure courses.** A Career Development Plan rewards employee for improving their proficiency with essential job skills by acquiring the specialized expertise with required licensure and/or certifications.

If the employee fails to maintain continuing education requirements or pass renewal exams and subsequently loses a certification or license that resulted in a salary increase or the employee transfers, is demoted from the position where the training and/or certification is required or beneficial, the employee may be subject to a reduction in pay.

Please also refer to Article III Transportation & Travel, Section 5. Credentials. If the employee is unable to obtain, maintain or renew the required licenses or certifications for their position, the employee may be transferred, demoted or terminated from the position.

Also, reference Article VII Employee Education & Training, Education Reimbursement, whereas if an employee fails in passing the certification/licensure exam after two (2) attempts, the County will not pay or reimburse further attempts for class, certification or licensure. Any further attempts of the certification or licensure will be the responsibility of the employee (all costs & time required).

Also, be reminded that if the County assists with funding an advanced degree or certification/licensure, the employee may be required to enter into an Educational Reimbursement Acknowledgement ensuring continued employment with the County as noted in Section 2. Education Reimbursement, the duration of which will be mutually agreed upon by the Department Head and the employee with approval of the County Manager.

Section 3. Educational Leave

Duplin County endorses higher education of the workforce and may make reasonable accommodations to facilitate employee's pursuit of further educational opportunities subject to work schedules and workload. The course must be directly job-related and must be intended to enhance the performance of the present job duties. This leave must be recommended by the department head and approved by the County Manager prior to the commencement of the course. A written request from the department head to the County Manager/ must include the details involving cost to the county, nature of training, use of county time, use of county funds, and arrangements for lodging, meals, and travel. An employee must also stipulate, in detail, the anticipated effects on work performance as a direct result of such training. The employee will receive his/her regular compensation during such approved educational leave. No compensation or reimbursement will be given to an employee whose leave is not approved.

No compensation or reimbursement will be given if the course is taken strictly for academic credit and has no job-related purpose. Courses sponsored by the UNC School of Government are generally

approved but still must be reviewed by Human Resources and approved by the County Manager **prior to the employee enrolling in the course.**

Under the Fair Labor Standards Act (FLSA), employee training time is considered within the "hours worked" definition and is therefore compensable. Attendance at lectures, meetings, training programs, and other similar activities is considered "hours worked" if it is intended to increase the employees" efficiency or is otherwise required by Duplin County. If an employee voluntarily attends school or other training outside their regular working hours and the training is not directly related to their job, the training time is not compensable. *Please also see Section 2. Education Reimbursement under this chapter for further information.*

Section 4. Academic Compensation – ***WILL BE DELETED.***

While employed with Duplin County, if a full-time employee obtains educational certification such as an Associate, Bachelor, Master or Doctorate degree that is relevant to their position within the County, the employee will receive the following increased compensation in their salary in the following budget year after obtaining the degree dependent on Human Resources review of the request and the County Manager's approval.

Associate's Degree – 2% increase
Bachelor's Degree – 4% increase
Master's Degree – 6% increase
Doctorate Degree – 8% increase

ARTICLE X – EMPLOYEE BENEFITS

Benefits are a large part of your total compensation and play an important part in your personal and family financial planning.

Briefly, Duplin County tries to provide you with a benefit package that:

- Is competitive with or better than other county and municipal governments;
- Duplin County can financially support in both favorable and unfavorable economic times;
- Best meets the most important needs of a majority of employees.

All of the county's benefits are reviewed annually and modified as necessary to keep competitive and within the County's budget. Many benefits are described in detail in booklets which you will receive. This section highlights only the major features.

Section 1. Benefits Programs

Total compensation at the County consists not only of wages, but also the various benefit programs which are offered. The terms of coverage of the County's benefits programs are more fully described in summary plan description booklets provided to eligible employees. The County reserves the right to amend or terminate any of its benefits programs or to require or increase employee premium contributions toward any benefits without prior notice at its discretion. This reserved right may be exercised in the absence of financial necessity. Health benefits are not absolute and unchanging and may be modified at any time. If future financial situations with the County no longer allow these benefits to continue, the County reserves the right to change and modify this policy for current employees and future employees who have not met the perquisite years to vest and qualify for this benefit.

Section 2. Health Benefits

The County may provide health insurance in an amount up to an individual employee's coverage for all full-time regular, permanent, trainee and probationary employees. The Board of Commissioners may require an employee contribution towards the cost of an individual employee's coverage to be determined annually in the annual budget ordinance. The Board of Commissioners may also provide premium incentives to reward wellness program participation. Such employee, who is working or on paid leave for one-half (1/2) or more of the regularly scheduled workdays in a month, shall be eligible for group hospitalization insurance except as provided by FMLA. A qualified employee wishing to have additional group hospitalization for dependents may do so at the employee's own expense to be deducted through payroll.

Employees will be provided a Spousal Waiver form where they must acknowledge their spouse is not offered health insurance at their place of employment prior to the employee's spouse being allowed to be a member of the county health insurance plan.

Newly hired employees will have an allotted time to select benefits and if the new hire fails to select his/her benefits within the aforementioned time frame, then the new employee forfeits his/her ability to select benefits until Open Enrollment or if he/she qualifies during a qualifying event. Human Resources will only enroll the new hire in those benefits provided by the county. Newly hired employees will be covered for health insurance the first of the month after 30 days of employment.

If the employee is on FMLA and/or approved leave without pay, the employee can remain covered under the County's group health insurance plan, but must pay his/her monthly benefit premiums for dependents and any other benefit premiums or his/her benefits may be canceled and the employee will not be able to re-enroll until Open Enrollment or through a qualifying event as defined by the IRS.

If an employee resigns or is terminated, all benefits will be canceled/terminated as of the last day of the month in which notice was given. Employees on the County's health insurance plan who are

terminated or resign will be offered COBRA to continue eligible benefits or they may be able to "port" other benefits to their personal accounts.

Insurance for Retired County Employees

The County may offer to "qualified" retirees the option of maintaining individual employee coverage with the County's group health insurance plan. In order to be designated as a "qualified retiree," one must meet the following criteria:

Full-time Employees hired prior to August 18, 2008 must meet all 3 criteria:

1. Employee must be eligible to receive retirement from the NC Local Government Employee's Retirement System. Retirement may be of any type.
2. Employee must have been covered under Duplin County's insurance program at least twelve (12) months prior to retirement.
3. Employee must have at least 10 years of continuous Duplin County Government Employment immediately preceding retirement.

Full Time Employees hired on or after August 18, 2008 to September 30, 2014 must meet all 3 criteria:

1. Employee must meet criteria one (1) and two (2) above.
2. Employee must have twenty-five (25) years of non-continuous service with Duplin County at the time of their retirement from Duplin County.

Full Time Employees hired on or after October 1, 2014 must meet all 3 criteria:

1. Employee must meet criteria one (1) and two (2) above (described in prior to August 18, 2008 explanation).
2. Employee must have twenty-five (25) years of **continuous** service with Duplin County at the time of their retirement from Duplin County.

If the above criteria are met for full-time ***retiring employees***, the retiring employee may be offered continued health insurance until he/she becomes covered by Medicare. Duplin County will pay one-half (1/2) the insurance costs of the premium for the retired employee. Once the employee is covered by Medicare, Duplin County will provide one-half (1/2) of the monthly hospitalization insurance premium for a Medicare Supplement and/or Drug Plan. The retiree may insure other family members through the county's insurance carrier. If more than an individual policy is procured, the employee must pay all costs associated with the additional insurance coverage.

Should an eligible retiree timely elect County Retiree health insurance and then subsequently return to work elsewhere and be offered health insurance through the new employment, the retiree may choose to no longer participate in the County's retiree health insurance plan without waiving eligibility for reinstatement. Once the eligible retiree is no longer eligible for other health insurance, the retiree can elect to return to the County's retiree health insurance plan subject to the same conditions as above.

If a county employee retires with ***disability retirement*** through the Local Government Retirement System, has been covered under the Duplin County's insurance program at least twelve (12) months prior to retirement and has been employed full-time with Duplin County Government with at least 10 years of continuous service immediately preceding retirement, the retiring disabled employee may be offered continued health insurance until he/she becomes covered by Medicare. Duplin County will pay one-half (1/2) the insurance costs of the premium for the retired disabled employee. Once the employee is covered by Medicare, Duplin County will provide one-half (1/2) of the monthly hospitalization insurance premium for a Medicare Supplement and/or Drug Plan. The disabled retiree may insure other family members through the county's insurance carrier. If more than an individual policy is procured, the disabled retiree must pay all costs associated with the additional insurance coverage.

Retiree health insurance premiums must be paid monthly, in advance. Failure by the retiree to pay the then current premium by the established due date may result in the retiree/dependent's health

coverage being canceled. Once retiree/dependent coverage is terminated, the retiree and his/her dependents are ineligible for coverage under the County Group Health Plan then and in the future. An employee must elect/reject the retirement health insurance in writing within 30 days from date of retirement. If the option is not elected within 30 days of the date of retirement, the employee waives all rights to retiree health insurance.

In the event of the retiree's death while he/she is continuing their hospital insurance through Duplin County's Group Plan, the dependent(s) covered by the retiree will be eligible to continue their hospital insurance coverage through Duplin County's Group Plan up to thirty-six (36) months under COBRA. The dependents would be responsible for paying the full premium plus administration cost by the date specified by the County.

All covered retiring employees will be required to report any other group medical coverage which they have at the time of retirement or which they may obtain subsequent to retirement so that benefits can be coordinated with the other insurance carrier.

Re-employment of Duplin County Retiree by Duplin County: Any group coverage that a retiree obtains as a result of post-retirement employment will be considered primary and the Duplin County coverage will be secondary. If a Duplin County employee retires under the provisions of the Local Government Employee Retirement System (LGERS) with "full" or "reduced" retirement benefits, and meets the qualifications for continued retiree health benefits under this section and later is rehired by Duplin County to a full-time position (which is the same or similar position in which they previously worked), or is elected to a full-time position, their health insurance coverage will change from retiree coverage to active coverage subject to county policy. In the event that the employee wishes to retire again at a later date, their continuation of health benefits will resume under the same qualifications as before the re-hire.

County Commissioner Health Insurance (must meet both criteria)

1. In accordance with S.L. 2009-564 (SB 468) which amended G.S. 153A-93 effective October 1, 2009, Commissioners must have served at least 10 years of service as a member of the Duplin County Board of Commissioners before separation from service.
2. Commissioner must have been covered under Duplin County's insurance program at least twelve (12) months prior to retirement.

If the above criteria are met, the separated Commissioner will be provided with an individual health insurance policy until he/she becomes covered by Medicare. Duplin County will pay one-half (1/2) the insurance costs of the premium for the separated Commissioner. Once the Commissioner is covered by Medicare, Duplin County will provide one-half (1/2) of the monthly hospitalization insurance premium for a Medicare Supplement and/or Drug Plan. The Commissioner may insure other family members through the county's insurance carrier. If more than an individual policy is procured, the Commissioner must pay all costs associated with the additional insurance coverage.

The premium must be paid monthly, in advance. Failure by the Commissioner to pay the then current premium to Duplin County by the established due date may result in the Commissioner/dependent's health coverage being canceled. Once the Commissioner/dependent coverage is terminated, the Commissioner and his/her dependents are ineligible for coverage under the County Group Health Plan then and in the future. This option must be elected without a break in coverage on the County's group health insurance plan. Commissioner must elect/reject the option in writing within 30 days from separation from service with the county. If the option is not elected within 30 days from date of separation, the option will not be available in the future.

In the event of the Commissioner's death while he/she is continuing their hospital insurance through Duplin County's Group Plan, the dependent(s) covered by the Commissioner will be eligible to continue their hospital insurance coverage through Duplin County's Group Plan up to thirty-six (36) months under COBRA. The dependents would be responsible for paying the full premium plus administration cost by the date specified by the County.

All covered Commissioners will be required to report any other group medical coverage which they have at the time service to the county ended which they may obtain subsequent to separating from the county so that benefits can be coordinated with the other insurance carrier.

Any group coverage that a retiree/county commissioner obtains as a result of post-retirement employment will be considered primary and the Duplin County coverage will be secondary.

Failure to report other coverage will be considered justification for Duplin County to immediately terminate Duplin County retiree/county commissioner hospitalization coverage or Medicare Supplement and/or Drug Plan.

No employee who is terminated involuntarily will be eligible for this benefit.

In a case where more than one family member is a qualified retiree, the more affordable option between multiple individual policies or a family policy may be selected by the qualified retiree(s). The retiree insurance premium will be drafted from an account of the retiree/county commissioner's choice on the selected dates offered by the Retiree Health Insurance Administrator.

Insurance premium rates are subject to periodic change and each covered retiree and Commissioner will be notified of said premium change. The Board of Commissioners may cancel the health insurance benefit at any time. Applicable state and federal laws will apply. Pursuant to applicable state or federal law requirements, employees who terminate employment with the County may be eligible to continue group insurance program for a specified period of time. Changes in family status, eligibility for Medicare, or death of a spouse may also warrant continuing coverage. The premiums for this continuation of coverage must be paid by the employee.

Section 3. Vacation, Sick, Petty Leave and Holidays

See Article VI – Employee Leave Benefits.

Section 4. Unemployment Insurance

Duplin County employees who are laid off or released from County service may apply for unemployment insurance benefits through the local office of the Department of Commerce, Division of Employment Security. Eligibility for unemployment insurance benefits will be determined by the Employment Security Commission.

Section 5. Retirement Benefits

Employees working a minimum of 1,000 hours per year will be enrolled in the North Carolina Local Governmental Employees' Retirement System as a condition of employment. Employees are required to contribute, through payroll deduction, six percent (6%) of their gross salary or at a rate to be determined by the North Carolina Local Governmental Employees' Retirement System. The County contributes an actuarially determined percentage of the gross payroll each month to the North Carolina Local Government Employees' Retirement System. There shall be no mandatory retirement age imposed on employees except in those positions where a bona fide occupational qualification exists in compliance with the Age Discrimination in Employment Act Amendment, 29 U.S.C. 621-634.

The North Carolina General Assembly enacted an Anti-Pension Spiking Contribution Based Benefit Cap on members of the North Carolina Retirement System in 2014. Pension spiking is a substantial increase in compensation that results in unusually high liabilities to the Retirement System. Promotions, reclassifications and comparable salary surveys are typically the reasons an employee may experience a significant raise in salary and if the employee's salary increases above $100,000, the NC Retirement System will review the average final compensation (average annual compensation of a member during the four consecutive calendar years of membership service producing the highest such average salary) to determine if a spike occurred.

If you become a member of the North Carolina Retirement System **prior to January 1, 2015**, and the Retirement System determines you have experienced a pension spike in your average final

compensation over $100,000, the last employer will pay the cost of the additional expenses owed to the Retirement System.

If you became a member of the North Carolina Retirement System **after January 1, 2015**, and the Retirement System determines you have experienced a pension spike in your average final compensation over $100,000, the County may choose to pay the additional expense owed to the Retirement System. If however, the County exercises its right not to pay the additional expenses owed, then the employee may choose to pay the additional expenses owed to the Retirement System or choose to receive a reduced pension benefit.

Section 6. Death Benefits

Death benefits are paid through the North Carolina Local Government Employees' Retirement System. If an employee dies while still in active service with at least one (1) year as a contributing member of the Retirement System, the employee's beneficiary will receive a single lump sum payment. The lump sum payment is equal to the employee's highest twelve (12) months of salary in a row during the preceding twenty-four (24) months before the death of the employee, but the death benefit will be no less than $25,000 and no more than $50,000. This benefit is also paid if the employee dies within one hundred and eighty (180) days of the last day for which the employee was paid a salary.

Section 7. Workers' Compensation Insurance

The purpose of this policy is to provide medical benefits, disability compensation and a smooth transition back to a regular work status for employees who sustain compensable injuries or illnesses, which arise out of or are found to be within the course and scope of their employment, in accordance with the North Carolina Workers' Compensation Act.

A. **Covered Employees.** All employees of the County (probationary and regularly established full-time, part-time, elected officials, substitute and temporary) are covered by the North Carolina Workers' Compensation Act and are entitled to medical attention and appropriate weekly indemnity for injuries or illnesses, which arise out of or are found to be within the course and scope of their employment. Employees on official business outside the County will be covered by Workers' Compensation insurance in accordance with the North Carolina Workers' Compensation Act. Loss time is when a work related injury or illness results in absence from work. Loss time due to a work-related injury or illness will not be credited towards completion of an employee's probationary period.

B. The County provides insurance protection for on-the-job injuries and illness determined compensable under the North Carolina Workers' Compensation Act, which include:
   1. All eligible medical and pharmacy costs.
   2. Weekly disability income benefits equaling two-thirds (2/3) of the employee's average weekly wage if they are unable to return to work.
   3. Mileage to and from the employee's doctor's appointments if they travel twenty (20) miles or more round trip.
   4. Death benefits payable to the employee's survivors.

C. **Reporting Requirements.**
   1. Employees are responsible for:
      a. **Immediately reporting any work-related injury or illness to their supervisor regardless of whether or not medical treatment is needed.** This includes "near Misses" that may not require immediate medical treatment. Reporting incidents helps us take corrective action to reduce the likelihood of other employees being hurt. It also documents the event, so if the employee needs medical treatment later, your supervisor knows what happened. Be sure any safety related incident that occurs is reported immediately, even if you do not believe you need immediate medical treatment. Failure to report a work-related injury or illness in a timely manner could result in the denial of the Workers' Compensation claim. In any event, under the North Carolina Workers' Compensation Act, if notice of an accident is not given to the employer within thirty (30) days of the accident, compensation may be refused.
      b. Completing a Workers' Compensation Election Form at the time the incident is reported in case it becomes a lost-time case. This form should be provided to the employee by their supervisor.
      c. Seeking medical treatment from the Duplin County Employee Wellness Clinic, one of the County's authorized medical providers during normal office hours or with the nearest hospital emergency room if the injury or illness is life threatening or occurs outside normal office hours. You may also call the Duplin County Employee Wellness Clinic after hours to reach an on-call nurse or practitioner for non-emergency guidance. If a doctor, other than one of the County's authorized medical providers or the nearest hospital emergency room, is seen without prior approval, the County may not assume responsibility for the medical cost of those claims.
      d. Immediately providing written documentation of any work restrictions, time away from work and/or changes in their restrictions or work status to their supervisor and Human Resources. The written documentation can be submitted to the supervisor in person, by fax, or by any other means that ensure the supervisor will receive the documentation promptly.
      e. Reporting back to work after receiving medical treatment, if seen during normal working hours, unless otherwise instructed and documented by the physician. If seen after normal working hours, the employee is expected to return to work at their regular starting time the following day unless documented as unable to return to work by the authorized treating physician. Failure to report to work promptly after receiving medical treatment may result in disciplinary action, up to and including termination.
      f. Following the physical restrictions imposed by the authorized treating physician during non-working hours as well as working hours. In accordance with the Article III – Conduct and Ethics, Section 7. – Outside or Secondary Employment, the work of the County will take precedence over other occupational interests of employees.
      g. Time spent by employee waiting for and receiving worker's comp medical attention at the Duplin County Health Department Employee Wellness Clinic or other worker's comp medical appointments at the direction of the employer during the employee's normal working hours is compensable. However, this time will not count towards the calculation of overtime. Abuse of medical appointment time may result in disciplinary action, up to and including termination. Required medical treatment provided after working hours or on non-working days, is not compensable.
      h. Remember to communicate with your supervisor, Human Resources and/or Worker's Comp Adjuster after every medical appointment and bring in a signed doctor's note that documents your work status and/or medical restrictions as well as any future scheduled appointments.
      i. Completing time sheets for any hours worked and any time away from work while receiving Workers' Compensation benefits and submitting them to their supervisor. Employees should note "Workers' Comp" on their timesheet for any time missed due to their work-related injury or illness. Employees should note "Workers' Comp. Medical Appt." on their timesheet for any time missed due to a Workers' Compensation medical appointment.

   2. Supervisors and Department Heads are responsible for:
      a. Immediately notifying the Department Head and Human Resources of any incident that occurs during normal office hours. After normal office hours, the incident should be reported to the Department Head and Human Resources at the beginning of the next business day. Human Resources may need to schedule a post-accident drug and/or alcohol test for those incidents where

reasonable suspicion is shown that drug and/or alcohol use may have contributed to the injury/illness.

b. Providing the employee with a Workers' Compensation Election Form at the time the incident is reported in case it becomes a lost-time case.
c. Completing the most recent version of the Form 19 (answering all the questions except the Case Number from Log in the OSHA 301 section) and an Accident Investigation Report Form indicating the facts, the cause and corrective actions taken for all Workers' Compensation claims and forward to Human Resources along with the completed Workers' Compensation Election Form within forty-eight (48) hours of the accident.
d. Providing the employee with a blank Form 18 and a copy of the completed Form 19.
e. Evaluating the injury and contacting Human Resources to arrange for medical treatment with a County authorized medical provider. Life threatening accidents or accidents occurring outside normal office hours should be directed to the nearest hospital emergency room. You may also call the Duplin County Employee Wellness Clinic after hours to reach an on-call nurse or practitioner for non-emergency guidance.
f. Completing a Personnel Action form (PAF) or Payroll Change Notification form for any employee who will be placed on a leave of absence due to their work-related injury or illness and when the employee is released to return to work.
g. Contacting employees who are away from work or working modified duty due to a work-related injury or illness, at least once a week to obtain updates regarding their condition and provide written documentation of any updates to Human Resources on a weekly basis.
h. Ensuring that Human Resources receive all relevant documentation regarding the Workers' Compensation claim including loss time reports, doctor's notes and time sheets for reimbursement of loss time.
i. Assisting Human Resources in identifying appropriate transitional work assignments for employees who have been returned to work with restrictions. Supervisors should implement modified duty in a timely manner and ensure that restrictions are not violated, if an employee returns to work on modified duty. If modified duty cannot be provided due to the employee's job description, documentation of this should be provided to Human Resources.
j. Reviewing modified duty assignments every two (2) weeks from the date the employee returns to work and forward findings to Human Resources.
k. Returning the employee to their regular job assignment when released to full duty and ensure that employees do not, under any circumstances, return to work until they have been released by their authorized treating physician.
l. Maintaining complete confidentiality for all work-related injuries and illnesses as required by law.
m. Ensuring that all employees receive proper training on this policy regardless of their status as temporary, part-time or full-time, etc.
n. Ensuring procedural notifications are posted at all work locations and visible to all employees.

3. Human Resources is responsible for:
   a. Ensuring all potential Workers' Compensation claims are reported to the insurance carrier in a timely manner and that the employee receives benefits provided by the North Carolina Workers' Compensation Act, if applicable.
   b. Scheduling post-accident drug and/or alcohol screening for most worker's comp accidents with the Duplin County Employee Wellness Center.
   c. Overseeing costs associated with work-related injuries and illnesses.
   d. Overseeing Workers' Compensation program and communicating policy and procedures to all employees and management.
   e. Maintaining effective communications with all parties involved in a Workers' Compensation claim.
   f. Ensuring all modified duty is in compliance with this policy.

g. Should a suitable position, other than the employee's regular position, become vacant, Human Resources will provide the insurance carrier with a job description for the position, so that the position can be reviewed by the authorized treating physician. Normal announcement procedures for the new position will be required and the employee must submit an application to be considered for the approved position.
h. Participating in North Carolina Industrial Commission hearings or mediations where appropriate.
i. Maintaining complete confidentiality for all work-related injuries and illnesses as required by law.
j. Ensuring that all medical recordkeeping and maintenance of OSHA 300, 300A and 301 forms are completed as required by law.
k. Reporting fatalities and/or hospitalization of three (3) or more employees to the North Carolina Occupational Health and Safety Administration (OSHA).

D. **Duty Status.** After receiving notification that an employee has been released for modified duty, it is the responsibility of the Department to accommodate the employee's medical restrictions. Should the employee's regular position allow for the medical restrictions, the employee will be placed in that position and continue to perform under the restrictions until they are lifted by the authorized treating physician.

Transitional Duty Assignment: A temporary alternate duty assignment for an employee recovering from an occupational injury or illness that can be performed in conformance with the employee's medical restrictions. Transitional duty assignments allow the employee to remain gainfully employed during the recovery period.

Reasonable Accommodations: Any change in the work environment or in the way the work is customarily performed that enables a qualified individual with a disability, as defined by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA), to perform the essential functions of a position. Examples may include job restructuring, identifying part-time or modified work schedules, reassignment to a vacant position, acquisition of special equipment or devices, hiring readers or sign language interpreters, redesigning workload patterns, or making any other reasonable change that enables the qualified individual to perform the essential functions of the job.

If a Department cannot accommodate the restrictions or provide modified duty for the injured employee, the Department must notify Human Resources in writing immediately. The County Manager may approve budget amendments to transfer funds for salary from one Department to another, in order to accommodate an employee's return to work based on the supporting documentation provided by the Department. Transitional duty assignments to departments other than the home department are subject to approval of Human Resources, the Workers' Compensation Insurance Administrator and the Department Head. Operational issues such as budget constraints, staffing requirements, scheduling, etc. will be considered prior to approval.

The Workers' Compensation Insurance Administrator shall be notified when an employee is placed on transitional duty and/or returned to full duty, and when transitional duty is revoked. Any medical reports, or work restriction notices shall be forwarded to Human Resources who will then forward the information to the Workers' Compensation Insurance Administrator.

Assignments to transitional duty shall be for a period of up to six months unless the employee, Human Resources, the Worker's Compensation Insurance Administrator, and the involved department/s agree to a longer period of time, and as long as medical evidence indicates the employee is improving and is likely to return to full duty. The Workers' Compensation Insurance Administrator may revoke any transitional duty assignment if the employee's medical condition, based on medical documentation, is not improving. The Workers' Compensation Insurance Administrator will periodically review the status of employees assigned to transitional duty to ensure compliance with all work limitations and that the employee is meeting all medical appointments. Employees assigned to temporary transitional duty shall conform to the work procedures, practices,

dress requirements and regulations of the workplace, division or department where assigned, and shall perform all work in conformance with their medical restrictions. Failure of the employee to satisfactorily perform the required duties may terminate the transitional duty assignment.

If the employee's medical condition is determined to be permanent or permanent and stationary, precluding work for which the employee was hired, the employee's assignment, if any, will be governed by applicable County policies, Workers' Compensation law and/or state and federal law. If the employee believes he or she is eligible for reasonable accommodation under the ADA or FEHA, the Workers' Compensation Insurance Administrator will coordinate a meeting with the employee, Human Resources and the home department head, to evaluate the employee's eligibility and determine whether or not a reasonable accommodation is available.

Once an employee has been on a continuous transitional duty assignment for a period of 90 days, the Workers' Compensation Insurance Administrator will set up a meeting with the employee, Human Resources, and the involved department head/s to determine the status of the employee's recovery and whether the transitional duty assignment will continue. A transitional duty assignment, if available, may extend beyond the six month period only if medical evidence indicates the employee's return to work is imminent.

If at any time while an employee is on a temporary transitional duty assignment the treating physician determines that the employee is able to perform regular work activities within current restrictions or without restriction, the employee shall return to his or her regular duties.

COMPENSATION

While temporarily assigned to transitional duty, the injured/ill employee will be paid his or her regular base pay.

While an injured/ill employee is temporarily assigned to transitional duty, time associated with physician appointments shall be included on the time sheet for that week. If the Workers' Compensation claim is denied, then employee must use sick or vacation time for all appointments.

E. **Employee's Obligation to Accept Suitable Employment.** Once released by the authorized treating physician to return to work in a transitional, modified, or restricted duty status, the employee is expected to accept a suitable position that is consistent with the restrictions imposed by the physician. If the employee refuses the position, the County will exercise its legal rights under the North Carolina Workers' Compensation Act (GS 97-32) which states, "if an injured employee refuses employment procured for him suitable to his capacity he shall not be entitled to any compensation at any time during the continuance of such refusal, unless in the opinion of the Industrial Commission such refusal was justified."

   Should the employee refuse modified duty approved by the authorized treating physician, a written statement from the employee is required. The statement shall note that the employee voluntarily declined the modified duty position with full and complete understanding that Workers' Compensation payments may be affected.

   If initial efforts to contact an employee fail, a letter shall be mailed through certified mail or regular mail to the address on record for the employee. The letter shall include information concerning the medically approved transitional duty and shall state an expected return-to-work date. If the employee fails to contact either the supervisor or Human Resources within three (3) days of the receipt of the certified letter or if the certified letter is not claimed and is returned, this shall be considered a refusal of the offer of work and a possible voluntary resignation without notice under the County's Article VIII - Separation from Employment.

F. **Wage Compensation.** The amount of Workers' Compensation benefits is based on the employee's average weekly wage over a period of fifty-two (52) weeks prior to the date of the work-related injury or illness. Benefits equal two-thirds (2/3) of the employee's average weekly wage. Currently, under the North Carolina Workers' Compensation Act, there is a seven (7) calendar day waiting period beginning the day after the injury or illness occurred,

during which Workers' Compensation will not compensate the employee for the waiting period, except where the injury results in a disability for more than twenty-one (21) days. This waiting period will be unpaid unless the employee elects to use their accumulated sick or vacation leave. If the employee elects to use their accumulated leave, a copy of their completed Workers' Compensation Election Form will be submitted to the Workers' Compensation carrier to acknowledge that they have used their accumulated leave to cover the first (7) seven days of disability.

If an employee has not been released to work in a modified duty status, the employee must immediately provide their supervisor written documentation from the authorized treating physician. In such cases, the employee will receive Workers' Compensation benefits. If an employee is unable to return to work and is being paid through the County's Workers' Compensation insurance carrier, the employee will be placed on FMLA leave to run concurrently or placed in a leave without pay status (if not eligible for FMLA leave) since the employee may not use their accrued sick or annual leave to subsidize their Workers' Compensation benefits. Therefore, the County's Article VI – Employee Leave Benefits, Section 5. Family and Medical Leave Act (FMLA) policy would take effect, even if the employee is placed in a leave without pay status, except the employee's vacation and sick leave will not be exhausted.

When an employee returns to their regular work schedule but with medical restrictions, they will receive their regular salary. If an employee has limited work hours, they will receive regular salary for the hours worked and Workers' Compensation benefits for the hours not worked. Such benefits shall equal two-thirds (2/3) of the difference between the employee's average weekly wage and the wage they receive while working limited hours. If an employee is receiving Workers' Compensation benefits along with any portion of their regular salary, they will not be eligible to participate in the North Carolina State Retirement System until they cease receiving Workers' Compensation benefits however they will have the option to purchase lost time due to Workers' Compensation from the North Carolina State Retirement System in accordance with North Carolina GS 128-21 – Retirement System for Counties, Cities and Towns.

If the employee has returned to work or if they had no loss time and still have follow-up appointments with their authorized treating physician, they are encouraged to schedule these appointments during non-work hours (before work, after work or during the employee's lunch hours), whenever possible. If an appointment occurs during their regularly scheduled working hours, the time missed from work for these appointments will be paid at the employee's regular hourly wage and this time will not count towards the calculation of overtime. The employee must record on their time sheet those hours as workers comp appointment.

G. **Post-Accident Testing:** If Duplin County has reasonable cause to believe an employee is impaired by illegal drugs or alcohol, the county will test for the presence of the substance by using scientifically approved means. Consistent with this policy the County reserves the right to require any employees to present themselves for testing immediately following an employee's involvement with an accident or incident resulting in injury to any employee, including themselves, or any property while on county premises or while working for the county where there is a reasonable suspicion that the incident was caused by impairment from alcohol or drug use. Any employee who either tests positive or refuses to cooperate with the testing procedures will be subject to discipline, up to and including termination. The County may send employees to be tested for the presence of drugs and alcohol following an on-the-job accident under the follow circumstances:

   1. A fatality
   2. An injury to the employee or another individual requiring immediate medical treatment away from the scene of the accident
   3. The employee's vehicle is disabled and removed from the scene by other than its own power.
   4. An accident that would necessitate the need to file a claim with the County's Property and Liability Insurance.

5. A sequence of minor accidents or injuries where medical treatment may not have been required.
6. Reasonable suspicion based on facts that conclude the accident was due to the employee's drug or alcohol impairment.
7. If operating a motor vehicle, the driver is cited for a moving traffic violation and any individual involved is transported for medical treatment.

Following an accident as defined above, the employee will be tested as soon as possible but not to exceed (8) eight hours for alcohol testing and thirty-two (32) hours for drug testing. Any employee who tests positive for drugs and/or alcohol will be subject to termination. If an employee refuses to submit to required post-accident drug and alcohol testing, they will be considered positive for drugs and alcohol and will be subject to termination. All post-accident drug testing will be coordinated through the Duplin County Health Department on-call personnel or the Duplin County Safety Officer. If post-accident drug testing cannot be conducted at the Health Department, arrangements will be made at the hospital for off-hours accidents.

H. **Discipline and Consequences.** Failure to follow the procedures as set forth in this policy will result in disciplinary action up to and including dismissal and may also result in the following:
   1. Any employee involved in an on-the-job injury or illness who does not report it immediately may be subject to denial of benefits under the North Carolina Workers' Compensation Act.
   2. Any employee injured on-the-job who does not get prior approval for medical treatment (excluding life threatening accident and accidents occurring outside normal business hours) will jeopardize payment of bills incurred relating to the accident.
   3. Any employee who tests positive for drugs and/or alcohol will be subject to dismissal. If an employee refuses to submit to required post-accident drug and alcohol testing they will be considered positive for drugs and alcohol and will be subject to dismissal.
   4. If it is determined that an employee has abused their time away from work for Workers' Compensation medical appointments, they will be subject to disciplinary action up to and including dismissal.

I. **Retaliation.** The Occupational Safety and Health Act (the OSH Act) prohibits employers from retaliating against their employees for using their rights under the OSH Act. These rights include filing a worker's comp claim or OSHA complaint, participating in an inspection or talking to the inspector, seeking access to employer exposure and injury records, raising a safety or health issue with the employer or any other worker's rights. If you feel you have been retaliated against for using your rights, you are encouraged to file a complaint with Human Resources but you also have the right to file a complaint with OSHA within 30 calendar days from the date the retaliatory decision has been both made and communicated to you (the worker).

Section 8. Leave Transfer

A. **Voluntary Shared Leave Program.** There are occurrences brought about by prolonged medical conditions that cause employees to exhaust all available leave and therefore be placed on leave-without-pay. It is recognized that such employees could be without income at a critical point in their life. It is also recognized that fellow employees may wish to donate some of their leave voluntarily so as to provide assistance to fellow employees. This policy provides an opportunity for employees to assist another affected by a medical condition that requires absence from duty for a prolonged period of time resulting in possible loss of income.

In cases of serious medical conditions, an eligible employee may apply for or be nominated to become a recipient of leave transferred from the vacation leave account of one (1) or more employees. For purposes of this policy, serious medical condition means serious medical condition of an employee, an employee's spouse, an employee's legally dependent children,

or an employee's parents that is likely to require an employee's absence from duty for a prolonged period, generally considered to be at least ten (10) consecutive workdays. The medical condition must be non-work related and of a serious nature that prevents the employee from doing his or her job (i.e. heart attack, cancer, stroke, pregnancy-related complications, major muscle or bone injuries, and/or medically necessary operations). Generally, if an employee would qualify for FMLA leave, the employee may be considered to be eligible for the Shared Leave Program. The intent of this policy is to allow one (1) or more employees to assist another employee in cases of prolonged medical conditions which have resulted in exhaustion of all earned leave.

The request for transfer and use of vacation leave from one individual to another shall be presented in writing to the Human Resources Director by the appropriate Department Head.

1. To be eligible for consideration to receive donated leave, the employee:
   a. Must have been employed at least one (1) year in a regular or permanent full-time position with the County, that is eligible to earn leave benefits;
   b. Will exhaust all sick, vacation, petty and compensatory leave prior to returning to work;
   c. Will use donated leave for the sickness of the employee, the employee's spouse, the employee's legally dependent children or parents as defined under FMLA.
   d. Should not have a history or pattern of sick leave absences that are not supported by suitable explanations
2. Any regular or permanent Duplin County employee may, at the employee's voluntary option, and with supervisory review and approval, transfer vacation leave to another regular or permanent Duplin County employee.
3. After the donation, the donating employee must still have a minimum balance of forty (40) hours of vacation leave. Donors shall complete an authorization form designating the number of hours being donated and to whom it is being donated. The employee must sign the form to authorize the transfer.
4. The employee receiving donated time will sign a Voluntary Shared Leave Receipt form authorizing Human Resources to advertise the need for shared leave. The recipient will be given information on the amount of time donated, but will not receive information such as the names of donating employees. Leave time will be donated to the employee anonymously.
5. Donated leave will be applied as needed in the order of receipt. If all the donated leave is not used by the recipient, any excess leave will be returned to the donor.
6. Leave sharing shall only be considered for extreme illness-related hardship situations or catastrophic situations.
7. An employee may not file a grievance, or an employee appeal, if their request to receive leave or donate leave is denied. The County Manager will render a final decision based upon the merits and circumstances of each request.
8. Leave sharing shall not be available to employees who are receiving Workers' Compensation.
9. Any donation of leave must be done strictly on a voluntary basis. Solicitation on the part of Department Heads or supervisors is not permitted.
10. The maximum amount of vacation leave an employee can transfer in a calendar year is forty (40) hours regardless of the number of employees donated to.
11. The maximum amount of shared leave an employee may receive in a calendar year is two hundred and forty (240) hours, either continuously, or if for the same condition, on a recurring basis.
12. Donated leave may be taxable to the recipient. The dollar amount of any donated leave will be added to the recipient's W-2 as income and taxed appropriately.

Section 9. Social Security Retirement/Disability and Medicare Account

All eligible employees shall participate in Social Security coverage as provided by Title II of the Federal Social Security Act as amended. All exclusions contemplated by the Act shall be provided to elected governing officials who are not required to devote a major portion of their time to the duties of their office. This plan provides retirement income for the employee and spouse, disability income, death benefits for surviving spouse and dependent children, and Medicare protection at the age of 65. The County contributes a percentage of the employee's income into this federally operated program.

Section 10. Other Benefit Programs

The County offers a number of benefits designed to allow employees to meet their own health and welfare needs as well as those of their families. A number of approved payroll deduction plans are also available, which provide the employee with increased available income and an enhanced ability to save for retirement. Each employee is encouraged to make responsible decisions regarding both present needs and future financial stability. The County reserves the right to determine whether to allow the addition of a benefit or service and to provide for payroll deduction based upon the past performance, financial responsibility and reputation of the organization requesting or receiving such deduction, whether or not the administration of the program would prove to be unduly burdensome to the County, and whether interest is expressed by a sufficient number of employees representative of all the agencies of the County. Human Resources shall maintain a current list and description of all benefits available to employees and shall make said list and all updates available to employees.

Section 11. Law Enforcement Officers Additional Benefits

The County participates by special contribution in the Law Enforcement Officers Supplemental Retirement Income Plan-401(k) and provides for a special separation allowance for law enforcement officers as prescribed by G.S. 128-21 (11b) and 143-166.42.

A. **Separation Allowance.** In accordance with G.S. 143-166.42, the County shall provide a special separation allowance to qualified Sworn Law Enforcement Officers who retire and meet all of the following qualifications:

1. The officer must have completed thirty (30) years or more of creditable service or have attained fifty-five (55) years of age and completed five (5) or more years of creditable service; and
2. The officer must not yet be age sixty-two (62); and
3. The officer must have completed at least five (5) years of continuous service as a law enforcement officer immediately before service retirement. Any break in the continuous service required by this subsection because of disability retirement or disability salary continuation benefits shall not adversely affect an officer's qualification to receive the allowance, provided the officer returns to service within 45 days after the disability benefits cease and is otherwise qualified to receive the allowance.

As used in this section, "creditable service" means the service for which credit is allowed under the retirement system of which the officer is a member, provided that at least fifty percent (50%) of the service is as a law enforcement officer as herein defined.

Payment of the separation allowance to the retired officer will cease at the first of: (1) the death of the officer; (2) the last day of the month in which the officer attains 62 years of age; or (3) the first day of reemployment by a local government employer in any capacity.

A local government employer such as Duplin County Government may employ retired officers in a public safety position in a capacity not requiring participation in the Local Governmental Employees Retirement System, and doing so shall not cause payment to cease to those officers under the provisions of this section.

B. **Supplemental Retirement Income for Law Enforcement Officers.** The County participates by special contribution in the Law Enforcement Officers Supplemental Retirement Income Plan-401(k).

Section 12. Employee Assistance Program (EAP)

The County recognizes that a wide range of personal, family and work-related problems may impair an employee's work performance and may also impact their fellow employees. The County also realizes that with early intervention and proper support, employees can be assisted with overcoming their problem and becoming able to fully function at work and at home. As a result, the County has established an Employee Assistance Program (EAP) for its employees.

The EAP is a voluntary and confidential program designed to assist with employee problems including, but not limited to, depression, substance abuse, emotional distress, coping with major live events, healthcare concerns, financial or legal concerns, personal or work-related relationship issues, concerns about aging parents.

A. **Eligibility.** All regular full-time employees, spouses and dependents are eligible to participate in the EAP.

B. **Program Benefits.** The EAP program includes a variety of benefits to eligible employees such as:
   1. Up to three (3) employee visits to an EAP counselor at no cost to the employee and starting with the 4th visit, the employee pays ½ the insurance co-pay.
   2. Employees may call **910-298-6207** from 8 am to 8 pm. The emergency phone number is **910-290-0153** for nights, weekends and holidays.

C. **Self-Referral to the EAP.** Employees and their eligible family members are encouraged to call the EAP directly and arrange an appointment with a counselor. Time off and sick leave for EAP consultation and treatment may be granted in accordance with Article VI – Employee Leave Benefits, Section 4. Sick Leave as it relates to doctor's appointments.

D. **Management Referral to the EAP.** Employees may be referred to the EAP by their supervisor, department head or Human Resources if a decline in job performance or conduct seems to be affected by job-related problems. It is the employee's responsibility to cooperate in any designated treatment or rehabilitation plan.

   Employees who are referred to the EAP are expected to fully participate in the recommendations received through the program. Merely utilizing the EAP services will not alter the application of disciplinary actions nor will it serve as an exemption from disciplinary procedures. Improving job performance to an acceptable level is the only basis for continued employment.

E. **Confidentiality.** Services will be provided off-site and appointments will be scheduled by the provider to ensure anonymity. All communications between the employee and the EAP will be strictly confidential and will not be released without an employee's written consent unless otherwise specified by law. In the event of a management referral, information other than whether the employee attended the appointment and whether the employee accepted the assistance that was offered will not be released without the employee's written permission.

F. **Disclaimer.** Voluntary participation in the EAP does not affect an employee's job security or career advancement with the County nor does it prevent employee disciplinary actions, including discharge.

   If the employee refuses the offer of help through the EAP and job performance does not improve, disciplinary action will be taken which could result in termination.

Section 13. County Gym

Duplin County encourages employees to participate in athletics, exercise, wellness and recreational programs. Participation in these activities is open to all active and retired employees, is voluntary, and generally should take place outside normal working time.

The County Gym is available 24 hours, 7 days a week and is provided for members only. The facility involves physical exercise and the use of various machines such as treadmills, ellipticals, weight training, etc. that may cause injury. Use of the facility is voluntary and employees assume all risks of injury, death and illness that may result from such use. It is highly recommended that before an employee begins any physical exercise program, they consult with a physician to be assured they are in good health and sufficient physical condition to properly use the facility. It is also suggested that each employee schedule an appointment with the county trainer to become knowledgeable about the proper use of the exercise equipment. Appropriate attire is required, i.e. shirts and sneakers are to be worn.

Gym membership fees are payroll deducted monthly or drafted for retirees. When approved by the County Manager, participation may be extended to employee spouses, children who are at least 18 years old and retiree spouses on the county's health insurance.

The County reserves the right to exclude an employee, employee spouse, employee child 18 years of age or older and/or retiree spouse from participation in county sponsored athletic and recreational programs such as the County Gym if participation would pose a direct threat to the safety of the employee or others. Failure to comply with gym rules and regulations may result in immediate termination of membership. The County retains the right to change all aspects of its athletic and recreational programs and to discontinue their existence.

Section 14. Health & Wellness Clinic

Duplin County offers a wellness program for regular, permanent, probationary and trainee status full-time and part-time employees and retirees on county insurance. The wellness program is designed to encourage and promote healthy lifestyles, to improve employee morale, to improve work performance, to improve presenteeism (working while sick causing productivity loss and workplace epidemics), and to reduce absences, workplace accidents, and healthcare costs. The wellness program includes biometric screenings and health risk assessments for eligible employees and retirees, exercise opportunities, wellness seminars, and an Employee Assistance Program.

Duplin County Government believes that healthy employees can more effectively perform their assigned duties. An Employee Health Clinic is available at no charge to all County employees, eligible retirees and their dependents for basic level care including routine medical care and health screenings at no cost to the employee. However, employees and their dependents on medical insurance other than Duplin County Health Insurance must present their insurance cards to the Health Department Health & Wellness Clinic for filing claims, but co-pays are waived. For retirees over 65 who do not participate in the County's Medicare Supplemental Insurance Plan and choose a Medicare or Medicare Advantage plan, the co-pay will be waived, but any allowable coinsurance and deductible will be the patient's responsibility.

Employees can access medical services at the Health Department Employee Health Clinic without using sick or petty leave. These visits must be coordinated through the Supervisor or Department Head if during work hours and employees may call ahead to schedule an appointment or request the Employee Health Clinic to call with the best time to arrive without a long wait. **Should the employee be sent home after the visit to the Employee Health Clinic, the employee must use sick and/or petty leave beginning the time they are checked out of the Clinic.** The employee must obtain a medical note from the Clinic, attach it to their time sheet and mark the time on their time sheet as Employee Health Clinic. **If the employee accesses medical services at the Health Department Employee Health Clinic without going to work at all that day, the employee must use leave for the day**. However, whenever employees utilize the Employee Health Clinic for dependent visits during a work day, they must use their leave.

The Employee Health Clinic offers the following services:

- Primary care for all eligible employees, eligible retirees and dependents
- Contracted services with a Chiropractor, Physical Therapist, Durable Medical Equipment, Mental Health Provider, Employee Pharmacy
- Disease management by advising and guiding employees and their dependents with chronic disease such as diabetes and high blood pressure
- Preventive health care information
- Routine physicals
- Pre-employment screenings
- Fitness for duty examinations
- Worker's Compensation examinations, treatment, follow-up and the development of a back to work plan
- Immunizations
- Annual Health Risk Assessments – biometric measurements including glucose, cholesterol, blood pressure, height and weight
- Laboratory services
- Tobacco Cessation counseling and nicotine replacement therapies
- Breast Feeding consultations with a certified lactation consultant and breast pumps at no charge
- Registered Dieticians for nutritional therapy and weight management
- Diabetic Classes with free diabetic monitors and strips
- Coordinate care with specialist and primary care provider

Walk-ins for treatments but appointments are preferred, appointments required for physical exams. All employee and dependent medical information is confidential and regulated by HIPAA (See Article XI – Employee Records and Reports, Section 4. HIPAA Medical Privacy).

Section 14. Ambulance Services

Duplin County employees and eligible pre-65 retirees who are covered on the Duplin County group health insurance plan, along with their spouse and/or dependent(s) will not be charged for Duplin County ambulance services. However, if a dependent or spouse has other medical insurance, that insurance will be billed for the Duplin County Emergency Services ambulance charges.

Section 15. Health Performance Incentive Program

The Health Performance Incentive Program is voluntary and available to all full-time employees. The financial reward is not associated with your health insurance.

In order to be eligible for the $300 Health Performance Incentive payment employees must achieve 50 of a possible 60 points in any combination from a designated list of risk categories. Employees have from July 1 to May 31 to qualify. The manner in which employees qualify for the Health Performance Incentive will be compiled by the Health Department and will not be disclosed to Management. The Health Department will verify that the employee has earned the necessary points to qualify for the incentive. The Health Department will advise Personnel when an employee earns the points needed to qualify for the incentive and the reward will be processed the following payroll.

Annual Health Risk Assessment (HRA) Incentive Program

Full-time and part-time employees that work 30 hours or more per week may participate in the annual Health Risk Assessment through the Duplin County Health Department. Full-time employees will earn eight (8) hours and part-time employees will earn a pro-rated amount of vacation leave. The annual HRA is voluntary. The Health Risk Assessment consists of:

- A blood draw which typically test for glucose and cholesterol levels

- Blood Pressure
- Weight and Height
- Health Survey
- Wellness Coaching

Notice Regarding Wellness Program

In compliance with the June 16, 2016 EEOC guidance and in compliance with the recently issued Americans with Disabilities Act (ADA) rule, Duplin County offers a voluntary wellness program available to all eligible employees. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the wellness program you will be asked to complete a voluntary health risk assessment or "HRA" that asks a series of questions about your health-related activities and behaviors and whether you have or have had certain medical conditions (e.g., cancer, diabetes, or heart disease). You will also be asked to complete a biometric screening, which will include a blood test for serum glucose, Hemoglobin A1c, total cholesterol, triglycerides, HDL Cholesterol, VLDL Cholesterol, LDL Cholesterol. **You are not required to complete the HRA** or to participate in the blood test or other medical examinations.

However, employees who choose to participate in either or both of the voluntary wellness program incentives will receive an incentive of up to 8 hours of vacation leave for completion of the HRA incentive program and $300 for completion of the Health Care Incentive Program. Although you are not required to complete either of the incentive programs, only employees who do so will receive the incentives.

If you are unable to participate in any of the health-related activities or achieve any of the health outcomes required to earn an incentive, you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting the Employee Wellness Clinic at 910-296-2130.

The information from your HRA and the results from your biometric screening will be used to provide you with information to help you understand your current health and potential future risks, and may also be used to offer you services through the wellness program, such as nutrition counseling. You also are encouraged to share your results or concerns with your own doctor.

Protections from Disclosure of Medical Information

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program and Duplin County may use aggregate information it collects to design a program based on identified health risks in the workplace, the Employee Wellness Clinic will never disclose any of your personal information either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements. The only individual(s) who will receive your personally identifiable health information are registered nurses, doctors or a health coach in order to provide you with services under the wellness program.

In addition, all medical information obtained through the wellness program will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program will be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact the Human Resources Director at 910-372-9251 or the Health Director at 910-296-2130.

Section 16. HIPAA Medical Privacy

The County is a hybrid covered entity as defined by the Health Insurance Portability and Accountability Act (HIPAA); however, we do maintain healthcare and related plans that are subject to HIPAA requirements. Therefore, the purpose of this policy is to protect the privacy and confidentiality of protected health information (PHI) whenever it is used by County representatives.

--Protected Health Information (PHI)

PHI refers to health information that is received by the County's health plans or healthcare clearinghouse that individually identifies an individual and relates to their past or present health or for payment of healthcare claims. PHI includes medical conditions, health status, claims experience, medical history, physical examinations, genetic information and evidence of disability.

--HIPAA Compliance Officer (HCO)

The County has designated the Human Resources Director as the HIPAA Compliance Officer (HCO) in coordination with the County Health Director and any questions or issues regarding PHI should be presented to the HCO for resolution. The HCO is responsible for:

- Issuing procedural guidelines for access to PHI
- Developing a system for personnel who need access to PHI
- Develop guidelines for describing how and when PHI will be maintained, used, transferred or transmitted

As necessary, the County performs enrollment, changes in enrollment or payroll deductions, provides assistance in claims problem resolution and explanation of benefits issues, and assists in coordination of benefits with other providers. Some or all of these tasks may require the use or transmission of PHI. Therefore, all information related to these activities will be maintained in confidence and employees will not disclose PHI for employment-related actions, except as provided by the administrative procedures approved by the HCO.

--General Rules and Exceptions

The following is not considered PHI-protected:

- Disclosure of PHI to the individual to whom the PHI belongs
- Requests by providers for treatment and/or payment
- Disclosures requested to be made to authorized parties by the individual PHI holder
- Disclosures to government agencies for reporting or enforcement purposes
- Disclosure to workers' compensation providers and those authorized by the workers' compensation providers

- Information regarding plan coverage for an individual for claims processing purposes
- Information external to the health plan if the information is being furnished for claims processing purposes involving workers' compensation
- Medical information received to verify ADA or FMLA

–Retention
Personnel record and disclosures of PHI will be maintained in accordance with state and federal regulations. Records maintained for the maximum length of time will be destroyed in a manner that ensures such data will not be compromised in the future.

Section 17. Uniforms

It is Duplin County Government's intent to ensure that employees providing specific services to its citizens are provided County uniforms that give the look of a professional appearance and provide identification as a County employee. Generally, uniforms will be supplied by the County or a clothing allowance may be provided and prorated based upon hire date and after completing probation unless the uniform is needed immediately for work purposes such as a Sheriff's Deputy, Detention Officer or Paramedic, etc.

Per IRS guidelines, uniforms or clothing, provided by the employer or provided through an allowance to the employee are excludable from taxable wages of the employee if they are:

1. Specifically required as a condition of employment and are;
2. Not worn or adaptable to be worn for general use as ordinary clothing.

For a uniform or clothing allowance meeting these requirements to be excludable from the taxable wages of the employee, the accountable plan rules must be met by the employee. To meet the accountable plan rules, the employee must submit the original uniform/clothing purchase receipt for reimbursement, which identifies the uniform/clothing purchased as approved by their respective department head. Uniform/clothing allowances will not be reimbursed to the employee without proper documentation of purchase of approved uniform/clothing. If a uniform or clothing allowance qualifies to be excludable from taxable wages, then the cleaning costs are also excludable from taxable wages.

Uniforms or clothing, provided by the employer or provided through an allowance to the employee, are includable in taxable wages of an employee if they do not qualify for the exclusions above. Allowances that are includable in the taxable wages of an employee will be reimbursed/paid through payroll as miscellaneous pay. Request for reimbursement of a uniform allowance must be made within the year the allowance was expended.

Examples of reimbursement:

1. Budget year 2013-2014. Allowable reimbursement receipt indicated purchase was made on 5-31-14 and request for reimbursement was submitted to Finance in June 2014 for payment. Employee was reimbursed in June 2014.
2. Budget year 2013-2014. Allowable reimbursement receipt indicated purchase was made on 3-31-13 and request for reimbursement was submitted to Finance in July 2014 for payment. Employee was not reimbursed because year ended June 30, 2014.

Examples:

Uniforms or clothing bearing the county name, the department name, imprints, applied badges, etc.; that are required to be worn while at work and would not be worn or adaptable for use as ordinary clothing are considered uniforms or clothing that is excludable from the taxable income of the employee. Example: Sworn Law Enforcement Officer uniform, Maintenance/Housekeeping uniform, Nurse uniform.

Clothing that is adaptable to everyday use and would be considered adaptable for use as ordinary clothing is not excludable from the taxable income of the employee.
Example: Detective's ordinary clothing - example – suit, cloths an individual not working for law enforcement would be expected to wear to work, work cloths that any citizen would be expected to wear, Undercover Police Officer clothing.

Employees are required to sign for the uniforms and/or PPE equipment and gear received. Each employee is responsible for the proper care and handling of these uniforms. In addition, employees shall utilize these uniforms for its intended purpose in accordance with County procedures. Uniforms shall be worn at all times during work hours.

Proper Uniform Issuance

1. An eligible employee shall be entitled to receive uniforms upon completion of a 90 day probationary period except where a uniform is needed immediately upon hire such as Emergency Services, Sheriff's Office and Detention.
2. Uniforms will be issued once and upgraded on an as needed basis as determined by the Department Head. Any size change requested by the employee will normally be at the employee's expense.
3. Uniforms will typically consist of five (5) outfits (shirt and pants), jacket for the fall/winter months, safety shoes/boots for those required to wear them and personal protective equipment (PPE) such as reflective vests, hats, etc. and/or gear required for protection. Typically, an employee is provided no more than five (5) uniforms without written justification from the Department Head to the Budget Officer/County Manager for expenditure approval of additional uniforms.

Wear the Uniform

1. Each employee shall be responsible for maintaining his or her uniform in good order by keeping the uniforms clean and providing self-maintenance on those items such as mending missing buttons, patches, etc.
2. Long sleeve shirts will be worn with sleeves down. All shirts shall be tucked into the pants neatly at all times and buttoned appropriately.
3. Excess gear such as gun belts for Sheriff's Deputies, Detention Officers and medical belts for Paramedics, etc. should all be worn appropriately.

Replacement of Uniforms

1. Each employee is responsible for keeping up with each piece of uniform issued to them. They will be responsible for purchasing replacement items that are lost.
2. Uniforms damaged, destroyed or worn out in the line of duty will be repaired or replaced by the County. Employee will be required to turn in damaged, destroyed or worn out uniforms to receive replacement uniform.
3. Uniforms damaged or destroyed through negligence or abuse shall be repaired or replaced by the employee responsible.

Uniform Return

1. The uniforms, PPE and gear are considered County property. In the event of an employee termination/resignation, all uniforms, PPE and gear are to be returned as part of the exit process to the employee's supervisor prior to receiving last paycheck.
2. Any missing, damaged or destroyed uniforms through negligence or abuse shall be deducted at cost from employee's last paycheck in accordance with FLSA regulations.

As part of the annual budget process, each department head must submit its most recent uniform policy along with a breakdown and justification of the uniform budget.

Section 18. Local Government Federal Credit Union

Duplin County Employees have access to the Local Government Federal Credit Union inside the State Employees Credit Union office. You and members of your immediate family living under the same roof are eligible to join the Local Government Federal Credit Union. An individual is entitled

to all membership privileges, including the opportunity of saving through a bi-weekly payroll deduction, receiving above average dividends from earnings, and borrowing funds at low interest rates. Duplin County is not responsible for money deposited with the Credit Union.
As a Duplin County employee, you may, upon written instructions to Human Resources, have a specified amount deducted bi-weekly from your pay and deposited to your credit union account or another approved bank account either in a Savings Account, Christmas club, Vacation Account, etc. to save money for those unexpected or wishful expenses.

ARTICLE XI – DISCIPLINARY ACTIONS

Department Heads and supervisors are responsible for maintaining the proper conduct and discipline of employees under their supervision. When an employee's performance or conduct is determined by a supervisor or Department Head to be unacceptable, disciplinary action may be taken. Disciplinary action is not to be considered as limiting or restrictive in nature, and application may vary based upon the circumstances, frequency and/or the severity of the circumstance(s) involved. It is the policy of the County to administer discipline without discrimination. Discharge of employees is not limited to the reasons listed within these personnel policies. The supervisor or Department Head in coordination with Human Resources shall investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

Section 1. Just Cause for Disciplinary Action

A. Any employee, regardless of occupation, position, or profession may be warned, demoted, suspended or dismissed by the Assistant County Manager, Department Head or by the Agency Director for personnel subject to the North Carolina Human Resources Act in coordination and consultation with the Human Resources Director and when requested or required by this policy, the County Attorney. Such actions may be taken against all employees. The degree and type of action taken shall be based upon the sound and considered judgment of the Assistant County Manager, Department Head or by the Agency Director for personnel subject to the North Carolina Human Resources Act, or their designee in accordance with the provisions of this policy.

   Employees of the Sheriff and Register of Deeds serve at the will of those officials and therefore those elected Department Heads may or may not choose to follow the policies and procedures of this Article. The Sheriff and Register of Deeds shall have the right to hire and terminate employees in their respective departments under the authority of N.C.G.S. 153A-103.

When just cause exists, the only disciplinary actions provided for under this Article are:

1. Verbal Counseling or Coaching
2. Written warning and/or Corrective Action (Performance Improvement Plan – PIP);
3. Disciplinary suspension without pay;
4. Demotion; and

5. Dismissal.

B. There are two (2) bases for the discipline or dismissal of employees. These two bases are:
   1. Discipline or dismissal imposed on the basis of unsatisfactory job performance, including grossly inefficient job performance.
   2. Discipline or dismissal imposed on the basis of unacceptable personal conduct.

C. Either unsatisfactory or grossly inefficient job performance or unacceptable personal conduct constitutes just cause for discipline or dismissal. The categories are not mutually exclusive, as certain actions by employees may fall into both categories, depending upon the facts of each case. No disciplinary action shall be invalid solely because the disciplinary action is labeled incorrectly.

D. The imposition of any disciplinary action shall comply with the procedural requirements of this Section for equity and consistency during the disciplinary process with all employees.

E. All disciplinary actions must be managed through Human Resources and may involve input from the County Attorney and/or Assistant County Manager., when requested by Human Resources, during any part of the disciplinary process. Proposed disciplinary actions may be presented and reviewed with the County Attorney and/or Assistant County Manager and when required will be adjudicated through the County Attorney and the Assistant County Manager. If the disciplinary action is determined to be serious either in circumstance or level, usually beginning at the suspension level, the County Attorney may become involved. The County Manager will arbitrate the grievance process of those disciplinary actions that are appealed.

Section 2. Dismissal for Unsatisfactory Performance of Duties

A. Unsatisfactory job performance is work-related performance that fails to satisfactorily meet job requirements as specified in the relevant class description or position description, work plan or as directed by the management of the work unit or agency.

B. Unsatisfactory performance of duties, depending upon the circumstances, includes, but is not limited to:
   1. Quality of work
   2. Quantity of work
   3. Work habits
   4. Promptness
   5. Timely performance of work related analysis, decisions, or judgment
   6. Accuracy of work
   7. Ability to follow instructions, directions, or procedures
   8. Appropriateness of work performed

C. It is the County's intent to assist and promote improved employee performance, rather than to punish. This policy covers all types of performance related deficiencies and does not require that successive disciplinary actions all concern the same type of unsatisfactory performance. Disciplinary actions related to personal conduct may be included in the successive system for performance-related dismissal provided that the employee received at least the number of disciplinary actions, regardless of the basis of the disciplinary actions, required for dismissal on the basis of inadequate performance. Disciplinary actions administered under this Section are intended to bring about a permanent improvement in job performance. Should the required improvement later deteriorate, or other inadequacies occur, the supervisor may deal with this new unsatisfactory performance with further disciplinary action.

D. In order to be dismissed for a current incident of unsatisfactory job performance, an employee must first receive at least one (1) prior disciplinary action. The prior disciplinary action must notify the employee that failure to make the required performance improvements may result in dismissal. Written warnings must contain performance improvement plans up to sixty (60) days in duration designed to assist the employee in attaining acceptable job performance. Employees subject to the North Carolina Human Resources Act must receive at least two (2) prior written disciplinary actions. The second written disciplinary action must notify the employee that failure to make the required performance improvements may result in dismissal.

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E. Prior to the decision to dismiss an employee, the Assistant County Manager or his/her designee, the Department Head or his designee, or the Agency Director for personnel subject to the North Carolina Human Resources Act or his designee, must conduct a pre-disciplinary conference with the employee in accordance with the procedural requirements of this Article.
F. An employee who is dismissed must receive written notice of the specific reasons for the dismissal as well as notice of any applicable appeal rights. Time limits for filing a grievance do not start until the employee receives written notice of any applicable appeal rights and must be filed within fifteen (15) days.

Section 3. Dismissal for Grossly Inefficient Job Performance

A. Gross Inefficiency Job Performance occurs in instances in which the employee fails to perform job requirements satisfactorily as specified in the job description, work plans, or as directed by the management of the work unit or the County and that failure results in:
   1. The creation of the potential for death or serious harm to a client(s), an employee(s), members of the public or to a person(s) over whom the employee has responsibility; or
   2. The loss of or damage to any County property or funds that result in a serious impact on the County and/or department.
B. Actions that could rise to the level of gross inefficient job performance, depending upon the circumstances, include, but are not limited to:
   1. Careless, negligent, or improper use of County vehicles and equipment
   2. Negligence in the performance of duties
   3. Negligence in the performance of duties outside the scope of employment
   4. Physical or mental incapacity to perform essential job duties with reasonable accommodation
   5. Discourteous treatment of the public or other employees
   6. Absence without approved leave, habitual pattern of failure to report for duty at the assigned time and place or habitual improper use of leave privileges
B. Dismissal on the basis of grossly inefficient job performance is administered in the same manner as for unacceptable personal conduct. Employees may be dismissed on the basis of a current incident of grossly inefficient job performance without any prior disciplinary action.
C. Prior to dismissal of a non-probationary employee on the basis of grossly inefficient job performance, there shall be a pre-disciplinary conference between the employee and the Department Head or his designee or the Agency Director or his designee of personnel subject to the North Carolina Human Resources Act held in accordance with Section 8. Procedural Requirements.
D. Dismissals for grossly inefficient job performance require written notification to the employee. Such notification must include specific reasons for the dismissal and notice of the employee's right of appeal. Time limits for filing a grievance do not start until the employee receives written notice of any applicable appeal rights and must be filed within fifteen (15) days.
E. Elected officials are exempt from this section. DSS and Health Department are subject to this section except where it is in conflict with the North Carolina Human Resources Act. Separate authority governs the Elections Director and staff.

Section 4. Dismissal for Personal Conduct

Employees may be disciplined up to and including dismissal for a current incident of unacceptable personal conduct without prior warning or disciplinary action having been given to the employee if the offense is of such a grievous nature as determined by the Department Head.

A. Unacceptable Personal Conduct includes, but is not limited to:
   1. Conduct for which no reasonable person should expect to receive prior warning;
   2. Job related conduct which constitutes a violation of state or federal law;
   3. Conviction or a plea of "no contest" of a felony or an offense involving moral turpitude that is detrimental to or impacts the employee's service to the County;
   4. Misappropriation of County funds or property; or causing misappropriation of County funds or property;

   5. Falsification of County records;
   6. Reporting to work under the influence of alcohol or illegal drugs or partaking of alcohol or illegal drugs while on duty or while on public property, except that prescribed medication may be taken within the limits set by the physician so long as medically necessary and not disruptive to the employee's performance of job duties;
   7. Willful damage or destruction of County property, or acts that would endanger the lives and property of others;
   8. Acceptance of gifts in exchange for "favors" or "influence";
   9. The willful violation of known or written work rules or policies;
   10. Conduct unbecoming an employee that is detrimental to the County's service
   11. The abuse of client(s), patient(s), student(s) or a person(s) over whom the employee has charge or to whom the employee has a responsibility, or of an animal owned or in the custody of the County;
   12. Fraud in securing appointment, falsification of an employment application or other employment documentation or failure to disclose relevant work history;
   13. Failure to maintain credentials;
   14. Insubordination which is the willful failure or refusal to carry out a reasonable order from an authorized supervisor. Insubordination is considered unacceptable personal conduct for which any level of discipline, including dismissal, may be imposed without prior warning;
   15. Absence from work after all authorized leave credits and benefits have been exhausted;
   16. Failure to pay County taxes or other county issued bills, such as Health Department fees, EMS fees, etc.
B. Prior to dismissal of a non-probationary County employee on the basis of unacceptable personal conduct, there shall be a pre-disciplinary conference between the employee and the Department Head or his designee or Agency Director or his designee for personnel subject to the North Carolina Human Resources Act. This conference shall be held in accordance with the provisions of Section 8. Procedural Requirements.
C. Dismissals for unacceptable personal conduct require written notification to the employee. Such notification must include specific reasons for the dismissal and notice of the employee's right of appeal. Time limits for filing a grievance do not start until the employee receives written notice of any applicable appeal rights and must be filed within fifteen (15) days.
D. Elected officials are exempt from this section. DSS and Health Department are subject to this section except where it is in conflict with the North Carolina Human Resources Act. Separate authority governs the Elections Director and staff.

Section 5. Written Warning

The supervisor shall monitor and promote the satisfactory performance of work assignments and acceptable standards of conduct. All types of performance-related job inadequacies or unacceptable personal conduct may constitute unsatisfactory job performance under this policy.

A. Unacceptable personal conduct may be work-related or non-work-related conduct and may be intentional or unintentional. When the supervisor determines that disciplinary action is appropriate for unsatisfactory job performance, a written warning is the first type of disciplinary action that an employee must receive. The supervisor may elect to issue a written warning for grossly inefficient job performance or unacceptable personal conduct. Written warnings will remain active in the employee's official personnel file for a period of eighteen (18) months. The written warning must:
   1. Inform the employee that this is a written warning and not some other non-disciplinary process such as counseling;
   2. Inform the employee of the specific issues that are the basis for the warning;
   3. Tell the employee what specific improvements, if applicable, must be made to address these specific issues;
   4. Tell the employee the time frame allowed for making the required improvements/corrections. Absent a specified time frame, sixty (60) days is the time frame allowed for correcting unsatisfactory job performance. Immediate correction is

required for grossly inefficient job performance or unacceptable personal conduct.

5. Tell the employee the consequences of failing to make the required improvements/corrections.
6. A second written warning shall include a statement, "that failure to make the required improvements may result in further disciplinary action, up to and including termination."
7. All written warnings must be signed by the employee, supervisor and/or Department Head, dated and filed with Human Resources. A copy of the Written Warning must be given to the employee.

B. Written warnings may be issued to correct behavior for minor infractions or repeated violations of policy, procedure, or work rules, including conduct, depending on the severity of the incident. Written warnings are not grievable.
C. A written warning must be issued in accordance with Section 8. Procedural Requirements.

Section 6. Disciplinary Suspension Without Pay

An employee may be suspended without pay for disciplinary purposes for unsatisfactory job performance after the receipt of at least one (1) prior disciplinary action or for causes relating to any form of unacceptable personal conduct or grossly inefficient job performance.

A. A disciplinary suspension without pay for an employee (non-exempt) who is subject to the overtime compensation provisions of the Fair Labor Standards Act (FLSA) must be for at least one (1) full work day, but not more than two (2) workweeks.
B. Suspensions without pay of an exempt employee may be made for suspensions of one or more full days imposed in good faith for disciplinary reasons for infractions of workplace conduct rules such as rules prohibiting sexual harassment, workplace violence or drug or alcohol use or for violations of state or federal law. Serious misconduct, infractions of safety rules of major significance related to the prevention of serious danger in the workplace or to other employees are also reasons for suspension without pay for exempt employees.
C. Prior to placing any employee on disciplinary suspension without pay, the Department Head shall conduct a pre-disciplinary conference with the employee in accordance with the Section 8. Procedural Requirements and address the following:
    1. Identify behavior necessary for employee to correct the problem.
    2. Identify the time frame for improvement or correction of the problem. If not explicitly identified, sixty (60) days will be the maximum time for improvement or correction of unsatisfactory job performance. Personal conduct or gross inefficiency will require immediate corrective action.
    3. Identify the specific consequences for the failure of the employee to take appropriate corrective action within the specified time frame.
D. An employee who has been suspended without pay must be furnished a statement in writing setting forth the specific acts or omissions that are the reasons for the suspension and the employee's appeal rights.

Section 7. Demotion

The Department Head has the discretion, upon review and in consultation with the Human Resources Director and Assistant County Manager, to retain an employee in a lesser capacity when the employee's performance or conduct is sufficient to satisfy grounds for dismissal but the employee shows promise of acceptable performance or conduct in a lesser position.

A. Any employee may be demoted as a disciplinary measure. Demotion may be made on the basis of either unsatisfactory or grossly inefficient job performance or unacceptable personal conduct.
B. **Unsatisfactory Job Performance.** An employee may be demoted for unsatisfactory job performance after the employee has received at least one (1) prior disciplinary action.
C. **Grossly Inefficient Job Performance.** An employee may be demoted for grossly inefficient job performance without any prior disciplinary action.
D. **Personal Conduct.** An employee may be demoted for unacceptable personal conduct without any prior disciplinary action.
E. An employee who is demoted must receive written notice of the specific reasons for the

demotion, as well as notice of any applicable appeal rights.

F. Disciplinary demotions may be accomplished in three (3) ways:
    1. The employee may be demoted to a lower pay grade with a reduction in salary rate as long as the new salary rate does not exceed the maximum of the salary range for the new lower pay grade.
    2. The employee may be demoted to a lower pay grade without a reduction in salary rate as long as the salary rate does not exceed the maximum of the salary range for the new lower pay grade; or
    3. The employee may be demoted while retaining the same pay grade with a reduction in salary rate. In no event shall an employee's salary rate be reduced to less than

    the minimum salary rate for the applicable pay grade or the special entry rate, if in effect.
G. Prior to the decision to demote an employee for disciplinary reasons, the Department Head must conduct a pre-disciplinary conference with the employee in accordance with Section 8. Procedural Requirements.

Section 8. Procedural Requirements

Department Heads shall consult with the Human Resources Director, the Assistant County Manager and the County Attorney regarding matters where suspensions without pay, demotion or dismissals are considered for all employees except temporary or substitute employees.

In accordance with NCAC 13P.0403, an exception to this policy is the Emergency Services Medical Director has administrative rule ability to reduce certification levels and practice abilities, therefore effecting demotions on Emergency Services personnel.

The following procedural requirements must be followed to issue disciplinary action under this Section:

A. **Fact Finding.** Prior to taking any formal disciplinary action, the supervisor shall conduct a fact-finding inquiry to gather any and all pertinent details regarding the situation. The supervisor will then discuss the facts of the case with the Department Head. The Department Head will review the information and then shall discuss the facts of the case with the Human Resources Director, Assistant County Manager and County Attorney.
B. **Written Warning.** To issue a written warning to an employee, the supervisor must issue the employee a written warning detailing the matters referenced in Section 5. Written Warning.
C. **Disciplinary Suspension without Pay.** To place an employee on disciplinary suspension without pay, the Department Head or Agency Director for personnel subject to the North Carolina Human Resources Act must meet with the Human Resources Director and the Assistant County Manager or his designee and must comply with the following procedural requirements:
    1. In matters of unsatisfactory job performance, ensure that the employee has received at least one (1) prior disciplinary action(s). In matters of grossly inefficient job performance or unacceptable personal conduct no prior disciplinary actions are required, so an employee may be suspended without pay for a current incident of grossly inefficient job performance or unacceptable personal conduct;
    2. Schedule and conduct a pre-disciplinary conference. Advance oral or written notice of the conference must be given to the employee of the time, location, and the issue for which discipline has been recommended. The amount of advance notice should be as much as is practical under the circumstances;
    3. Furnish the employee a statement in writing setting forth the specific acts or omissions that are the reasons for the suspension;
    4. Advise the employee of any applicable appeal rights in the document affecting the suspension. A department shall furnish to an employee, as an attachment to the written documentation of a grievable disciplinary action as defined in Article XI. Grievance Process, a copy of the County grievance policy. A non-probationary employee shall have fifteen (15) calendar days from the date of receipt of written notice of such action to file an appeal.
D. **Demotion.** To disciplinary demote an employee the Department Head or Agency Director

for personnel subject to the North Carolina Human Resources Act must meet with the Human Resources Director and Assistant County Manager or his designee and must comply with the following procedural requirements:

1. In matters of unsatisfactory job performance, ensure that the employee has received at least one (1) prior disciplinary action;
2. In matters of grossly inefficient job performance or unacceptable personal conduct, there is no requirement for previous disciplinary action, so an employee may be demoted for a current incident of grossly inefficient job performance or unacceptable personal conduct without any prior disciplinary action;
3. Give advance oral or written notice of the appropriate pre-disciplinary conference to the employee of the time, location, and the issue for which discipline has been recommended. The amount of advance notice should be as much as is practical under the circumstances.
4. Give an employee who is demoted written notice of the specific acts or omissions that are the reasons for the demotion;
5. Advise the employee of how and to what extent the demotion will affect the employee's salary rate or pay grade; and
6. Advise the employee of any applicable appeal rights in the document affecting the demotion. A department shall furnish to an employee, as an attachment to the written documentation of a grievable disciplinary action as defined in Article XI. Grievance Process, a copy of the County grievance policy. A non-probationary employee shall have fifteen (15) calendar days from the date of receipt of written notice of such action to file an appeal.

E. **Dismissal.** Before an employee may be dismissed, the Department Head or Agency Director for personnel subject to the North Carolina Human Resources Act, must meet with the Human Resources Director and/or may include the Assistant County Manager or his designee and must comply with the following procedural requirements:

1. The supervisor and/or Department Head or the Agency Director for personnel subject to the North Carolina Human Resources Act recommending dismissal shall discuss the recommendation with the Human Resources Director, and/or may include the Assistant County Manager, and/or the County Attorney. The supervisor and/or Department Head or the Agency Director for personnel subject to the North Carolina Human Resources Act shall conduct a pre-disciplinary conference with the employee. The person conducting the pre-disciplinary conference must have the authority to decide what, if any, disciplinary action should be imposed on the employee.
2. The supervisor or designated management representative shall schedule a pre-disciplinary conference with the employee.
3. Advance written notice of the pre-disciplinary conference must be given to the employee providing the time, location, and the issue for which dismissal has been recommended. The amount of advance notice should be as much as is practical under the circumstances.
4. The Department Head shall conduct a pre-disciplinary conference with the employee, limiting attendance to the employee, the employee's supervisor, and a second management representative may be present at the Department Head's discretion. The purpose of the pre-disciplinary conference is to review the recommendation for dismissal with the affected employee and to listen to and to consider any information put forth by the employee in order to insure that a dismissal decision is sound and not based on misinformation or mistake. Security personnel may be present when, in the discretion of the person conducting the conference, a need for security exists. No attorneys representing either side may attend the conference.
5. In the conference, the Department Head shall give the employee oral or written notice of the recommendation for dismissal, including specific reasons for the proposed dismissal and a summary of the information supporting that recommendation. The employee shall have an opportunity to respond to the proposed dismissal action and to offer information or arguments in support of the employee's position. Every effort shall be made to ensure that the employee has a full opportunity during the conference to set forth any available information in opposition to the recommendation to dismiss. This opportunity does not include the option to present witnesses.
6. Following the conference, the Department Head shall review and consider the response of the employee and reach a decision on the proposed recommendation. If the decision is to dismiss the employee, a written letter of dismissal containing the specific reasons for dismissal, the effective date of the dismissal and the employee's appeal rights shall be issued to the employee in person or by certified mail, return receipt requested, to the last known address of the employee. A department shall furnish to an employee, as an attachment to the written documentation, the appeal process of a grievable disciplinary action as defined in Article XI. Grievance Process, a copy of the County grievance policy. A non-probationary employee shall have fifteen (15) calendar days from the date the letter is mailed to file an appeal. If the letter is unclaimed and returned undeliverable, the letter shall be considered delivered on the 6th day after being placed in the mail with proper postage.
7. To minimize the risk of dismissal upon erroneous information, and to allow time following the conference for management to review all necessary information, the decision to dismiss should not be communicated to the employee in accordance with this subparagraph prior to the beginning of the next business day following the conclusion of the pre-disciplinary conference.
8. The effective date of a dismissal for unsatisfactory job performance shall be determined by the Department Head. The effective date of the dismissal shall not be earlier than the letter of dismissal nor more than fourteen (14) calendar days after the notice of dismissal.

Section 9. Recording Hearings

In accordance with N.C. G.S. § 15A-287, North Carolina Wiretapping Law is a "one-party consent" law. North Carolina makes it a crime to intercept or record any "wire, oral, or electronic communication" unless one party to the conversation consents. The County may at its discretion record a pre-disciplinary, disciplinary or appeal hearing. Participants will be informed if a hearing is being recorded and the County will give the employee the option of getting a copy of the recording.

Section 10. Time Limits for Active Warnings/Disciplinary Actions

Any disciplinary action is deemed inactive for the purpose of this section in the event that:

A. The Department Head or supervisor notes in the employee's personnel file that the reason for the disciplinary action has been resolved or corrected; or
B. Eighteen (18) months have passed since the disciplinary action; the employee does not have another active disciplinary action which occurred within the last eighteen (18) months and the department has not, prior to the expiration of the eighteen (18) month period, issued to the employee written notice, including reasons, of the extension of the period.

Section 11. Placement on Investigation

Investigation status is used to temporarily remove an employee from work status. Placement on investigation status with pay does not constitute a disciplinary action as defined in this Article and is not an action that may be appealed. The Department Head must notify an employee in writing of the reasons for investigatory placement no later than the second scheduled workday after the beginning of the placement. An investigatory placement with pay may last no longer than thirty (30) calend ar days without written notice of extension from the Department Head. When an extension beyond the thirty (30) day period is required, the Department Head must advise the employee in writing of the extension, the length of the extension, and the specific reasons for the extension. If no action has been taken by the County by the end of the thirty (30) day period and no further extension has been imposed, the County must either take appropriate disciplinary action on the basis of the findings upon investigation or return the employee to active work status. Under no circumstances is it permissible to use placement on investigation status for the purpose of delaying an administrative decision on an employee's work status pending the resolution of a civil or criminal court matter involving the employee. It is permissible to place an employee in investigation status with pay only under the following circumstances:

A. To investigate allegations of performance or conduct deficiencies that would constitute just cause for disciplinary action;
B. To provide time within which to schedule and conduct a pre-disciplinary conference; or
C. To avoid disruption of the workplace and/or to protect the safety of persons or property.

Section 12. Delegation of Authority

Immediate supervisors are responsible for initial documentation. The Assistant County Manager, or the Agency Director for personnel subject to the North Carolina Human Resources Act, may delegate authority to Department Heads or a designee, within the Assistant County Manager's, or the Agency Director's realm of supervision, for the execution of disciplinary actions, up to and including dismissal. The affected employee has the option to appeal any disciplinary action to the County Manager, or the Agency Director, for the purpose of affirming, modifying, or reversing the disciplinary action as appropriate, based upon the facts and evidence in each case. The County Manager, or the Agency Director, retains final authority for appeals decisions and will consider any facts presented by the employee and the supervisor or Department Head during the appeals process.

Section 13. Employee Responsibilities

All employees are responsible for their conduct and the performance of their job duties and assignments in a manner that is consistent with, but not limited to, job expectations, class descriptions, personnel policies, and work rules. Employees are responsible for knowing, understanding, and abiding by the County's existing employment policies and subsequent policies and amendments that are adopted by the County Board of Commissioners.

Section 14. Supervisor Responsibilities

It is the responsibility of all supervisors to address immediately and resolve as quickly as possible situations in which employees do not perform or behave in a manner consistent with, but not limited to, the County's work philosophies, job expectations, known work rules, and employment policies. Supervisors are responsible for documenting incidents where employee behavior, conduct and performance are not consistent with the County's work philosophies, job expectations, and employment policies as well as the efforts made to take corrective action.

Section 15. Department Head/Supervisor Responsibilities

Department Heads/Supervisors are responsible for ensuring timely and thorough documentation of all disciplinary actions. Documentation should contain:

A. A clear description of the behavior that prompted the discipline
B. The action taken by the supervisor
C. How the employee's behavior must change
D. The time frame during which the employee must demonstrate a change in behavior
E. The expectation that the new behavior must be sustained.

Department Heads, in conjunction with the Human Resources Director, Assistant County Manager, and County Attorney are also responsible for ensuring that the County applies discipline on a consistent basis in accordance with County policy.

Section 16. Corrective Action – Written Warning

When the supervisor first observes or learns of unsatisfactory conduct and/or job performance deficiencies, or if an employee's performance evaluation indicates the need for improvement or that the employee's performance is below standards, the supervisor will meet with the employee to discuss the situation and County expectations, and to identify the corrective action to be taken by the employee. The supervisor shall document this meeting in writing.

If problems of unsatisfactory conduct and/or job performance continue, the supervisor shall develop a Performance Improvement Plan (PIP), which outlines the method to assist the employee in improving conduct or performance that is not meeting standards and provides special direction intended to help an employee achieve and sustain satisfactory conduct and/or performance.

A Performance Improvement Plan (PIP), will normally cover a sixty (60) day period but not to exceed ninety (90) days, and must state the process, timeframe, instructions and measurement standard to

determine if conduct or performance has improved and meets County expectations. Performance Improvement Plans must be signed by the employee, supervisor and/or Department Head, dated and filed with Human Resources. A copy of the Performance Improvement Plan must be given to the employee.

If the employee successfully fulfills the conditions of the Performance Improvement Plan, the supervisor will submit written documentation to the Department Head and Human Resources.

The supervisor will also provide written documentation to the Department Head and Human Resources if the employee does not meet the requirements outlined in the Performance Improvement Plan in the specified time period or if conduct and/or performance deteriorate while the Performance Improvement Plan is in effect. When these situations occur, supervisors may proceed with disciplinary action as outlined in this Article.

Section 17. Employee Appeal

A non-probationary employee wishing to appeal a demotion, suspension or dismissal may present the matter in accordance with the provisions of the grievance procedure set forth in Article XI – Grievance Process.

Employees of the Sheriff and Register of Deeds serve at the will of those officials and therefore those elected Department Heads may or may not choose to follow the policies and procedures of this Article. The Sheriff and Register of Deeds shall have the right to hire and terminate employees in their respective departments under the authority of N.C.G.S. 153A-103.

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ARTICLE XII – SEPARATION FROM EMPLOYMENT

Section 1. Types of Separation

Separation from County service occurs when the employee leaves employment with the county for reasons listed below.

A. **Resignation**: A minimum of a two (2) week written notice is expected of all resigning employees. Department Heads and Clinical Staff at the Health Department are required to provide a minimum of a four (4) week written notice. Such notice should be given to the employee's immediate supervisor, to be forwarded to the Department Head and Human Resources. In the case of Department Heads, the resignation should be given to the County Manager. Once notice has been given, employees are not eligible for leave unless approved by the Department Head or County Manager. Any sick leave requested must be substantiated by a doctor's note. The separating employee shall contact Human Resources as soon as notice is given to schedule an exit interview and discuss benefit closures.

B. **Voluntary Resignation without Notice.** An employee who is absent from work and does not contact the employer for three (3) consecutive scheduled workdays may be separated from employment as a voluntary resignation without notice. This provision also applies when the employee is absent for at least three (3) consecutive scheduled workdays, has been instructed verbally or in writing of a specific manner of reporting by management, and does not report to the appropriate supervisory personnel on a regular basis satisfactory to the appropriate supervisory personnel.

C. **Separation Due to Unavailability.** An employee may be separated on the basis of unavailability when the employee becomes or remains unavailable for work after all applicable leave credits have been exhausted and the County does not grant or extend a leave without pay. At least two (2) weeks prior to separation, the County will notify the employee in writing of the proposed separation, the efforts taken to avoid separation, and why the efforts were unsuccessful. The employee may propose an alternative arrangement for the County's consideration at least one (1) week before the separation goes into effect. The County may, at its sole discretion, agree to any suggested alternative arrangement or termination of the employee.

D. **Retirement:** An employee may retire when he or she is eligible and applies for retirement benefits from the North Carolina Local Government Employees Retirement System or Law Enforcement Officers Retirement System. In compliance with the Age Discrimination in Employment Act amendment (29 U.S.C. 621-634) there shall be no mandatory retirement age for employees except in positions where bona fide occupational qualification exists.

E. **Disability.** Employees may be separated for disability when they cannot perform the required duties due to a physical or mental impairment. Action may be initiated by the employee or the County; but in all cases it must be supported by medical evidence, as certified by a competent physician. The County may require an examination at its expense and performed by a physician of its choice. Before any employee is separated for disability, a reasonable effort shall be made to provide a reasonable accommodation as recommended by the employee's physician after review of the job description or locate alternative positions within the County's service for which the employee may be suited.

F. **Reduction-in-Force.** An employee may be reduced in force and separated from County service for reasons of a shortage of funds or work, elimination of a position, reorganization, or other changes in duties. Retention of employees in classes affected shall be based on systematic consideration of job performance, type of employment, and length of service. Employees who are separated from the County because of a reduction-in-force will be given at least thirty (30) days written notice of the anticipated separation. No regular or permanent employee will be separated while there are temporary, substitute, probationary, or trainee employees serving in the same job class in the County, unless the regular or permanent employee is not willing to transfer to the same position held by such employees, or the regular or permanent employee does not have the knowledge, credentials or skills required to perform the work of the alternate position, or cannot obtain the knowledge, credentials or skills within a reasonable period of orientation and training.

G. **Dismissal.** Dismissal is an involuntary separation for cause in accordance with Article IX - Disciplinary Actions. Employees who are involuntarily terminated will be paid through their termination date.

H. **Death.** Payment for unpaid salary and reimbursement for travel or other County expenses will be made, upon establishment of a valid claim, to the deceased employee's administrator or executor.

Upon separation from a county position, the employee shall return **IMMEDIATELY** to his/her supervisor or department head, his/ her identification badge, all county property and keys issued to the employee during their service. Salary deductions will be made from the employee's final pay check if county property and items are not received or upon the time sheet audit, discrepancies are discovered in accordance with FLSA regulations. Separation due to unavailability or dismissal may be grieved or appealed in accordance with Article XI - Grievance Process.

Section 2. Reduction in Force (RIF)

Reduction in force (RIF) is the involuntary separation of an employee that may result from changes in programs, abolishment of a position, cutbacks in funding, reorganization or decreased workload. Affected employees may be considered for continued employment in other areas of county government or, for state employees, in compliance with state law. No substantive or procedural due process rights will accrue to employees by implementation of this policy or a RIF plan.

Separation of employees through reduction in force should not occur until management has considered available alternatives to avoid such action. The County Manager, Department Head, and Human Resources Director, in anticipation of a reduction in force (RIF), may work in concert with regard to all RIF actions.

A reduction in force requires a thorough evaluation of the accomplishments of specific programs and the need for particular positions so that the County can provide the highest level of service possible with a reduced work force.

The guidelines for a reduction in force plan should include (not necessarily in order of priority):

1. Client service requirements
2. Legal mandates for programs
3. Impact of overall program objectives
4. Possible redistribution of available resources
5. Organization structure
6. Funding sources and budget guidelines
7. Composition of the work force
8. Economy and efficiency in service
9. Determination of the number of positions which must be deleted to meet the established goal.
10. The feasibility of eliminating entire programs or parts of programs.
11. Identification of areas where the number of positions must be reduced or eliminated.
12. Identification of the classification of positions to be eliminated to determine whether personnel can be placed in other work areas.

Before reduction, attention should be given to using vacant positions to utilize employees who qualify for those positions who would otherwise be separated.

The area of RIF may include all or any part of County government; a department, a division, or any organizational or program sub-unit of a department or division [including a current County position classification title(s) within these organizational units].

The plan should include the name, classification title, years of service and a skills/education/work history inventory of all affected employees in the area of the RIF. The plan should also include any positions which on the date of the RIF that are not filled or being advertised within the same class

or department which is affected by the reduction in force. The plan may also include a description of:

- Options for placement within the Department
- Options to be explored with Human Resources for placement with the County organization.
- Options for placement with an outside agency or firm

All non-status employees (i.e., substitute/temporary/probationary/trainee) in the area of RIF may be separated from County employment prior to the effective date of the RIF; these employees are not part of the reduction in force.

The separation of an employee under the terms of a time-limited appointment is not a RIF separation.

Procedural irregularities will not invalidate a RIF.

Employees under the North Carolina employment system who are the subject of RIF will be processed in accordance with state law. For such employees, where state law conflicts with any provisions of this policy, state law will control.

The County Manager shall have final, immediate, and continuing authority to implement the Reduction in Force Plan.

Alternate County Employment Outside the Area of the RIF
Although the County cannot guarantee placement for employees whose positions are affected by a RIF, the County will attempt to locate alternate County employment for affected employees who file a written request for alternate County employment with their department head or designee within five (5) working days of receipt of the notification of RIF. Under those circumstances, the County will attempt to locate an alternate position for the employee within the same department. If no alternate position is available in the same department, the County will attempt to locate an alternate position in other departments of County government for a period not to exceed thirty days from the date of the RIF.

When a vacant position exists in the same salary grade or a lower salary grade as the position from which the employee is being laid off and the employee meets the minimum training, education and experience, certification and licensure requirements for that position, that employee may be considered for placement into that position at the discretion of the County.

The County reserves the right to request that the employee compete against all other eligible applicants for the position. The employee may be required to meet the applicant testing/examination requirements to be considered for positions. Department Heads may also consider the employee's current job performance.

If an employee who has been separated due to a reduction in force or who has been given notice of imminent separation due to a reduction in force accepts or rejects an offer for a position of employment that is equal to or higher than the position held or equal to or higher than the salary earned by the employee at the time of separation or notification, than the employee's acceptance or rejection of that offer shall satisfy and terminate the one-time 12 month priority placement and the employee will not be eligible for any severance option offered as part of the RIF.

Employees who accept alternate County employment in lieu of lay-off will be required to serve a six-month probationary period. (Reference Article II – Employment, Section 15. Getting Acquainted – Probationary Period of Employment). If alternate County employment is not offered to an employee within thirty (30) calendar days of the RIF notification, the employee will be laid off and may be eligible for any severance option offered as part of the RIF.

Salary and Salary Grade Retention

A reduction-in-force applicant who:
Accepts a position at the same salary grade (or equivalency) shall be paid at the same salary rate as that paid at the time of notification of separation by reduction-in-force;

Accepts a position at a lower salary grade (or equivalency) than that held at the time of notification shall be paid at the same rate as the rate paid to the employee at the time of notification unless the salary rate exceeds the maximum of the new grade. When the salary rate exceeds the maximum of the lower salary grade, the employee's new salary rate shall be reduced to the maximum of the new lower salary grade.

Issuing Notice to Employees Affected by the RIF
Each employee identified for RIF shall, at least thirty (30) days prior to the effective date of the action, be given a written notice of the date of the RIF, the reason(s) for the RIF, and options regarding alternate employment, if available. In lieu of two weeks' notice, the employee may receive two (2) weeks' pay at the discretion of the County Manager.

An employee on leave with pay or leave without pay shall be separated on the effective date of the reduction in force, the same as other employees. This includes employees who are on leave without pay, FMLA or receiving workers' compensation.

If the employee falls under the North Carolina Human Resources Act, each employee must receive a minimum of thirty (30) calendar day's official written notification.

Reduction-In-Force Appeal (Employees Under the State Employment System)
Appeal rights for employees under the State Employment System will be processed in accordance with state law. No appeal rights shall apply with regard to non-state employees.

Severance Pay Option
A regular, salaried employee with a full-time equivalency of 50% or greater who has lost his/her position with the County as a result of a reduction in force may be eligible for the severance pay option. An eligible employee who elects to receive severance pay under this option:

- Must agree to not bring, continue or maintain any grievances, administrative appeals, or legal proceedings relating to his/her employment against Duplin County Government or the State of North Carolina, its officers, and employees;
- Will not be eligible for re-employment with Duplin County Government for the number of weeks calculated in the severance payout, unless repayment is made in advance of re-employment for any severance received in excess of the period of actual separation from the County.

An eligible employee who agrees to the terms and conditions of the severance pay option will receive a lump sum payment equal to 60 hours for every full year of salaried service with Duplin County as of the date of separation, up to a maximum payment equal to 480 hours. No employee shall receive less than 160 hours of severance.

Continuation of Employee Benefits
Employee benefits will end the month following thirty (30) days since the employee separated from the County. Affected employees will be eligible to elect COBRA in accordance with Article X – Employee Benefits, Section 1 – Health and Dental Care benefits for any COBRA-eligible benefits. Additionally, the County may elect to continue to pay the premium for full-time employee health insurance (without dependents) until the employee finds employment elsewhere or up to 6 months from the date of RIF notification, whichever occurs sooner through COBRA.

The following employees will not be eligible for severance:

- Any employee who declines an offer of comparable employment by the County prior to his/her date of separation.
- Any employee who is in a time-limited/grant-funded/contract position.
- Temporary, substitute or probationary employee

Severance salary is not subject to employee/employer retirement contributions.

An employee receiving severance salary may not be entitled to receive unemployment compensation for the equivalent period of time upon which his/her severance pay was calculated. Once this period of time has expired, the employee may be eligible for unemployment insurance as provided by law.

Retiring Employees
An employee who after receiving official written notice of impending reduction in force, retires or applies for retirement prior to the separation date waives the right to severance salary.

Recall/Reinstatement from a Reduction-in-Force (RIF) (Employees Under the State Employment System)

Recall-Reinstatement of employees under the State Employment System will be processed in accordance with state law.

ARTICLE XIII – GRIEVANCE PROCESS

Section 1. Policy and Purpose
It is the intent of the County to provide a system of employee appeals or grievances, which is substantially equivalent to the system developed and maintained by the State of North Carolina under G.S. 126-1 *et seq*. In order to maintain harmonious and cooperative relationships between the County and its employees, it is the policy of the County to provide for the settlement of complaints through an orderly grievance procedure free from interference, discrimination, or reprisal. Employees shall file all correspondence regarding appeals with the County Manager. Grievances which are not received within the time allowed as prescribed in this section, or which are not filed with the County Manager as prescribed in this section, shall be dismissed.

Section 2. Definition
A grievance is a written complaint or dispute concerning the interpretation or application of County policies, procedures, or practices affecting County working conditions. A grievance may involve alleged safety or health hazards; unsatisfactory physical facilities, surroundings, materials or equipment; unfair or discriminatory supervisory or disciplinary practices, misapplication of department work rules, or any other grievance relating to conditions of employment.

A. All regular or permanent employees shall have the right to grieve the following:
    1. Disciplinary actions such as dismissals, disciplinary demotions, and suspension without pay;
    2. Allegations of illegal acts of the employer, in the case of alleged acts of discrimination of age, sex, race, genetic information, religion or color, the burden of proof are the responsibility of the employee.
B. Certain management decisions are not grievable. These decisions involve management discretion and are therefore not subject to the grievance process. Examples of management decisions that are not subject to this grievance process are as follows:
    1. Any condition of employment accepted at the time of employment and/or subsequent change(s) thereto;
    2. determining the employee benefit package;
    3. determining the proper classification and pay;
    4. determining types of training;
    5. scheduling and distribution of personnel;
    6. determining methods, means, and personnel to carry out operations;
    7. hiring, promotion or failure to be promoted, transfer, non-disciplinary demotion and assignment decisions
    8. placement on investigation status (paid)
    9. decisions that maintain the effectiveness and efficiency of governmental operations
    10. pay for performance increases
    11. FLSA determination
    12. At-will status
    13. FMLA
C. An initial probationary employee as set forth in Article II – Employment, Section 12. Probationary Period of Employment may be dismissed at any time during the probationary period for causes relating to the performance of duty or personal conduct without right of appeal or hearing.

Section 3. Procedure
Unless specifically provided for in another part of the personnel policies, this grievance procedure will be used for any complaints or disputes arising from these policies. When an employee has a claim or complaint concerning employment with the County, the successive steps described below are to be taken toward resolution of the matter. For employees of the Sheriff's Department or Register of Deeds Office, there shall be no appeal beyond the decision of the Sheriff or Register of Deeds.

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The number of days indicated at each step of the grievance procedure should be considered as the maximum number of working days allowed for presentation of and response to the grievance at that level. However, when mutually agreed upon, time limits given below may be extended by those concerned. Failure on the part of the employee to satisfy the time limitations provided in this Article shall cause the grievance to be denied or dismissed.

Employees who use this procedure will be free from discrimination, coercion, restraint or reprisal. Employees may file grievances or appeal decisions using the procedures listed below. Employees shall be allowed a one (1) hour paid absence from regular duties for preparing a grievance. An employee shall have the right of legal counsel at the employee's expense. This opportunity does not include the right to present witnesses or new evidence. However, in the discretion of the County Official(s) conducting the grievance hearing, witness statements and other physical evidence may be allowed. Advisory services pertaining to procedures and regulations are available from the Human Resources Director and may be used by the employee, the supervisor or Department Head to settle grievances and complaints at any level.

In order that all employees may be able to obtain further consideration of their problems, it is essential that two-way communication occur, and the supervisor shall make every effort to resolve the problem or correct the misunderstanding prior to the grievance procedure being initiated.

A. **General Requirements.**
   1. All grievances and appeals must be submitted in writing with appropriate documentation and supporting evidence attached.
   2. The County official who will conduct the grievance hearing shall contact the employee to set the date, place and time for an oral presentation of the grievance within five business (5) days of the receipt of a written grievance.
   3. All steps of the grievance process must be completed by 5:00 PM on the deadline date.
   4. The County official shall make every possible effort to achieve an equitable solution to the problem at this meeting but may take additional time to conduct fact-finding.
   5. In no event shall the County official delay rendering a decision more than five (5) calendar days after the grievance conference without the consent of the employee.

B. **Documentation.**
   1. All grievance, complaint and appeal determinations must be issued to the employee in writing. Such decision shall contain the employee's and the County official's statement and the County official's conclusions. The written decision shall also contain notice of further appeal rights and shall identify the County official responsible for hearing a continuation of the grievance if necessary.
   2. Copies of all grievances, determinations, appeals and supporting documentation must be forwarded to Human Resources for inclusion in the employee's personnel file in conformance with State public records laws.

C. **Levels of Appeal and Timeframes.**

Grievance or Complaint Type	County Employees NOT Subject to the North Carolina Human Resources Act (N.C.G.S. 126)	County Employees Subject to the North Carolina Human Resources Act (N.C.G.S. 126/ 25 NCAC 01I.2310 Appeals)
Demotion, Suspension, or Dismissal, Reduction-in-Force	**APPEAL TO COUNTY MANAGER:** County employees who have been demoted, suspended, dismissed or reassigned due to a reduction in force, or dismissed shall have fifteen (15) calendar days from the date of receipt of written notice of such action to file an initial appeal with the County Manager. **APPEAL TO DUPLIN COUNTY BOARD OF COMMISSIONERS*:** County Department Heads who have been demoted, suspended, dismissed or reassigned due to a reduction in force, or dismissed shall have fifteen (15) calendar days from the date of receipt of written notice of such action to file an initial appeal with the Duplin County Board of Commissioners. The County Manager or the Duplin County Board of Commissioners will issue a final decision to the grievance within five (5) working days of receipt.	**APPEAL TO APPOINTING AUTHORITY:** An employee with permanent status who has been demoted, suspended or dismissed shall have fifteen (15) calendar days from the date of receipt of written notice of such action to file an appeal with his/her agency. The director of the agency will respond to an initial appeal and issue a preliminary decision within five (5) working days of receipt of the appeal. **APPEAL OF AGENCY FINAL DECISION:** Any appeal to the agency's final decision must be filed in accordance with G.S. 150B-23 within thirty (30) calendar days of receipt of the final agency decision.
Discriminatory Actions	**APPEAL TO DEPARTMENT HEAD:** County employees who allege discriminatory actions shall have fifteen (15) calendar days from the date of occurrence to file an initial grievance with the Department Head. **FINAL DECISION BY COUNTY MANAGER OR THE DUPLIN COUNTY BOARD OF COMMISSIONERS*:** If the employee is not satisfied with the Department Head's final decision or is unable to obtain a final decision within a reasonable length of time, he/she may file their written grievance with the County Manager not later than thirty (30) days after receipt of the final decision. If a Department Head is alleging discriminatory actions, he/she may file their written grievance with the Duplin County Board of Commissioners. The County Manager or the Duplin County Board of Commissioners will issue a final decision to the grievance within five (5) working days of receipt.	Grievances which allege discrimination not including unlawful workplace harassment may at the election of the employee, proceed through the agency or county procedure or proceed directly to the North Carolina Human Resources Act Commission (SHR) for a hearing by the Office of Administrative Hearings (OAH) and a decision by the SHR. A direct appeal to the SHR alleging discrimination not including unlawful workplace harassment must be filed in accordance with G.S. 150B-23 and must be filed within thirty (30) calendar days of receipt of notice of the alleged discriminatory act. Allegations of discrimination, if raised more than 30 calendar days after the party alleging discrimination became aware or should have become aware of the alleged discrimination must be dismissed.

Grievance or Complaint Type	County Employees NOT Subject to the North Carolina Human Resources Act (N.C.G.S. 126)	County Employees Subject to the North Carolina Human Resources Act (N.C.G.S. 126/ 25 NCAC 01I.2310 Appeals)
Unlawful Workplace Harassment or Sexual Harassment	**INITIAL GRIEVANCE FILED WITH DEPARTMENT HEAD:** An employee who alleges discriminatory actions shall follow the complaints procedure outlined in **Article III – Conduct and Ethics, Section 11 – Discrimination and Harassment** **FINAL DECISION BY COUNTY MANAGER OR THE DUPLIN COUNTY BOARD OF COMMISSIONERS*:** If the employee is not satisfied with the Department Head's final decision or is unable to obtain a final decision within a reasonable length of time, he/she may file their written grievance with the County Manager not later than thirty (30) days after receipt of the final decision. If a Department Head is alleging harassment, he/she may file their written grievance with the Duplin County Board of Commissioners. The County Manager or Duplin County Board of Commissioners will issue a final decision to the grievance within five (5) working days of receipt.	**GRIEVANCE FILED WITH APPOINTING AUTHORITY:** Grievances which allege unlawful workplace harassment must be submitted in writing to agency management, within thirty (30) calendar days of the alleged harassing action, and the agency must be given sixty (60) calendar days in which to take remedial action, if any, unless the agency has waived the sixty (60) day period, and the employee has acknowledged such waiver. An appeal of unlawful workplace harassment must be filed with the Office of Administrative hearings in accordance with G.S. 150B-23 and within 30 calendar days of written notification of the remedial action, if any, taken by the agency. Grievances alleging unlawful workplace harassment raised more than 30 calendar days after written notification of remedial action, if any, taken by the agency must be dismissed.
General Complaints and Grievances not otherwise described above	**(1) IMMEDIATE SUPERVISOR:** Each employee is encouraged to discuss problems or grievances with their immediate supervisor. If the concern is not resolved within five (5) working days, the employee may request a conference to discuss the problem or grievance with the division manager (if no division manager level exist, proceed to #3). **(2) DIVISION MANAGER:** If the problem or grievance is not resolved within five (5) working days after the conference, the employee may request a conference with the Department Head. **(3) DEPARTMENT HEAD:** The Department Head shall hear the problem or grievance, gather necessary information, evaluate the problem or grievance and alternate solutions and	**(1) IMMEDIATE SUPERVISOR:** Each employee is encouraged to discuss problems or grievances with their immediate supervisor. If the concern is not resolved within five (5) working days, the employee may request a conference to discuss the problem or grievance with the division manager (if no division manager level exist, proceed to #3). **(2) DIVISION MANAGER:** If the problem or grievance is not resolved within five (5) working days after the conference, the employee may request a conference with the Agency Director. **(3) Agency Director:** The Agency Director shall hear the problem or grievance, gather necessary information, evaluate the problem or grievance and alternate solutions and render a decision no later than five (5) working days after the conference.

Grievance or Complaint Type	County Employees NOT Subject to the North Carolina Human Resources Act (N.C.G.S. 126)	County Employees Subject to the North Carolina Human Resources Act (N.C.G.S. 126/ 25 NCAC 01I.2310 Appeals)
	render a decision no later than five (5) working days after the conference. If the problem or grievance is not resolved, the employee may request a meeting with the County Manager. **(4) COUNTY MANAGER:** If the employee is not satisfied with the Department Head's final decision or is unable to obtain a final decision within a reasonable length of time, he/she may file their written grievance with the County Manager not later than five (5) working days after receipt of the final decision. The County Manager may choose to meet and/or issue a final decision to the grievance within five (5) working days of receipt of the grievance and/or meeting.	

*If a Duplin County Board of Commissioner is related either by blood or marriage to a Department Head that has submitted an appeal through the grievance process, the Board Member must abstain from participating in the grievance process or rendering a decision on the appeal.

ARTICLE XIV – EMPLOYEE RECORDS AND REPORTS

Section 1. Employee Records Maintenance

The personnel records custodian shall be the County Manager, whose responsibility is to maintain a personnel file for each County employee. The County Manager may designate an individual or individuals to act as Records Custodian. Human Resources shall serve as Records Custodian and shall maintain the proper records and documentation of personnel records as required by law. These records provide information needed to administer employee payroll and benefits; to comply with federal, state, and local laws and regulations; and to document employee performance. Other departments may keep some relevant personnel records.

Human Resources will maintain employee files in accordance with North Carolina General Statute 121-5, which governs the retention of public records. Employees are responsible for supplying Human Resources with up-to-date information including home address, telephone number, change in marital status, change in the status of dependents, change in visa or citizenship status, and change in military reserve status.

Section 2. Access to Employee Records.

Access to employee records is governed by North Carolina General Statutes 153A-98 and 160A-168, which allows any person to have access to public information as defined in this section for the purpose of inspection, examination, and copying during the County's regular business hours, subject only to such rules and regulations for the safekeeping of public records as the County Board of Commissioners may adopt. Any person denied access to any record shall have a right to compel compliance with these provisions by application to a court for writ of mandamus or other appropriate relief.

A. **Public Information.** The following information on each County employee is public information:
   1. Name
   2. Age
   3. Date of original employment or appointment to the county service
   4. The terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the county has the written contract or a record of the oral contract in its possession
   5. Current position
   6. Title
   7. Current salary
   8. Date and amount of each increase or decrease in salary with that county
   9. Date and type of each promotion, demotion, transfer, suspension, separation or other change in position classification with that county
   10. Date and general description of the reasons for each promotion with that county
   11. Date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the county. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the county setting forth the specific acts or omissions that are the basis of the dismissal
   12. The office to which the employee is currently assigned

B. **Access Process.** Access to such information shall be made by written application to the Records Custodian and is governed by the following provisions:
   1. N.C.G.S. 132-6 Inspection and Examination of Records.
   2. Except for all authorized County officials requiring access to employment files to process personnel actions, all disclosures of records will be accounted for by keeping a written record of the following information: name of employee; information disclosed; date information was requested; name and address of the person to whom the disclosure is made; and purpose for which information is requested. This information must be retained for a period of two (2) years.
   3. The record of disclosure will be made available upon request to the employee to whom such record pertains.

   4. Any individual examining a personnel record may obtain copies of the information identified above.
   5. An employee may sign a notarized written letter of consent authorizing release of confidential information to prospective employers, educational institutions or other specified persons or agencies.
   6. If the Records Custodian determines the request for information is for public information, the custodian shall provide such public information within five (5) working days.

Section 3. Confidential Information

A. All information contained in the County employee's personnel file, other than the information listed in Section 2 of this Article will be maintained as confidential in accordance with the requirements of North Carolina General Statute 153A-98 and will be open to inspection only in the following instances:
   1. The employee or a duly authorized agent may examine all portions of his personnel file, except (1) letters of reference solicited prior to employment; and, (2) information concerning a medical disability, mental or physical, that a prudent physician would not divulge to his patient.
   2. A licensed physician designated in writing by the employee may examine the employee's medical record.
   3. A County employee having supervisory authority over the employee may examine all material in the employee's personnel file.
   4. By order of a court of competent jurisdiction, any person may examine such portion of the employee's personnel file as may be ordered by the court.
   5. An official of an agency of the State or Federal government, or any political subdivision of the State, may inspect any portion of a personnel file when such inspection is deemed by the official having custody of the personnel records to be necessary and essential to the pursuit of a proper function of the inspecting agency, but no information shall be divulged for the purpose of assisting in a criminal prosecution of the employee or for the purpose of assisting in an investigation of the employee's tax liability. However, such official having custody of such records may release the name, address, and telephone number from a personnel file for the purpose of assisting in a criminal investigation.
   6. An employee may sign a written notarized release, to be placed with his personnel file, that permits the person with custody of the file to provide, either in person, by telephone, or by mail, information specified in the release to prospective employers, educational institutions, or other persons specified in the release.
   7. The County Manager, with concurrence of the County Board of Commissioners, may inform any person of the employment or non-employment, promotion, reassignment, demotion, suspension, or other disciplinary reasons for that personnel action. Before releasing the information, the County Manager will determine in writing that the release complies with applicable laws and is essential to maintaining the public trust and confidence in the administration of services or to maintain the level and quality of County services. This written determination shall be retained in the office of the clerk, and is a record available for public inspection and will become part of the employee's personnel file.
   8. Even if considered part of an employee's file, the following information may be withheld from an employee:
      a. Testing or examination material used solely to determine qualification when disclosure would compromise testing procedures.
      b. Investigative reports concerning possible criminal actions against the employee until the investigation is completed.
      c. Information that might identify undercover officers or informers.
      d. Notes, preliminary drafts, and internal communications unless used for official personnel decisions.

B. Only individuals contemplated by G.S. 153A-98 as referenced in this section shall have standing to receive confidential personnel information. Such requests shall be made in

writing by the individual having standing and shall be made on a standard Duplin County Disclosure of Confidential Information form, such form must contain the signature of the requesting party. The requesting party shall not disclose such confidential information. The custodian shall provide such information within five (5) working days.

C. Any public official or employee who knowingly and willfully permits any person to have access to any confidential information contained in an employee personnel file, except as expressly authorized by the designated custodian, may be judged guilty of a misdemeanor and upon conviction be fined in an amount not to exceed $500 pursuant to G.S. 153A-98(e).

Section 4. Records of Former Employees

The provisions for access to records are applicable to both current and former employees.

Section 5. Records of Applicants

Applications and other information gathered with respect to an applicant will be kept confidential in accordance with North Carolina General Statutes G.S. 153A-98. The County will not release this information without written permission from the applicant.

Section 6. Remedies of Employees Objecting to Material in File

An employee who objects to material in his or her file may place in the file a statement relating to the material considered being inaccurate or misleading. The employee may seek the removal of such material in accordance with established grievance procedures.

Section 7. References

Only the County Manager, a Department Head, Human Resources Director, or designee will provide employment references on current or former County employees. In accordance with North Carolina General Statute Chapter 132, certain employment data is open to the public. NC GS 1-539.12. Immunity from civil liability for employers disclosing information provides "an employer who discloses information about a current or former employee's job history or job performance to a prospective employer of the current or former employee, upon request of the prospective employer or upon request of the current or former employee is immune from civil liability and is not liable in civil damages for the disclosure or any consequences of the disclosure." However, the county will typically attempt to get a signed release by the former or current employee prior to providing a reference.

Section 8. Destruction of Records

No public official may destroy, sell, loan or otherwise dispose of any public record, except in accordance with G.S. 121-5(B), without the consent of the State Department of Cultural Resources. Whoever unlawfully removes a public record from the office where it is usually kept, or whoever alters, defaces, mutilates or destroys it, will be guilty of a misdemeanor conviction, will be fined not less than $10 or more than $500, as provided in G.S. 132-3.

Section 9. Penalty for Permitting Access to Confidential Files by Unauthorized Persons

G.S. 153A-98 provides that any public official or employee who knowingly and willfully permits any person to have access to any confidential information contained in an employee personnel file, except as expressly authorized by the designated custodian, is guilty of a misdemeanor and upon conviction shall be fined in an amount not to exceed five hundred dollars ($500.00).

Section 10. Penalty for Examining and/or Copying Confidential Material Without Authorization

G.S. 153A-98 provides that any person, not specifically authorized to have access to a personnel file designated as confidential, who shall knowingly and willfully examine in its official filing place, remove or copy any portion of a confidential personnel file shall be guilty of a misdemeanor and upon conviction shall be fined at the discretion of the court but not in excess of five hundred dollars ($500.00).

ARTICLE XV – IMPLEMENTATION OF POLICIES

Section 1. Conflicting Policies Repealed

All prior policies, ordinances, or resolutions that conflict with the provisions of this personnel policy manual are hereby repealed.

Section 2. Severability

If any provision of these policies or any rule, regulation or order thereunder or the application of such provision to any person or circumstances is held invalid, the remainder of these policies and the application of such remaining provisions of these policies or such rules, regulations or orders to persons or circumstances other than those held invalid will not be affected thereby.

Section 3. Adoption by Resolution and Effective Date

These policies shall be adopted by resolution by the Duplin County Board of Commissioners. The effective date of these policies will be designated in the adopted resolution.

Section 4. Administrative Modifications to Comply with Federal or State Changes in Labor and Employment Laws and Regulations

The County Manager may amend provisions of the Duplin County Employee Personnel Policies manual where modification is necessary to remain in compliance with federal or state laws and regulations. All other modifications shall be made by resolution of the Duplin County Board of Commissioners.

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Duplin County Employee Personnel Policies
Acknowledgment

I, _____ (*Printed Employee Name*), acknowledge that I have received and will have the opportunity to read a copy of the Duplin County Employee Personnel Policies as well as any amendments to said policies. I understand that the Employee Personnel Policies are provided to me for general guidance and are not an exhaustive statement of County policies. I understand that the Personnel Policy does not constitute a contract of employment, but instead reflects guidelines and procedures that assist the County in the implementation of fair and consistent relations with its employees. I also understand that the County can change, alter or abolish any of the policies described in this book at any time, with or without advance notice to me.

I understand that my employment relationship with the County is terminable at will, at any time, with or without cause and with or without advance notice. Employees subject to the North Carolina Human Resources Act are exempt from the at-will classification upon completion of their prescribed probationary period. No employee, officer, agent or representative for the County has any authority to enter into any agreement or representation, verbally or in writing, which alters, amends or contradicts this at-will employment relationship or other provisions in these policies. Any exception to the policy of "at will" employment must be expressly authorized in writing, approved by the County Commissioners, and executed by the officers designated by the County Commissioners.

I have received and will use during the course of my employment property (including tools, materials and equipment) that belongs to the County. I understand that if I intentionally or through reckless disregard damage, destroy, or lose county property during my employment, the County is authorized to make payroll deductions to offset the cost of replacing or repairing the property from my paycheck(s) following the date the damage, destruction or loss is discovered. If my employment ends before the full amount is repaid, or if I fail to return county property in good condition at the end of my employment, I understand that the County will deduct the balance remaining or the cost of replacing the property from my final paycheck to the fullest extent permitted by law in accordance with the County's Personnel Policy. I also understand that the County will abide by all applicable federal and state laws in the administration of this Wage Deduction Authorization.

Finally, I understand that any amendment of the Employee Personnel Policies will always govern and supersede any prior version. I also understand that if I have questions or concerns regarding my terms of employment or working conditions with the County, I should contact my supervisor, Department Head or Human Resources.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

NOTE: THIS PAGE, AFTER BEING PROPERLY ENDORSED, IS TO BE DETACHED AND BECOMES A PART OF THE EMPLOYEE'S PERSONNEL FILE

Division of Public Health
Agreement Addendum
FY 22-23

Duplin County Health Department
Local Health Department Legal Name

Chronic Disease and Injury Section
DPH Section / Branch Name

466 Advancing Equity
Activity Number and Description

Karen Stanley, 919-707-5230
Karen.Klein.Stanley@dhhs.nc.gov
DPH Program Contact
(name, phone number, and email)

06/01/2022 – 05/31/2023
Service Period

DPH Program Signature **Date**
(only required for a negotiable Agreement Addendum)

07/01/2022 – 06/30/2023
Payment Period

☒ Original Agreement Addendum
☐ Agreement Addendum Revision # ____

I. Background:

Historically Marginalized Populations (HMPs) are "individuals, groups and communities that have been denied access to services, resources and power relationships across economic, political, and cultural dimensions as a result of systemic, durable and persistent racism, discrimination, and other forms of oppression."[1] HMPs are "often identified based on their race, ethnicity, social-economic status, geography, religion, language, sexual identity and disability status."[1] COVID-19 (a disease caused by the SARS-CoV-2 virus) has disproportionately affected HMPs placing them at higher risk of exposure, infection, hospitalization, and mortality. Additionally, HMPs have disproportionately higher rates of chronic diseases that increase the risk of serious complications from COVID-19 infection.

An estimated 64.7% of people in North Carolina have one of the underlying health conditions included in the CDC's guidance on people at high risk for a severe illness from COVID-19. These underlying health conditions include chronic lung disease, cardiovascular disease, obesity, diabetes, kidney disease, liver disease, and immunosuppressive conditions and disorders, including cancer treatment, smoking, and other immune disorders. Additionally, underlying health conditions are often caused or exacerbated by social and environmental factors that lead to poorer health outcomes and behaviors, often referred to as social determinants of health (SDOH). Research shows that up to 70% of a person's overall health is driven by these other social and environmental factors, and the behavior influenced by them.[2] Prominent SDOH include housing, food, and financial insecurity. Overall, 13.6% of North Carolina's population

[1] North Carolina Department of Health and Human Services. "Historically Marginalized Populations Engagement Toolkit for Healthcare Systems and Providers." https://www.ncminorityhealth.org/documents/Provider-HMP-EngagementToolkit-Web.pdf.
[2] Schroeder, S. "We Can Do Better—Improve the Health of the American People," The New England Journal of Medicine, Sept. 2007 357:1221-1228. https://www.nejm.org/doi/full/10.1056/nejmsa073350

Health Director Signature (use blue ink or verifiable digital signature) Date

LHD to complete:
[For DPH to contact in case follow-up information is needed.]
LHD program contact name: _____
Phone and email address: _____

Signature on this page signifies you have read and accepted all pages of this document. Template rev. August 2021

lives in poverty.[3] About one-third of North Carolina's children live in households that spend 30% or more on housing, with one in five of North Carolina's children living in food insecure households.[4]

An estimated 70.4% of adults in North Carolina are at higher risk for severe illness from COVID-19 based on being 65 or older, having at least one of the underlying health conditions, or both. These data are from the NC State Center for Health Statistics Behavioral Risk Factors Surveillance System (BRFSS) for 2019, which is the most recently available year of data.

The North Carolina Division of Public Health (DPH) received funding from the Centers for Disease Control and Prevention (CDC) titled "National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved, Including Racial and ethnic Minority Populations and Rural Communities" hereafter known as the Advancing Equity grant. This new funding initiative will address COVID-19 related health disparities and advance health equity by improving state, local, US territorial and freely associated state health department capacity and services to prevent and control COVID-19 infection (or transmission) among populations at higher risk and that are underserved, including racial and ethnic minority groups and people living in rural communities.

II. Purpose:

With funding from the CDC's Advancing Equity grant, this Agreement Addendum provides funds for the Local Health Department to address COVID-19-related health disparities and advance health equity by expanding local health department capacity and services to prevent and control COVID-19 infection (or transmission) among HMPs, or other priority populations.

III. Scope of Work and Deliverables:

The Local Health Department (LHD) shall:

1. Designate a staff member to carry out all duties outlined in this Agreement Addendum. If there is any change in staff designated, including vacancy, provide updates within 30 days of the staff change. In the event of a staff change, train the newly hired or appointed designated staff person to implement the strategy or strategies proposed in this Agreement Addendum within the first month of hiring or appointing to the role.

2. Participate in Advancing Equity state program conference calls, meetings, and training sessions for program updates, peer-to-peer sharing opportunities, and capacity building on equity.

3. Provide training on equity and determinants of health for staff and partners. If appropriate, this may be done in partnership with the Regional Public Health Workforce Leadership Team from their region.

4. Produce an **Advancing Equity action plan** for state fiscal year 2022-23 and submit it via the Smartsheet dashboard by June 15, 2022. This Action Plan for 2022-23 shall address activities listed under this Scope of Work and Deliverables, including:

   a. An outline of at least two policy, practice, and/or system changes to address from the **Organizational Equity Plan** produced under the FY21-22 Agreement Addendum.

   b. An outline of at least two strategies to address from the list of community-based strategies presented on this Agreement Addendum under Section III.7.

   c. An outline of how the Equity Advisory Council will be engaged in determining how community-based strategies on the action plan will be planned, implemented and/or evaluated.

[3] NC Quickfacts, U.S. Census Bureau, 2019. https://www.census.gov/quickfacts/NC
[4] North Carolina Child Health Report Card, 2018. https://www.ncmedicaljournal.com/content/79/2/134

5. With assistance from the internal LHD equity work group, **implement** at least two policy, practice, and/or systems changes as identified in the **Organizational Equity Plan** produced under the FY21-22 Agreement Addendum.

6. Maintain membership in an Equity Advisory Council (EAC), meeting at least quarterly, and seek guidance from the EAC on internal and external operations in support of equity. Membership on the Council should include representation from historically marginalized populations (HMPs) that live in the LHD's service area, such as African Americans, Latinos/Hispanics, American Indians from state-recognized tribes, Asian Americans, LGBTQ+ persons, individuals of low socioeconomic status, and persons with disabilities. (Available resources to guide engagement such as the HMP Engagement Toolkit can be found at https://www.ncminorityhealth.org/documents/Provider-HMP-EngagementToolkit-Web.pdf.)

7. With guidance from the EAC and other community stakeholders, **implement at least two** of the following community-based policy, environmental change, and/or program strategies as part of the **SFY 2022-23 Advancing Equity action plan. Implementation of these strategies must support the prevention of COVID-19 and/or support mitigation of the impacts of COVID-19 on HMPs.**

   a. Establish reentry programs to link or refer people to housing and/or care services once released from incarceration and provide housing and/or care service referrals, focusing on individuals with substance use disorder and at higher risk of COVID-19.

   b. Develop a comprehensive, community-level, programs and services document/resource/database addressing at least one social determinant of health (SDOH) that exacerbates COVID-19 disparities and ensures local resources are shared and integrated with the NC Resource Platform as part of NCCARE360.

   c. For an LHD in a service area that includes a NC Medicaid Health Opportunities Pilot, implement a policy and/or environmental change in partnership with the NC Medicaid Healthy Opportunities Pilot that addresses at least one of the SDOH to prevent and/or mitigate the impacts of COVID-19 on HMPs.

   d. In order to reduce the impacts of COVID-19 (and the impacts of future pandemics and disasters) on communities of higher social vulnerability (as defined according to **CDC's Social Vulnerability Index**), work with partners from HMPs to increase healthy food access through community-based policy, environmental change, and/or programmatic interventions, including but not limited to strategies in the list below. For strategies not on this list, prior written approval must be obtained from your State Program Consultant.

      1. Completion of community food security assessments to measure strengths and weaknesses of the local food system
      2. Establishment of SNAP EBT and/or incentive programs at local farmers' markets and/or other produce venues
      3. Establishment of healthy food box and/or healthy food prescription programs
      4. Implementation of Healthy Food Retailer initiatives
      5. Establishment of policies supporting the availability of healthy food options at food pantries
      6. Increase and/or enhance distribution networks supporting local, healthy foods. This includes supporting storage, packaging and/or distribution of healthy food products to HMPs

7. Develop and implement a community-level education/media campaign addressing food insecurity/healthier food access with input from community members most impacted by COVID-19.

e. Conduct walkability assessments with community stakeholders and implement at least one change in each selected community that demonstrates improved walkability or increased safety for those most at risk for COVID-19 illness and death.

f. To support the prevention of the impacts of COVID-19, establish agreements with providers serving HMPs to refer individuals to the QuitlineNC for tobacco cessation services. (Tobacco use increases the risk of more severe illness and death from COVID-19.)

IV. Performance Measures / Reporting Requirements:

1. **Performance Measures**

a. At least one part-time or full-time employee hired or appointed that is dedicated to incorporating equity processes, improvements, and implementing the strategies described within this Agreement Addendum.

b. Staff participation in Advancing Equity state program calls/meetings, and training sessions.

c. Evidence of at least one racial and/or health equity training session provided for staff from the state-approved training options.

d. Evidence that the SFY 2022-23 Advancing Equity action plan is submitted to the Smartsheet dashboard by the required due date.

e. Evidence of at least two policy, practice, and/or systems changes implemented from the Organizational Equity plan developed in 2021-22 Program year.

f. Evidence of maintained membership in an Equity Advisory Council and engagement of the EAC in determining how community-based strategies on the action plan will be planned, implemented and/or evaluated.

g. Evidence of at least two community-based policy, environmental change, and/or program strategies on the **SFY 2022-23 Advancing Equity action plan** supporting the prevention of COVID-19 and/or mitigation of the impacts of COVID-19 on HMPs implemented.

Performance Indicators—Information for all strategies selected by the Local Health Department, from among strategy options listed in Section III.7:

1. Number of programs established that link or refer recently incarcerated individuals, individuals with substance use disorder, or individuals at higher risk for COVID-19 to housing and/or care services.
2. Number of documents, resources, and/or databases developed and disseminated that:
   a. contain a comprehensive list of community resources that addresses at least one social determinant of health that exacerbates COVID-19 disparities, and
   b. are shared and integrated with the NC Resource Platform as part of NCCARE360.
3. Number of policies and/or environmental changes implemented in partnership with the NC Medicaid Healthy Opportunities Pilot awarded in their jurisdiction that address at least one of the social determinants of health to prevent and/or mitigate the impacts of COVID-19 on HMPs.
4. Number of community-based policy, environmental change, and/or program interventions implemented that increase healthy food access in communities of higher social vulnerability.
5. Number of walkability assessments conducted.

6. Number of environmental changes enacted that improve walkability or increase walking safety for individuals at higher risk of COVID-19.
7. Number of Quitline referral agreements established with providers serving HMPs.

2. **Reporting Requirements**

Complete the following reports via the Smartsheet dashboard, which can be accessed at https://app.smartsheet.com/b/publish?EQBCT=82018408e7b44ef9b44e113b6e536ffb. All of the due dates for these reports are posted on the Smartsheet dashboard.

a. **Advancing Equity action plan**: Upload the Advancing Equity action plan via the Smartsheet dashboard by June 15, 2022

b. **Designated Staff Contact Information**: Upload the contact information for the designated staff to Smartsheet by September 30, 2022. If any changes occur in designated staff, updated contact information shall be uploaded to Smartsheet within 30 days of the staff change.

c. **Monthly Financial Reports**: These monthly financial reports will report on the prior month, with the due dates posted on the Smartsheet dashboard. The first financial report is about June 2022 and is due by July 22, 2022.

d. **Periodic Performance Reports**: These periodic reports will detail the prior period's progress on implementing the Agreement Addendum's required activities. The due dates will be posted on the Smartsheet dashboard. The first report is about June 2022 activities and is due by July 15, 2022. The periods for these reports are defined as:

- June 2022
- July - September 2022
- October – December 2022
- January – March 2023
- April – May 2023

V. Performance Monitoring and Quality Assurance:

The Advancing Equity State Program Consultant monitors the Local Health Department and its progress on its action plan by review of the progress reports, and on conference calls to review progress towards completion of the action plan activities. DPH shall maintain contact via site visits, email, telephone, or videoconference to monitor programmatic and fiscal performance.

If deficiencies in performance are identified, DPH shall notify the Local Health Department immediately via email or telephone and if needed, it will be communicated that a corrective action plan is required. Failure to comply with the requirements in the resulting corrective action may result in a decrease in funding or removal from consideration for future funding.

VI. Funding Guidelines or Restrictions:

1. Requirements for pass-through entities: In compliance with 2 CFR §200.331 – *Requirements for pass-through entities*, the Division of Public Health provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.

a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.

b. Frequency: Supplements will be generated as the Division of Public Health receives information for federal grants. Supplements will be issued to the Local Health Department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If

AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.

2. Funds cannot be used for lobbying, research, clinical care, or reimbursement of pre-award costs. Recipients may not use Advancing Equity program funding for the purchase of office furniture or computer equipment without prior written approval from the Advancing Equity State Program Consultant.

3. All expenditures over $500.00 (with exception of staff salary) must have prior approval from the Advancing Equity State Program Consultant.

FY23 - FAS federal award supplement

Activity Nbr + Name: **466** **Advancing Equity**

FAS Nbr + Reason: **1** This FAS is accompanying an AA+BE or an AA Revision+BE Revision.

CFDA Nbr + Name: **93.391** Activities to Support State, Tribal, Local and Territorial (STLT) Health Department Response to Public Health or Healthcare Crisis IDC rate: n/a

FAIN: **NH75OT000028** Is award R&D?: no Fed awd's total amt: $ 39,638,025

Fed award project description: NOFO Title: National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities

Fed awd date + awarding agency: 05-28-21 HHS, Centers for Disease Control and Prevention

Subrecipient	Subrecipient SAM UEI	Subrecipient DUNS UEI	Funds from the federal grant listed above	For the entire Activity, the of all total federal funds
Alamance	MBM7W225N3W8	965194483	$ 67,980	$ 67,980
Albemarle	WAAVS51PNMK3	130537822	$ 543,840	$ 543,840
Alexander	XVEEJSNY7UX9	030495105		
Anson	PK8UYTSNJCC3	847163029		
Appalachian	CD7BFHB8W539	780131541	$ 203,940	$ 203,940
Beaufort	RN1SXFD4LXN6	091567776		
Bladen	TLCTJWDJH1H9	084171628	$ 67,980	$ 67,980
Brunswick	MJBMXLN9NJT5	091571349		
Buncombe	W5TCDKMLHE69	879203560	$ 67,980	$ 67,980
Burke	G855APCNL591	883321205	$ 67,980	$ 67,980
Cabarrus	RXDXNEJKJFU7	143408289	$ 67,980	$ 67,980
Caldwell	HL4FGNJNGE97	948113402	$ 67,980	$ 67,980
Carteret	UC6WJ2MQMJS8	058735804	$ 67,980	$ 67,980
Caswell	JDJ7Y7CGYC86	077846053	$ 67,980	$ 67,980
Catawba	GYUNA9W1NFM1	083677138	$ 67,980	$ 67,980
Chatham	KE57QE2GV5F1	131356607	$ 67,980	$ 67,980
Cherokee	DCEGK6HA11M5	130705072		
Clay	HYKLQVNWLXK7	145058231		
Cleveland	UWMUYMPVL483	879924850	$ 67,980	$ 67,980
Columbus	V1UAJ4L87WQ7	040040016	$ 67,980	$ 67,980
Craven	LTZ2U8LZQ214	091564294		
Cumberland	HALND8WJ3GW4	123914376	$ 67,980	$ 67,980
Dare	ELV6JGB11QK6	082358631		
Davidson	C9P5MDJC7KY7	077839744		
Davie	L8WBGLHZV239	076526651	$ 67,980	$ 67,980
Duplin	KZN4GK5262K3	095124798	$ 67,980	$ 67,980
Durham	LJ5BA6U2HLM7	088564075	$ 67,980	$ 67,980
Edgecombe	MAN4LX44AD17	093125375	$ 67,980	$ 67,980
Foothills	NGTEF2MQ8LL4	782359004	$ 135,960	$ 135,960
Forsyth	V6BGVQ67YPY5	105316439	$ 67,980	$ 67,980
Franklin	FFKTRQCNN143	084168632	$ 67,980	$ 67,980
Gaston	QKY9R8A8D5J6	071062186	$ 67,980	$ 67,980
Graham	L8MAVKQJTYN7	020952383		
Granville-Vance	MGQJKK22EJB3	063347626	$ 135,960	$ 135,960
Greene	VCU5LD71N9U3	091564591	$ 67,980	$ 67,980
Guilford	YBEQWGFJPMJ3	071563613	$ 67,980	$ 67,980
Halifax	MRL8MYNJJ3Y5	014305957	$ 67,980	$ 67,980
Harnett	JBDCD9V41BX7	091565986		
Haywood	DQHZEVAV95G5	070620232		
Henderson	TG5AR81JLFQ5	085021470		
Hoke	X9C3V658CUM4	091563643	$ 67,980	$ 67,980
Hyde	T2RSYN36NN64	832526243	$ 67,980	$ 67,980
Iredell	XTNRLKJLA4S9	074504507	$ 67,980	$ 67,980

 UEI = Unique Entity Identifier Federal Award Reporting Requirements for Pass-Through Agencies, 2 CFR § 200.331 DPH 11-29-21 [ag]

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FY23 - FAS federal award supplement

Activity Nbr + Name: **466** **Advancing Equity**

FAS Nbr + Reason: **1** This FAS is accompanying an AA+BE or an AA Revision+BE Revision.

CFDA Nbr + Name: **93.391** Activities to Support State, Tribal, Local and Territorial (STLT) Health Department Response to Public Health or Healthcare Crises IDC rate: n/a

FAIN: **NH75OT000028** Is award R&D?: no Fed awd's total amt: $ 39,638,025

Fed award project description: HC Ke: National Initiative to Address COVID-19 Health Disparities Among Populations at High Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities

Fed awd date + awarding agency: 05-28-21 HHS, Centers for Disease Control and Prevention

Subrecipient	Subrecipient SAM UEI	Subrecipient DUNS UEI	Funds from the federal grant listed above	For the entire Activity, the of all total federal funds
Jackson	X7YWWY6ZP574	019728518	$ 67,980	$ 67,980
Johnston	SYGAGEFDHYR7	097599104		
Jones	HE3NNNUE27M7	095116935		
Lee	F6A8UC99JWJ5	067439703		
Lenoir	QKUFL37VPGH6	042789748	$ 67,980	$ 67,980
Lincoln	UGGQGSSKBGJ5	086869336		
Macon	LLPJBC6N2LL3	070626825	$ 67,980	$ 67,980
Madison	YQ96F8BJYTJ9	831052873	$ 67,980	$ 67,980
MTW	EZ15XL6BMM68	087204173	$ 203,940	$ 203,940
Mecklenburg	E78ZAJM3BFL3	074498353		
Montgomery	HFNSK95FS7Z8	025384603	$ 67,980	$ 67,980
Moore	ZKK5GNRNBBY6	050988146		
Nash	NF58K566HQM7	050425677	$ 67,980	$ 67,980
New Hanover	F7TLT2GMEJE1	040029563	$ 67,980	$ 67,980
Northampton	CRA2KCAL8BA4	097594477	$ 67,980	$ 67,980
Onslow	EGE7NBXW5JS6	172663270	$ 67,980	$ 67,980
Orange	JL7PLQJA2PE3	139209659	$ 67,980	$ 67,980
Pamlico	FT59QFEAU344	097600456		
Pender	T11BE678U9P5	100955413	$ 67,980	$ 67,980
Person	FQ8LFJGMABJ4	091563718	$ 67,980	$ 67,980
Pitt	VZNPMCLFT5R6	080889694	$ 67,980	$ 67,980
Polk	QZ6BZPGLX4Y9	079067930	$ 67,980	$ 67,980
Randolph	T3BUM1CVS9N5	027873132		
Richmond	Q63FZNTJM3M4	070621339	$ 67,980	$ 67,980
Robeson	LKBEJQFLAAK5	082367871	$ 67,980	$ 67,980
Rockingham	KGCCCHJJZZ43	077847143	$ 67,980	$ 67,980
Rowan	GCB7UCV96NW6	074494014	$ 67,980	$ 67,980
Sampson	WRT9CSK1KJY5	825573975	$ 67,980	$ 67,980
Scotland	FNVTCUQGCHM5	091564146	$ 67,980	$ 67,980
Stanly	U86MZUYPL7C5	131060829		
Stokes	W41TRA3NUNS1	085442705		
Surry	FMWCTM24C9J8	077821858		
Swain	TAE3M92L4QR4	146437553	$ 67,980	$ 67,980
Toe River	JUA6GAUQ9UM1	113345201	$ 203,940	$ 203,940
Transylvania	W51VGHGM8945	030494215	$ 67,980	$ 67,980
Union	LHMKBD4AGRJ5	079051637	$ 67,980	$ 67,980
Wake	FTJ2WJPLWMJ3	019625961		
Warren	TLNAU5CNHSU5	030239953	$ 67,980	$ 67,980
Wayne	DACFHCLQKMS1	040036170		
Wilkes	M14KKHY2NNR3	067439950		
Wilson	ME2DJHMYWG55	075585695		
Yadkin	PLCDT7JFA8B1	089910624		

DPH-Aid-To-Counties **For Fiscal Year: 22/23** **Budgetary Estimate Number : 0**

Activity 466 / Service Period / Payment Period		AA	1161 7955 LZ 06/01-05/31 07/01-06/30	Total Allocated	Proposed Total	New Total
01 Alamance	*	0	67,980	$0.00	67,980	67,980
D1 Albemarle	*	0	543,840	$0.00	543,840	543,840
02 Alexander			0	$0.00	0	0
04 Anson			0	$0.00	0	0
D2 Appalachian	*	0	203,940	$0.00	203,940	203,940
07 Beaufort			0	$0.00	0	0
09 Bladen	*	0	67,980	$0.00	67,980	67,980
10 Brunswick			0	$0.00	0	0
11 Buncombe	*	0	67,980	$0.00	67,980	67,980
12 Burke	*	0	67,980	$0.00	67,980	67,980
13 Cabarrus	*	0	67,980	$0.00	67,980	67,980
14 Caldwell	*	0	67,980	$0.00	67,980	67,980
16 Carteret	*	0	67,980	$0.00	67,980	67,980
17 Caswell	*	0	67,980	$0.00	67,980	67,980
18 Catawba	*	0	67,980	$0.00	67,980	67,980
19 Chatham	*	0	67,980	$0.00	67,980	67,980
20 Cherokee			0	$0.00	0	0
22 Clay			0	$0.00	0	0
23 Cleveland	*	0	67,980	$0.00	67,980	67,980
24 Columbus	*	0	67,980	$0.00	67,980	67,980
25 Craven			0	$0.00	0	0
26 Cumberland	*	0	67,980	$0.00	67,980	67,980
28 Dare			0	$0.00	0	0
29 Davidson			0	$0.00	0	0
30 Davie	*	0	67,980	$0.00	67,980	67,980
31 Duplin	*	0	67,980	$0.00	67,980	67,980
32 Durham	*	0	67,980	$0.00	67,980	67,980
33 Edgecombe	*	0	67,980	$0.00	67,980	67,980
D7 Foothills	*	0	135,960	$0.00	135,960	135,960
34 Forsyth	*	0	67,980	$0.00	67,980	67,980
35 Franklin	*	0	67,980	$0.00	67,980	67,980
36 Gaston	*	0	67,980	$0.00	67,980	67,980
38 Graham			0	$0.00	0	0
D3 Gran-Vance	*	0	135,960	$0.00	135,960	135,960
40 Greene	*	0	67,980	$0.00	67,980	67,980
41 Guilford	*	0	67,980	$0.00	67,980	67,980
42 Halifax	*	0	67,980	$0.00	67,980	67,980
43 Harnett			0	$0.00	0	0
44 Haywood			0	$0.00	0	0
45 Henderson			0	$0.00	0	0
47 Hoke	*	0	67,980	$0.00	67,980	67,980
48 Hyde	*	0	67,980	$0.00	67,980	67,980
49 Iredell	*	0	67,980	$0.00	67,980	67,980
50 Jackson	*	0	67,980	$0.00	67,980	67,980
51 Johnston			0	$0.00	0	0

52 Jones			0	$0.00	0	0
53 Lee			0	$0.00	0	0
54 Lenoir	*	0	67,980	$0.00	67,980	67,980
55 Lincoln			0	$0.00	0	0
56 Macon	*	0	67,980	$0.00	67,980	67,980
57 Madison	*	0	67,980	$0.00	67,980	67,980
D4 M-T-W	*	0	203,940	$0.00	203,940	203,940
60 Mecklenburg			0	$0.00	0	0
62 Montgomery	*	0	67,980	$0.00	67,980	67,980
63 Moore			0	$0.00	0	0
64 Nash	*	0	67,980	$0.00	67,980	67,980
65 New Hanover	*	0	67,980	$0.00	67,980	67,980
66 Northampton	*	0	67,980	$0.00	67,980	67,980
67 Onslow	*	0	67,980	$0.00	67,980	67,980
68 Orange	*	0	67,980	$0.00	67,980	67,980
69 Pamlico			0	$0.00	0	0
71 Pender	*	0	67,980	$0.00	67,980	67,980
73 Person	*	0	67,980	$0.00	67,980	67,980
74 Pitt	*	0	67,980	$0.00	67,980	67,980
75 Polk	*	0	67,980	$0.00	67,980	67,980
76 Randolph			0	$0.00	0	0
77 Richmond	*	0	67,980	$0.00	67,980	67,980
78 Robeson	*	0	67,980	$0.00	67,980	67,980
79 Rockingham	*	0	67,980	$0.00	67,980	67,980
80 Rowan	*	0	67,980	$0.00	67,980	67,980
82 Sampson	*	0	67,980	$0.00	67,980	67,980
83 Scotland	*	0	67,980	$0.00	67,980	67,980
84 Stanly			0	$0.00	0	0
85 Stokes			0	$0.00	0	0
86 Surry			0	$0.00	0	0
87 Swain	*	0	67,980	$0.00	67,980	67,980
D6 Toe River	*	0	203,940	$0.00	203,940	203,940
88 Transylvania	*	0	67,980	$0.00	67,980	67,980
90 Union	*	0	67,980	$0.00	67,980	67,980
92 Wake			0	$0.00	0	0
93 Warren	*	0	67,980	$0.00	67,980	67,980
96 Wayne			0	$0.00	0	0
97 Wilkes			0	$0.00	0	0
98 Wilson			0	$0.00	0	0
99 Yadkin			0	$0.00	0	0
Totals			4,826,580	0	4,826,580	4,826,580

Sign and Date - DPH Program Administrator: Karen Stanley 12/1/2021	Sign and Date - DPH Section Chief: Joyce Wood 12/1/2021
Sign and Date - DPH Contracts Office - ATC Coordinator / Budget: 12/1/2021	Sign and Date - DPH Budget Officer: S. Rosell 12/1/2021

Division of Public Health
Agreement Addendum
FY 22-23

Duplin County Health Department
Local Health Department Legal Name

Women's & Children's Health/Children & Youth
DPH Section / Branch Name

620 ARPA COVID-19 School Health Team Workforce
Activity Number and Description

Jenifer Simone, 919-218-1095
Jenifer.simone@dhhs.nc.gov
DPH Program Contact
(name, phone number, and email)

06/01/2022 – 05/31/2023
Service Period

DPH Program Signature **Date**
(only required for a negotiable agreement addendum)

07/01/2022 – 06/30/2023
Payment Period

☒ **Original Agreement Addendum**
☐ **Agreement Addendum Revision #** ___

I. **Background:**

On March 11, 2021, the President signed into law the American Rescue Plan Act (ARPA) of 2021 (P.L. 117-2). ARPA provides additional relief to address the continued impact of the Coronavirus Disease 2019 (COVID-19) pandemic on the economy; public health; state, tribal, local, and territorial (STLT) governments; individuals; and businesses. Under ARPA, the Centers for Disease Control and Prevention (CDC) activated CDC-RFA-TP18-1802 Cooperative Agreement for Emergency Response: Public Health Crisis Response[1] to support public health response to COVID-19. Funds from this act were designated to recruit, hire, establish, expand, train, and sustain a public health workforce, which includes school nurses and other school health professionals. Recipients will operate under a two-year budget process in order to allow time to develop solutions for a more sustained public health workforce.

School health is a recognized component of the public health effort for the school aged population. Public health and education are necessary partners in the operation of safe and healthy schools. Efforts should be taken to foster, grow and maintain the tie between public health and education in support of both COVID-19 response programs and other activities that improve population and individual health for students and school staff. In support of sustainable school health/public health programs, 25% of the state funds awarded for public health workforce development are designated to support school-based health program workforce development.

[1] https://www.cdc.gov/cpr/readiness/funding-crisis.htm

Health Director Signature (use blue ink) Date

Local Health Department to complete: (If follow-up information is needed by DPH)
LHD program contact name: ___
Phone number with area code: ___
Email address: ___

Signature on this page signifies you have read and accepted all pages of this document. Template rev. July 2020

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II. **Purpose:**
This Agreement Addendum provides temporary funding for the Local Health Department (LHD) to strengthen and maintain a strong and inclusive school health team (e.g., school nurse, health educator, school mental health professional, school social worker, and other school health-serving positions) to provide services to students; training and professional development for school health professionals; and other school health workforce capacity building measures as needed and allowable.

People in these positions will serve as members of a school-based health team, collaborating with local school health programs to provide COVID-19 response, recovery, and resiliency support in schools. These people will contribute to strengthening school health as part of a local health system ready for the next public health challenge. To achieve this, the LHD may apply these funds to support positions, training, or other capacity-building investments.

III. **Scope of Work and Deliverables:**
The Local Health Department (LHD) shall:

1. Support the employment of one or more school health team workforce positions (e.g., school nurse, school social worker, health educator, mental health professional). Supporting positions may include supplementing the salaries of current positions to improve retention, recruiting, creating, and hiring of new student serving positions to fill gaps in the school-based health team, and/or contracting for positions to fill gaps in the school-based health team to provide and support other school health program activities that foster healthy students who are in school and ready to learn.
    a. Establish position descriptions for the positions consistent with licensure requirements for the position, current position descriptions on the school-based health team, and professional requirements and standards of practice. In addition to position specific work expectations, descriptions should include:
        1. COVID-19 response and recovery related engagement in student and school health/public health efforts consistent with position type supported.
        2. The provision and support of other school health program activities that foster healthy students who are in school and ready to learn.
        3. Describing how the position contributes to a strong and inclusive school health workforce.
2. Support training and professional development opportunities for school health professionals and school faculty to strengthen the capacity of the school health workforce and ensure an inclusive and supportive professional environment. Descriptions of planned training and professional development investments should include:
    a. How the investment relates to efforts to respond to or recover from COVID-19, including preparedness for future public health events
    b. How the investment contributes to building a strong and inclusive school health workforce.
3. Make investments as needed to build school health workforce capacity (i.e., systems for managing data, technical assistance, or consulting contracts) to amplify the capacity of school health teams, such as removing barriers to services for students, improving efficiency and cohesiveness of team members, and supporting quality improvement activities. Provide descriptions of any capacity building investments, addressing the following:
    a. How the investment relates to efforts to respond to or recover from COVID-19, including preparedness for future public health events
    b. How the investment contributes to building a strong and inclusive school health workforce.

4. Adhere to the following service quality measures:
    a. Services are provided in accordance with standards established by the North Carolina Nurse Practice Act and the North Carolina Board of Nursing or licensing agency of the position type. The North Carolina School Health Program Manual, latest edition, shall be consulted as a resource, as well as the Scope and Standards of School Nursing developed by American Nurses Association and National Association of School Nurses.
    b. Services are provided in a culturally sensitive manner.
    c. Services are provided with adherence to federal law in relation to privacy of student records, following both HIPAA (Health Insurance Portability and Accountability Act) and FERPA (Family Educational Rights and Privacy Act), as applicable. Where HIPAA and FERPA may appear to be in conflict, FERPA shall be followed regarding records that become part of the student's educational record; US Department of Education and North Carolina Department of Public Instruction guidelines are resources.

IV. **Performance Measures/Reporting Requirements:**

1. **Performance Measures**
    a. Hiring
        1. Supplement, employ, or contract for the employment of one or more school health team workforce positions.
        2. Upload job descriptions of all team members supported in full or in part with these funds into the Smartsheet Dashboard. (The URL is listed in Paragraph 2).
        3. Report on demographics of applicants and newly hired employees in Smartsheet Dashboard.
    b. Training
        1. Create, organize, or expand access to trainings that enhance the capacity toward strengthening the school health workforce.
        2. Upload training description and attendee data supported in full or in part with these funds into the Smartsheet Dashboard.
    c. Other capacity building investments:
        1. Reduce barriers and demonstrate how the investment improves school health workforce staff capability.
        2. Provide ease of reporting for school health team activities and services provided. Upload investment area description supported in full or in part with these funds into the Smartsheet Dashboard.

2. **Reporting Requirements**
Complete the following reports via the Smartsheet dashboard, which can be accessed at https://app.smartsheet.com/b/publish?EQBCT=82018408e7b44ef9b44e113b6e536ffb. All of the due dates for these reports are posted on the Smartsheet dashboard.
    a. **Monthly Financial Reports**: The monthly financial reports will report on the prior month. The reports will be monthly, starting with the June 2022 report, which is due by July 22, 2022.
    b. **Quarterly Performance Reports**: These will report about the prior quarter's progress on implementing the Agreement Addendum's required hiring of positions. The first progress report is due on October 24, 2022 and it must include an estimated timeline for completion of this

Agreement Addendum's FY 22-23 deliverables. The quarterly periods for these progress reports are defined as:

- June – September 2022 (4 months)
- October – December 2022 (3 months)
- January – March 2023 (3 months)
- April – May 2023 (2 months)

Each Quarterly Performance Report shall note whether LHD intends to hire the position directly, subcontract with a Community-Based Organization (e.g., a professional temporary employment agency) to fulfill the function, otherwise contract the position, or other. Other information provided by each report is to include:

1. Overall Goal and actual number of positions hired, both full time and part time. Race and ethnicity for applicants and actual staff hired shall be entered into Smartsheet according to CDC accepted protocol for race, ethnicity and gender including metrics on number of successful hires in relation to hiring goals.
2. Hiring activity type: direct hire, community-based organization hire, contracted hire, other.
3. Types of positions hired: If school nurse or school nurse extender positions are employed, activities provided by these positions shall be reported on the 2022-23 North Carolina Annual School Health and Charter School Health Surveys in December 2022 and June 2023. The link to this report will be provided by the Regional School Health Nurse Consultant (RSHNC).
4. Locations/school assignments of positions hired.
5. The due dates are posted on the Smartsheet dashboard.

V. **Performance Monitoring and Quality Assurance:**

1. The Children and Youth Branch will monitor the Local Health Department's performance according to the following plan:
   a. The RSHNC will review Smartsheet financial reports and Aid-to-Counties draw-down reports to ensure that funds are spent according to allowable use on a monthly basis.
   b. The RSHNC will monitor recruitment and hiring through Quarterly Performance Reports including review of position descriptions uploaded to Smartsheet.
   c. The RSHNC will maintain regular contact (email, phone, and on-site) with the Local Health Department to review progress on contract deliverables at least quarterly.
   d. Deliverables, as outlined in this Agreement Addendum, will also be monitored via reported data provided through the 2022-23 North Carolina Annual School Health and Charter School Health Surveys in December 2022 and June 2023.
   e. An annual monitoring report will be completed by the DPH program staff (RSHNC) at the end of the year (May 2023), and a copy made available to the Local Health Director.

VI. **Funding Guidelines or Restrictions:**

1. Requirements for pass-through entities: In compliance with *2 CFR §200.331 – Requirements for pass-through entities*, the Division of Public Health provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.
   a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in

the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.

   b. Frequency: Supplements will be generated as the Division of Public Health receives information for federal grants. Supplements will be issued to the Local Health Department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.

2. Allowable uses of funds include salary and fringe benefits, recruitment and hiring costs, staff development and training, IT hardware and software, equipment needed to perform the duties of the position, office supplies, utilities costs including internet, cell phones, travel and other costs associated with support of the expanded workforce to the extent these are not included in indirect costs.

3. Maintain all receipts and invoices for drawdowns that support the allowable use expenses which include salary and fringe benefits, recruitment and hiring costs, staff development and training, IT hardware and software, equipment needed to perform the duties of the position, office supplies, utilities costs including internet, cell phones, travel and other costs associated with support of the expanded workforce.

4. Seek prior approval from DPH program staff for any expenditure that is not consistent with allowable uses listed.

5. As the LHD is a subrecipient of a grant or cooperative agreement awarded by the Department of Health and Human Services (HHS) with funds made available under the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 (P.L. 116-123); the Coronavirus Aid, Relief, and Economic Security Act, 2020 (the "CARES Act") (P.L. 116-136); the Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139); the Consolidated Appropriations Act and the Coronavirus Response and Relief Supplement Appropriations Act, 2021 (P.L. 116-260) and/or the American Rescue Plan of 2021 [P.L. 117-2] the LHD agrees as applicable to the award, to:
   a. Comply with existing and/or future directives and guidance from the Secretary regarding control of the spread of COVID-19;
   b. In consultation and coordination with HHS, provide, commensurate with the condition of the individual, COVID-19 patient care regardless of the individual's home jurisdiction and/or appropriate public health measures (e.g., social distancing, home isolation);
   c. Assist the United States Government in the implementation and enforcement of federal orders related to quarantine and isolation. In addition, to the extent applicable, Recipient will comply with Section 18115 of the CARES Act, with respect to the reporting to the HHS Secretary of results of tests intended to detect SARS– CoV–2 or to diagnose a possible case of COVID–19. Such reporting shall be in accordance with guidance and direction from HHS and/or CDC. HHS laboratory reporting guidance is posted at: https://www.hhs.gov/sites/default/files/covid-19-laboratory-data-reporting-guidance.pdf.
   d. Consistent with the full scope of applicable grant regulations (45 C.F.R. 75.322), the purpose of this award, and the underlying funding, the subrecipient is expected to provide to CDC, through NC DHHS, copies of and/or access to COVID-19 data collected with these funds, including but not limited to data related to COVID-19 testing.

e. This award is contingent upon agreement by the subrecipient to comply with existing and future guidance from the HHS Secretary regarding control of the spread of COVID-19. In addition, recipient is expected to flow down these terms to any subaward, to the extent applicable to activities set out in such subaward.

2. In addition to their local procurement rules/policies, the LHD shall comply with the following rules, applying the most restrictive standard where there is a difference between any of the standards:
   a. Federal Uniform Administrative Requirements for Procurement, 45 CFR Part 75 §75.327-335, https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75&rgn=div5#se45.1.75_1326
   b. Appendix II to Part 75—*Contract Provisions for Non-Federal Entity Contracts Under Federal Awards* may be found here for incorporation into procurement contracts: https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75&rgn=div5#ap45.1.75_1521.ii

3. Unallowable costs:
   a. Research
   b. Clinical Care
   c. Publicity and propaganda (lobbying):
      1. Other than for normal and recognized executive-legislative relationships, no funds may be used for:
         a. publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
         b. the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
      2. See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients: https://www.cdc.gov/grants/documents/Anti-Lobbying_Restrictions_for_CDC_Grantees_July_2012.pdf
   d. All unallowable costs cited in CDC-RFA-CK19-1904 remain in effect, unless specifically amended, in accordance with 45 CFR Part 75 – Uniform Administrative Requirements, Cost Principles, And Audit Requirements for HHS Awards.

FY23 - FAS federal award supplement

Activity Nbr + Name: **620** **ARPA School Health Team Workforce**

FAS Nbr + Reason: **1** This FAS is accompanying an AA+BE or an AA Revision+BE Revision.

CFDA Nbr + Name: **93.354** Public Health Emergency Response: Public Health Crisis Reponse

IDC rate: n/a FAIN: **NU90TP922192** Is award R&D?: no Fed awd's total amt: $ 62,340,758

Fed award project description: Cooperative Agreement for Emergency Reponse: Public Health Crisis and Prevention

Fed awd date + awarding agency: 05-19-21 HHS, Centers for Disease Control and Prevention

Subrecipient	Subrecipient UEI	Subrecipient DUNS	Funds from the federal grant listed above	For the entire Activity, the of all total federal funds
Alamance	MBM7W225N3W8	965194483	$ 215,614	$ 215,614
Albemarle	WAAVS51PNMK3	130537822	$ 668,845	$ 668,845
Alexander	XVEEJSNY7UX9	030495105	$ 89,668	$ 89,668
Anson	PKBUYTSNJCC3	847163029	$ 134,542	$ 134,542
Appalachian	CD7BFHB8W539	780131541	$ 203,860	$ 203,860
Beaufort	RN1SXFD4LXN6	091567776	$ 95,352	$ 95,352
Bladen	TLCTJWDJH1H9	084171628	$ 152,727	$ 152,727
Brunswick	MJBMXLN9NJT5	091571349	$ -	$ -
Buncombe	W5TCDKMLHE69	879203560	$ 202,174	$ 202,174
Burke	G855APCNL591	883321205	$ 168,001	$ 168,001
Cabarrus	RXDXNEJKJFU7	143408289	$ 276,598	$ 276,598
Caldwell	HL4FGNJNGE97	948113402	$ 120,758	$ 120,758
Carteret	UC6WJ2MQMJS8	058735804	$ 87,009	$ 87,009
Caswell	JDJ7Y7CGYC86	077846053	$ 70,021	$ 70,021
Catawba	GYUNA9W1NFM1	083677138	$ 159,363	$ 159,363
Chatham	KE57QE2GV5F1	131356607	$ 100,623	$ 100,623
Cherokee	DCEGK6HA11M5	130705072	$ -	$ -
Clay	HYKLQVNWLXK7	145058231	$ 30,338	$ 30,338
Cleveland	UWMUYMPVL483	879924850	$ 112,741	$ 112,741
Columbus	V1UAJ4L87WQ7	040040016	$ 168,551	$ 168,551
Craven	LTZ2U8LZQ214	091564294	$ 168,471	$ 168,471
Cumberland	HALND8WJ3GW4	123914376	$ 383,842	$ 383,842
Dare	ELV6JGB11QK6	082358631	$ 46,294	$ 46,294
Davidson	C9P5MDJC7KY7	077839744	$ 206,123	$ 206,123
Davie	L8WBGLHZV239	076526651	$ 82,730	$ 82,730
Duplin	KZN4GK5262K3	095124798	$ 195,240	$ 195,240
Durham	LJ5BA6U2HLM7	088564075	$ 262,706	$ 262,706
Edgecombe	MAN4LX44AD17	093125375	$ 163,995	$ 163,995
Foothills	NGTEF2MQ8LL4	782359004	$ 236,824	$ 236,824
Forsyth	V6BGVQ67YPY5	105316439	$ 380,910	$ 380,910
Franklin	FFKTRQCNN143	084168632	$ 106,892	$ 106,892
Gaston	QKY9R8A8D5J6	071062186	$ 235,245	$ 235,245
Graham	L8MAVKQJTYN7	020952383	$ 70,901	$ 70,901
Granville-Vance	MGQJKK22EJB3	063347626	$ 277,774	$ 277,774
Greene	VCU5LD71N9U3	091564591	$ 164,892	$ 164,892
Guilford	YBEQWGFJPMJ3	071563613	$ 473,213	$ 473,213
Halifax	MRL8MYNJJ3Y5	014305957	$ 157,660	$ 157,660
Harnett	JBDCD9V41BX7	091565986	$ 120,328	$ 120,328
Haywood	DQHZEVAV95G5	070620232	$ -	$ -
Henderson	TG5AR81JLFQ5	085021470	$ -	$ -
Hoke	C1GWSADARX51	091563643	$ -	$ -
Hyde	T2RSYN36NN64	832526243	$ -	$ -
Iredell	XTNRLKJLA4S9	074504507	$ -	$ -

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FY23 - FAS federal award supplement

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FAS Nbr + Reason: **1** This FAS is accompanying an AA+BE or an AA Revision+BE Revision.

CFDA Nbr + Name: **93.354** Public Health Emergency Response: Public Health Crisis Reponse

IDC rate: n/a FAIN: **NU90TP922192** Is award R&D?: no Fed awd's total amt: $ 62,340,758

Fed award project description: Cooperative Agreement for Emergency Reponse: Public Health Crisis and Prevention

Fed awd date + awarding agency: 05-19-21 HHS, Centers for Disease Control and Prevention

Subrecipient	Subrecipient UEI	Subrecipient DUNS	Funds from the federal grant listed above	For the entire Activity, the of all total federal funds
Jackson	X7YWWY6ZP574	019728518	$ 76,659	$ 76,659
Johnston	SYGAGEFDHYR7	097599104	$ 266,415	$ 266,415
Jones	HE3NNNUE27M7	095116935	$ 114,931	$ 114,931
Lee	F6A8UC99JWJ5	067439703	$ 157,465	$ 157,465
Lenoir	QKUFL37VPGH6	042789748	$ 191,823	$ 191,823
Lincoln	UGGQGSSKBGJ5	086869336	$ -	$ -
Macon	LLPJBC6N2LL3	070626825	$ 60,536	$ 60,536
Madison	YQ96F8BJYTJ9	831052873	$ -	$ -
MTW	ZKK5GNRNBBY6	087284173	$ 316,935	$ 316,935
Mecklenburg	EZ15XL6BMM68	074498353	$ 865,611	$ 865,611
Montgomery	E78ZAJM3BFL3	025384603	$ -	$ -
Moore	HFNSK95FS7Z8	050988146	$ -	$ -
Nash	NF58K566HQM7	050425677	$ -	$ -
New Hanover	F7TLT2GMEJE1	040029563	$ -	$ -
Northampton	CRA2KCAL8BA4	097594477	$ -	$ -
Onslow	EGE7NBXW5JS6	172663270	$ 225,924	$ 225,924
Orange	GFFMCW9XDA53	091575191	$ 164,360	$ 164,360
Pamlico	FT59QFEAU344	097608456	$ 84,537	$ 84,537
Pender	T11BE678U9P5	100955413	$ 104,598	$ 104,598
Person	FQ8LFJGMABJ4	091563718	$ 108,006	$ 108,006
Pitt	VZNPMCLFT5R6	080889694	$ 214,091	$ 214,091
Polk	QZ6BZPGLX4Y9	079067930	$ 53,981	$ 53,981
Randolph	T3BUM1CVS9N5	027873132	$ -	$ -
Richmond	Q63FZNTJM3M4	070621339	$ 147,431	$ 147,431
Robeson	LKBEJQFLAAK5	082367871	$ 2,535	$ 2,535
Rockingham	KGCCCHJJZZ43	077847143	$ 138,273	$ 138,273
Rowan	GCB7UCV96NW6	074494014	$ 93,034	$ 93,034
Sampson	WRT9CSK1KJY5	825573975	$ 164,137	$ 164,137
Scotland	FNVTCUQGCHM5	091564146	$ 164,861	$ 164,861
Stanly	U86MZUYPL7C5	131060829	$ 100,034	$ 100,034
Stokes	W41TRA3NUNS1	085442705	$ 58,599	$ 58,599
Surry	FMWCTM24C9J8	077821858	$ 145,793	$ 145,793
Swain	TAE3M92L4QR4	146437553	$ 98,306	$ 98,306
Toe River	JUA6GAUQ9UM1	113345201	$ 120,701	$ 120,701
Transylvania	W51VGHGM8945	030494215	$ 41,471	$ 41,471
Union	LHMKBD4AGRJ5	079051637	$ 261,457	$ 261,457
Wake	FTJ2WJPLWMJ3	019625961	$ -	$ -
Warren	TLNAU5CNHSU5	030239953	$ 120,224	$ 120,224
Wayne	DACFHCLQKMS1	040036170	$ 229,304	$ 229,304
Wilkes	M14KKHY2NNR3	067439950	$ 124,848	$ 124,848
Wilson	ME2DJHMYWG55	075585695	$ 181,755	$ 181,755
Yadkin	PLCDT7JFA8B1	089910624	$ 106,779	$ 106,779
Yancey	M4SJK9AKVEZ8		$ 61,484	$ 61,484

Activity 620	AA	1332 535A YM	Total Allocated	Proposed Total	New Total
Service Period		06/01-05/31			
Payment Period		07/01-06/30			
01 Alamance	* 0	215,614	$0.00	215,614	215,614
D1 Albemarle	* 0	668,845	$0.00	668,845	668,845
02 Alexander	* 0	89,668	$0.00	89,668	89,668
04 Anson	* 0	134,542	$0.00	134,542	134,542
D2 Appalachian	* 0	203,860	$0.00	203,860	203,860
07 Beaufort	* 0	95,352	$0.00	95,352	95,352
09 Bladen	* 0	152,727	$0.00	152,727	152,727
10 Brunswick	* 0	0	$0.00	0	0
11 Buncombe	* 0	202,174	$0.00	202,174	202,174
12 Burke	* 0	168,001	$0.00	168,001	168,001
13 Cabarrus	* 0	276,598	$0.00	276,598	276,598
14 Caldwell	* 0	120,758	$0.00	120,758	120,758
16 Carteret	* 0	87,009	$0.00	87,009	87,009
17 Caswell	* 0	70,021	$0.00	70,021	70,021
18 Catawba	* 0	159,363	$0.00	159,363	159,363
19 Chatham	* 0	100,623	$0.00	100,623	100,623
20 Cherokee		0	$0.00	0	0
22 Clay	* 0	30,338	$0.00	30,338	30,338
23 Cleveland	* 0	112,741	$0.00	112,741	112,741
24 Columbus	* 0	168,551	$0.00	168,551	168,551
25 Craven	* 0	168,471	$0.00	168,471	168,471
26 Cumberland	* 0	383,842	$0.00	383,842	383,842
28 Dare	* 0	46,294	$0.00	46,294	46,294
29 Davidson	* 0	206,123	$0.00	206,123	206,123
30 Davie	* 0	82,730	$0.00	82,730	82,730
31 Duplin	* 0	195,240	$0.00	195,240	195,240
32 Durham	* 0	262,706	$0.00	262,706	262,706
33 Edgecombe	* 0	163,995	$0.00	163,995	163,995
D7 Foothills	* 0	236,824	$0.00	236,824	236,824

34 Forsyth	*	0	380,910	$0.00	380,910	380,910
35 Franklin	*	0	106,892	$0.00	106,892	106,892
36 Gaston	*	0	235,245	$0.00	235,245	235,245
38 Graham	*	0	70,901	$0.00	70,901	70,901
D3 Gran-Vance	*	0	277,774	$0.00	277,774	277,774
40 Greene	*	0	164,892	$0.00	164,892	164,892
41 Guilford	*	0	473,213	$0.00	473,213	473,213
42 Halifax	*	0	157,660	$0.00	157,660	157,660
43 Harnett	*	0	120,328	$0.00	120,328	120,328
44 Haywood			0	$0.00	0	0
45 Henderson			0	$0.00	0	0
47 Hoke			0	$0.00	0	0
48 Hyde			0	$0.00	0	0
49 Iredell			0	$0.00	0	0
50 Jackson	*	0	76,659	$0.00	76,659	76,659
51 Johnston	*	0	266,415	$0.00	266,415	266,415
52 Jones	*	0	114,931	$0.00	114,931	114,931
53 Lee	*	0	157,465	$0.00	157,465	157,465
54 Lenoir	*	0	191,823	$0.00	191,823	191,823
55 Lincoln			0	$0.00	0	0
56 Macon	*	0	60,536	$0.00	60,536	60,536
57 Madison			0	$0.00	0	0
D4 M-T-W	*	0	316,935	$0.00	316,935	316,935
60 Mecklenburg	*	0	865,611	$0.00	865,611	865,611
62 Montgomery			0	$0.00	0	0
63 Moore			0	$0.00	0	0
64 Nash			0	$0.00	0	0
65 New Hanover			0	$0.00	0	0
66 Northampton			0	$0.00	0	0
67 Onslow	*	0	225,924	$0.00	225,924	225,924
68 Orange	*	0	164,360	$0.00	164,360	164,360
69 Pamlico	*	0	84,537	$0.00	84,537	84,537
71 Pender	*	0	104,598	$0.00	104,598	104,598
73 Person	*	0	108,006	$0.00	108,006	108,006
74 Pitt	*	0	214,091	$0.00	214,091	214,091
75 Polk	*	0	53,981	$0.00	53,981	53,981
76 Randolph			0	$0.00	0	0

77 Richmond	*	0	147,431	$0.00	147,431	147,431
78 Robeson	*	0	2,535	$0.00	2,535	2,535
79 Rockingham	*	0	138,273	$0.00	138,273	138,273
80 Rowan	*	0	93,034	$0.00	93,034	93,034
82 Sampson	*	0	164,137	$0.00	164,137	164,137
83 Scotland	*	0	164,861	$0.00	164,861	164,861
84 Stanly	*	0	100,034	$0.00	100,034	100,034
85 Stokes	*	0	58,599	$0.00	58,599	58,599
86 Surry	*	0	145,793	$0.00	145,793	145,793
87 Swain	*	0	98,306	$0.00	98,306	98,306
D6 Toe River	*	0	182,185	$0.00	182,185	182,185
88 Transylvania	*	0	41,471	$0.00	41,471	41,471
90 Union	*	0	261,457	$0.00	261,457	261,457
92 Wake			0	$0.00	0	0
93 Warren	*	0	120,224	$0.00	120,224	120,224
96 Wayne	*	0	229,304	$0.00	229,304	229,304
97 Wilkes	*	0	124,848	$0.00	124,848	124,848
98 Wilson	*	0	181,755	$0.00	181,755	181,755
99 Yadkin	*	0	106,779	$0.00	106,779	106,779
00 Yancey			0	$0.00	0	0
Totals			12,157,723	0	12,157,723	12,157,723

Sign and Date - DPH Program Administrator Danielle Matula signing for Anne Odusanya 6/24/22	Sign and Date - DPH Section Chief Sarah Dozier 6/24/22
Sign and Date - DPH Budget Office – ATC Coordinator 6/24/22	Sign and Date - DPH Budget Officer S. Marshall 6/24/2022

SH 6/24/2022

DPH-Aid-To-Counties **For Fiscal Year: 22/23** **Budgetary Estimate Number : 3**

Activity 620 Service Period Payment Period	AA	1332 535A YM 06/01-05/31 07/01-06/30	Total Allocated	1332 535A YM 07/01-05/31 08/01-06/30	Total Allocated	Proposed Total	New Total
01 Alamance		0	$215,614.00	0	$0.00	0	215,614
D1 Albemarle		0	$668,845.00	0	$0.00	0	668,845
02 Alexander		0	$89,668.00	0	$0.00	0	89,668
04 Anson		0	$134,542.00	0	$0.00	0	134,542
D2 Appalachian		0	$203,860.00	0	$0.00	0	203,860
07 Beaufort		0	$95,352.00	0	$0.00	0	95,352
09 Bladen		0	$152,727.00	0	$0.00	0	152,727
10 Brunswick		0	$0.00	0	$0.00	0	0
11 Buncombe		0	$202,174.00	0	$0.00	0	202,174
12 Burke		0	$168,001.00	0	$0.00	0	168,001
13 Cabarrus		0	$276,598.00	0	$0.00	0	276,598
14 Caldwell		0	$120,758.00	0	$0.00	0	120,758
16 Carteret		0	$87,009.00	0	$0.00	0	87,009
17 Caswell		0	$70,021.00	0	$0.00	0	70,021
18 Catawba		0	$159,363.00	0	$0.00	0	159,363
19 Chatham		0	$100,623.00	0	$0.00	0	100,623
20 Cherokee		0	$0.00	0	$0.00	0	0
22 Clay		0	$30,338.00	0	$0.00	0	30,338
23 Cleveland		0	$112,741.00	0	$0.00	0	112,741
24 Columbus		0	$168,551.00	0	$0.00	0	168,551
25 Craven		0	$168,471.00	0	$0.00	0	168,471
26 Cumberland		0	$383,842.00	0	$0.00	0	383,842
28 Dare		0	$46,294.00	0	$0.00	0	46,294
29 Davidson		0	$206,123.00	0	$0.00	0	206,123
30 Davie		0	$82,730.00	0	$0.00	0	82,730
31 Duplin		0	$195,240.00	0	$0.00	0	195,240
32 Durham		0	$262,706.00	0	$0.00	0	262,706
33 Edgecombe		0	$163,995.00	0	$0.00	0	163,995
D7 Foothills		0	$236,824.00	0	$0.00	0	236,824

34 Forsyth		0	$380,910.00	0	$0.00	0	380,910
35 Franklin		0	$106,892.00	0	$0.00	0	106,892
36 Gaston		0	$235,245.00	0	$0.00	0	235,245
38 Graham		0	$70,901.00	0	$0.00	0	70,901
D3 Gran-Vance		0	$277,774.00	0	$0.00	0	277,774
40 Greene		0	$164,892.00	0	$0.00	0	164,892
41 Guilford		0	$473,213.00	0	$0.00	0	473,213
42 Halifax		0	$157,660.00	0	$0.00	0	157,660
43 Harnett		0	$120,328.00	0	$0.00	0	120,328
44 Haywood		0	$0.00	0	$0.00	0	0
45 Henderson		0	$0.00	0	$0.00	0	0
47 Hoke		0	$0.00	0	$0.00	0	0
48 Hyde		0	$0.00	0	$0.00	0	0
49 Iredell		0	$0.00	0	$0.00	0	0
50 Jackson		0	$76,659.00	0	$0.00	0	76,659
51 Johnston		0	$266,415.00	0	$0.00	0	266,415
52 Jones		0	$114,931.00	0	$0.00	0	114,931
53 Lee		0	$157,465.00	0	$0.00	0	157,465
54 Lenoir		0	$191,823.00	0	$0.00	0	191,823
55 Lincoln		0	$0.00	0	$0.00	0	0
56 Macon		0	$60,536.00	0	$0.00	0	60,536
57 Madison		0	$0.00	0	$0.00	0	0
D4 M-T-W		0	$316,935.00	0	$0.00	0	316,935
60 Mecklenburg		0	$865,611.00	0	$0.00	0	865,611
62 Montgomery		0	$0.00	0	$0.00	0	0
63 Moore		0	$0.00	0	$0.00	0	0
64 Nash		0	$0.00	0	$0.00	0	0
65 New Hanover		0	$0.00	0	$0.00	0	0
66 Northampton		0	$0.00	0	$0.00	0	0
67 Onslow		0	$225,924.00	0	$0.00	0	225,924
68 Orange		0	$164,360.00	0	$0.00	0	164,360
69 Pamlico		0	$84,537.00	0	$0.00	0	84,537
71 Pender		0	$104,598.00	0	$0.00	0	104,598
73 Person		0	$108,006.00	0	$0.00	0	108,006
74 Pitt		0	$214,091.00	0	$0.00	0	214,091
75 Polk		0	$53,981.00	0	$0.00	0	53,981
76 Randolph		0	$0.00	0	$0.00	0	0

77 Richmond			0	$147,431.00	0	$0.00	0	147,431
78 Robeson			0	$2,535.00	0	$0.00	0	2,535
79 Rockingham			0	$138,273.00	0	$0.00	0	138,273
80 Rowan			0	$93,034.00	0	$0.00	0	93,034
82 Sampson			0	$164,137.00	0	$0.00	0	164,137
83 Scotland			0	$164,861.00	0	$0.00	0	164,861
84 Stanly			0	$100,034.00	0	$0.00	0	100,034
85 Stokes			0	$58,599.00	0	$0.00	0	58,599
86 Surry			0	$145,793.00	0	$0.00	0	145,793
87 Swain			0	$98,306.00	0	$0.00	0	98,306
D6 Toe River	*	0	-61,484	$182,185.00	0	$0.00	-61,484	120,701
88 Transylvania			0	$41,471.00	0	$0.00	0	41,471
90 Union			0	$261,457.00	0	$0.00	0	261,457
92 Wake			0	$0.00	0	$0.00	0	0
93 Warren			0	$120,224.00	0	$0.00	0	120,224
96 Wayne			0	$229,304.00	0	$0.00	0	229,304
97 Wilkes			0	$124,848.00	0	$0.00	0	124,848
98 Wilson			0	$181,755.00	0	$0.00	0	181,755
99 Yadkin			0	$106,779.00	0	$0.00	0	106,779
00 Yancey	*	0	0	$0.00	61,484	$0.00	61,484	61,484
Totals			-61,484	12,157,723	61,484	0	0	12,157,723

Sign and Date - DPH Program Administrator Anne Odusanya 7/5/22	Sign and Date - DPH Section Chief 7/5/22
Sign and Date - DPH Budget Office – ATC Coordinator 7/5/22	Sign and Date - DPH Director 7/6/2022

SH 7/6/2022

Division of Public Health
Agreement Addendum
FY 22-23

Fiscal: Epidemiology / Public Health Preparedness and Response
Program: Administrative, Local, and Community Support / Local Technical Assistance and Training

Local Health Department Legal Name
Duplin County Health Department

DPH Section / Branch Name
Fiscal: Wayne Mixon, 919 546 1831 wayne.mixon@dhhs.nc.gov
Program: Beth Lovette, 919-707-5001 beth.lovette@dhhs.nc.gov

Activity Number and Description
621 ARPA COVID-19 PH Regional Workforce

DPH Program Contact
(name, phone number, and email)

Service Period
06/01/2022 – 05/31/2023

DPH Program Signature **Date**
(only required for a negotiable agreement addendum)

Payment Period
07/01/2022 – 06/30/2023

☒ **Original Agreement Addendum**
☐ **Agreement Addendum Revision #** ___

I. **Background:**
The COVID-19 pandemic has stretched the public health workforce in North Carolina and exposed gaps in foundational public health capabilities at the state and local levels, hindering optimal public health pandemic prevention and response. The American Rescue Plan Act of 2021 (ARPA), also called the COVID-19 Stimulus Package, is an economic stimulus bill signed into law by on March 11, 2021.

The North Carolina Division of Public Health (DPH) received funding from the Centers for Disease Control and Prevention (CDC) in a grant titled "CDC Crisis Response Cooperative Agreement: COVID-19 Public Health Workforce," hereafter known as the **COVID-19 PH Workforce Grant**. This grant provides funding to establish, expand, train, and sustain the state, tribal, local, or territorial (STLT) public health workforce to support jurisdictional COVID-19 prevention, preparedness, response, and recovery initiatives.

As part of this initiative, DPH is making available funds for the 10 regions identified by the North Carolina Association of Local Health Directors (NCALHD) to recruit, hire, and train personnel to fill critical gaps in its Public Health Infrastructure Foundational Capabilities in order to respond to the COVID-19 pandemic. The Public Health National Center for Innovations' Public Health Leadership Forum identified 7 Foundational Capabilities of Public Health—the suite of skills, programs, and

Health Director Signature (use blue ink) Date

Local Health Department to complete: (If follow-up information is needed by DPH)
LHD program contact name:
Phone number with area code:
Email address:

Signature on this page signifies you have read and accepted all pages of this document. Template rev. July 2020

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activities that must be available in state and local health departments everywhere for the health system to work anywhere.

The local health departments within each region have identified a lead local health department (Lead Regional LHD) for its region to host and manage the program described in this Agreement Addendum (AA). These **Lead Regional LHDs** are:

- Region 1-Transylvania County Department of Public Health
- Region 2-Foothills Health District
- Region 3-Appalachian District Health Department
- Region 4-Cabarrus Health Alliance
- Region 5-Guilford County Department of Health and Human Services–Division of Public Health
- Region 6-Cumberland County Health Department
- Region 7-Granville-Vance Public Health
- Region 8-Duplin County Health Department
- Region 9-Albemarle Regional Health Services
- Region 10-Pitt County Health Department.

Each Lead Regional LHD, in collaboration with the local health departments within its respective region, will:

- produce a gap analysis to identify staffing and training shortfalls
- recruit and hire staff to support regional activities, and
- manage a training program to enhance the skills and expertise of LHD staff in the region.

All capability strengthening efforts should pay special attention to diversity, equity, and inclusion in that the Lead Regional LHDs should recruit staff who are representative of, and have language competence for, the communities they serve and promote diversity and inclusion when considering training and growth opportunities for all staff.

II. Purpose:

The COVID-19 PH Workforce Grant supports regional efforts to recruit, hire, and train personnel to address projected COVID-19 response needs in the 10 NCALHD regions, including strengthening the Public Health Foundational Capabilities to address local public health priorities deriving from COVID-19.

The seven Public Health Infrastructure Foundational Capabilities ("Foundational Capabilities") are:

- Assessment/Surveillance
- Emergency Preparedness and Response
- Policy Development and Support
- Communications
- Community Partnership Development
- Organizational Administrative Competencies
- Accountability/Performance Management

III. Scope of Work and Deliverables:

The Lead Regional LHD shall:

1. On behalf of its region, maintain a **Workforce Development Regional Director** ("**Regional Director**"). The Regional Director shall provide expertise, leadership, and collaboration across counties in the region to fulfill the activities in this AA. The Regional Director will participate in workshops and meetings organized by the DPH for this Activity.
   a. Inform the two DPH Program Contacts via Smartsheet within three business days of any change in designated Regional Director, including vacancy.

2. Prepare and complete a **COVID-19 PH Workforce Grant Work Plan** ("**Work Plan**") for state fiscal year 2022-23, ensure it is reviewed by the local health director, and submit it through Smartsheet by December 1, 2022. (See Section IV.2 below for template and submission details.)

   Components of the Work Plan shall include (1) a staff recruitment and hiring plan, (2) a regional training plan, (3) a regional coordination plan, (4) a comprehensive budget and (5) a project timeline. As part of the Work Plan, develop, execute, and report on:

   a. A **staff recruitment and hiring plan** ("**staff plan**") to fill staffing gaps identified by the rapid needs assessment. The staff plan should be designed ultimately to hire a diverse workforce who are representative of, and have language competence for, the communities they serve. The staff plan must outline the methods by which the Lead Regional LHD intends to recruit staff. The staff plan must include the number of full-time and part-time staff the region intends to hire under this Activity; note whether the positions are program staff, administrative staff, or other staff; and note whether the Lead Regional LHD intends to hire the position directly, support a Community Based Organization to fulfill the function, otherwise contract for the position, or use another method.

      Roles listed in the staff plan may include:

      1. Program staff, including program managers; communications and policy staff; logisticians; planning and exercise specialists; program evaluators; pandemic preparedness and response coordinators to support the current pandemic response and identify lessons learned to help prepare for possible future disease outbreaks; health equity officers or teams; data managers, including informaticians, data scientists, or data entry personnel; translation services; trainers or health educators; or other community health workers;
      2. Administrative staff, including human resources personnel; fiscal or grant managers; clerical staff; staff to track and report on hiring under this agreement addendum; or others needed to ensure rapid hiring and procurement of goods and services and other administrative services associated with successfully managing multiple federal funding streams for the COVID-19 response; and
      3. Any other positions as may be required to prevent, prepare for, and respond to COVID-19.

   b. A **regional training plan.** Provision of training will be a shared responsibility between the Lead Regional LHD and DPH. All aspects of training, including the Lead Regional LHD's choice of potential trainers and participants, should provide opportunities for people who are representative of, and have language competence for, the communities they serve.

   c. A **regional coordination plan** to engage a Regional Public Health Workforce Leadership Team to collect input and feedback and share information (see "Regional Leadership Team" below in Section III.5.).

   d. A **comprehensive budget** detailing the costs associated with elements of the work plan.

   e. A **project timeline** detailing when the elements of the work plan will be completed.

3. Maintain a **Regional Public Health Workforce Leadership Team** ("**Regional Leadership Team**") comprised of Local Health Directors and Human Resources staff or designees from each county in the Lead Regional LHD's region to advise the Regional Director on the content and execution of the Public Health Workforce Work Plan. The Regional Leadership Team should consult with representatives from the participating LHDs for Activity 466 *Advancing Equity* to coordinate use of

resources pertaining to health equity. The Regional Leadership Team will assist the Regional Director in monitoring and adapting the Work Plan to ongoing needs in the context of COVID-19. The Regional Director will communicate monthly via in-person meetings, conference calls, and email correspondence.

4. Provide **monthly progress updates on the staff recruitment and hiring plan**. Include metrics on applications received and successful candidates based on race, ethnicity, and gender; include metrics on number of successful hires in relation to hiring goals.

5. Provide **monthly progress updates on the regional training plan**, including the number of training sessions, and the race, ethnicity, and gender of participants in the training sessions.

IV. Performance Measures/Reporting Requirements:

1. Performance Measures

a. Submitted a Work Plan by December 1, 2022.

b. Submitted staff recruitment and hiring plan progress updates monthly.

c. Submitted regional training plan progress updates monthly.

2. Reporting Requirements

The reporting below shall be provided via the Smartsheet dashboard, which can be accessed at https://app.smartsheet.com/b/publish?EQBCT=82018408e7b44ef9b44e113b6e536ffb. All the due dates for these reports are posted on the Smartsheet dashboard.

a. In the event of a change in the designated Workforce Development Regional Director, the name and contact information of the new Workforce Development Regional Director shall be reported via Smartsheet within three business days of the person's designation

b. **COVID-19 PH Workforce Grant Work Plan**: The Work Plan is to be uploaded to Smartsheet by December 1, 2022. The Work Plan template can be downloaded from Smartsheet.

c. **Monthly Staff Recruitment And Hiring Plan Progress Updates**: For Staff Recruitment, include metrics on applications received and successful candidates based on race, ethnicity, and gender; for Hiring Plan, include metrics on number of successful hires in relation to hiring goals.

d. **Monthly Regional Training Plan Progress Updates**: Include the number of training sessions, and the race, ethnicity, and gender of participants in the training sessions.

e. **Monthly Financial Reports**: These monthly financial reports will report on the prior month. The first financial report is to report for June 2022 and is due on July 22, 2022.

f. **Periodic Performance Reports**: These reports will detail the prior period's progress and are to be completed using the COVID-19 Public Health Workforce Grant Work Plan Template and uploaded to Smartsheet. Staff recruitment and hiring plan updates and the training plan progress updates are all part of these reports.

The first program report is to report for June 1–August 31, 2022 performance and is due on September 22, 2022. The periods for these performance reports are defined as:

June – August 2022
September – November 2022
December – February 2023
March – May 2023

V. Performance Monitoring and Quality Assurance:

The ARPA DPH Liaison Team ("Liaison Team") will evaluate the Regional Public Health Workforce Leadership Team's ongoing progress on their COVID-19 PH Workforce Grant Work Plan through a monthly review of the financial reports, a quarterly review of the performance reports, and one site visit. The Liaison Team will attend the Regional Public Health Workforce Leadership Team's meetings, and by doing so will also be informing evaluation and quality assurance of the Work Plan goals.

The Liaison Team will conduct one site visit during the Agreement Addendum's service period as another avenue to inform the performance monitoring and quality assurance. This visit will allow for the Liaison Team to evaluate those aspects which are better evaluated in person rather than in an electronic submission. The site visit may include attending on-site training sessions and participation in meetings with external stakeholders.

The Liaison Team will provide written feedback, recommendations, and technical assistance at least twice per year to ensure adequate performance. The feedback and technical assistance includes identifying major strengths, weaknesses, areas to be addressed, and evaluating the success story ideas (documented by the Lead Regional LHD in its periodic performance reports).

Situations outlined below may result in inadequate performance and require corrective actions:

1. Non-completion of activities in the Work Plan will require documentation of barriers preventing implementation of activities and require an amended Work Plan within the reporting period that the change took place, which must be approved by the Liaison Team.

2. One full-time Workforce Development Regional Director is required to be maintained for the duration of this Agreement Addendum. In the event of a gap in staffing or another major change in Work Plan delivery, the Lead Regional LHD should identify staff internally to continue progress and should recruit and orient a replacement rapidly. In the event that there is delay and the Lead Regional LHD cannot show a plan to spend the lapsed salary or other unspent program dollars, those funds will be reallocated and redistributed.

VI. Funding Guidelines or Restrictions:

1. Requirements for pass-through entities: In compliance with *2 CFR §200.331 – Requirements for pass-through entities*, the Division of Public Health provides Federal Award Reporting Supplements to the Lead Regional LHD receiving federally funded AAs.
   a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. AAs funded by more than one federal award will receive a disclosure Supplement for each federal award.
   b. Frequency: Supplements will be generated as the Division of Public Health receives information for federal grants. Supplements will be issued to the Lead Regional LHD throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Lead Regional LHD even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.

2. Funding can be used to hire personnel for roles that may range from senior leadership positions to early career or entry-level positions and may include, but is not limited to:
   a. Permanent full-time and part-time staff (which may include converting part-time positions to full-time positions during the performance period)

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b. Temporary or term-limited staff
c. Fellows
d. Interns
e. Contractors or contracted employees

FY23 - FAS federal award supplement

Activity Nbr + Name: **621** **ARPA COVID-19 PH Regional Workforce**

FAS Nbr + Reason: **1** This FAS is accompanying an AA+BE or an AA Revision+BE Revision.

CFDA Nbr + Name: **93.354** Cooperative Agreement for Emergency Response: Public Health Crisis Response - 2018

IDC rate: n/a FAIN: **NU90TP922192** Is award R&D?: no Fed awd's total amt: $ 62,340,758

Fed award project description: Public Health Emergency Response: Cooperative Agreement for Emergency Response: Public Health Crisis Response

Fed awd date + awarding agency: 05-19-21 HHS, Centers for Disease Control and Prevention

Subrecipient	Subrecipient UEI	Subrecipient DUNS	Federal funds from grant listed above	Total federal funds for entire Activity
Alamance	MBM7W225N3W8	965194483		
Albemarle	WAAVS51PNMK3	130537822	1,805,461.00	$ 1,805,461
Alexander	XVEEJSNY7UX9	030495105	$ -	
Anson	PK8UYTSNJCC3	847163829	$ -	
Appalachian	CD7BFHB8W539	780131541	1,634,033.00	$ 1,634,033
Beaufort	RN1SXFD4LXN6	091567776	$ -	
Bladen	TLCTJWDJH1H9	084171628	$ -	
Brunswick	MJBMXLN9NJT5	091571349	$ -	
Buncombe	W5TCDKMLHE69	879203560	$ -	
Burke	G855APCNL591	883321205	$ -	
Cabarrus	RXDXNEJKJFU7	143408289	3,154,849.00	$ 3,154,849
Caldwell	HL4FGNJNGE97	948113402	$ -	
Carteret	UC6WJ2MQMJS8	058735804	$ -	
Caswell	JDJ7Y7CGYC86	077846053	$ -	
Catawba	GYUNA9W1NFM1	083677138	$ -	
Chatham	KE57QE2GVSF1	131356607	$ -	
Cherokee	DCEGK6HA11M5	130705072	$ -	
Clay	HYKLQVNWLXK7	145058231	$ -	
Cleveland	UWMUYMPVL483	879924850	$ -	
Columbus	V1UAJ4L87WQ7	040040016	$ -	
Craven	LTZ2U8LZQ214	091564294	$ -	
Cumberland	HALND8WJ3GW4	123914376	1,968,868.00	$ 1,968,868
Dare	ELV6JGB11QK6	082358631	$ -	
Davidson	C9P5MDJC7KY7	077839744	$ -	
Davie	L8WBGLHZV239	076526651	$ -	
Duplin	KZN4GK5262K3	095124798	2,084,305.00	$ 2,084,305
Durham	LJ5BA6U2HLM7	088564075	$ -	
Edgecombe	MAN4LX44AD17	093125375	$ -	
Foothills	NGTEF2MQ8LL4	782359004	1,530,203.00	$ 1,530,203
Forsyth	V6BGVQ67YPY5	105316439	$ -	
Franklin	FFKTRQCNN143	084168632	$ -	
Gaston	QKY9R8A8D5J6	071062186	$ -	
Graham	L8MAVKQJTYN7	020952383	$ -	
Granville-Vance	MGQJKK22EJB3	063347626	2,745,829.00	$ 2,745,829
Greene	VCU5LD71N9U3	091564591	$ -	
Guilford	YBEQWGFJPMJ3	071563613	2,325,893.00	$ 2,325,893
Halifax	MRL8MYNJJ3Y5	014305957	$ -	
Harnett	JBDCD9V41BX7	091565986	$ -	
Haywood	DQHZEVAV95G5	070620232	$ -	
Henderson	TG5AR81JLFQ5	085021470	$ -	
Hoke	C1GWSADARX51	091563643	$ -	
Hyde	T2R5YN36NN64	832526243	$ -	
Iredell	XTNRLKJLA4S9	074504507	$ -	

720

FY23 - FAS federal award supplement

Activity Nbr + Name: **621** **ARPA COVID-19 PH Regional Workforce**

FAS Nbr + Reason: **1** This FAS is accompanying an AA+BE or an AA Revision+BE Revision.

CFDA Nbr + Name: **93.354** Cooperative Agreement for Emergency Response: Public Health Crisis Response - 2018

IDC rate: n/a FAIN: **NU90TP922192** Is award R&D?: no Fed awd's total amt: $ 62,340,758

Fed award project description: Public Health Emergency Response: Cooperative Agreement for Emergency Response: Public Health Crisis Response

Fed awd date + awarding agency: 05-19-21 HHS, Centers for Disease Control and Prevention

Subrecipient	Subrecipient UEI	Subrecipient DUNS	Federal funds from grant listed above	Total federal funds for entire Activity
Jackson	X7YWWY6ZP574	019728518	$ -	
Johnston	SYGAGEFDHYR7	097599104	$ -	
Jones	HE3NNNUE27M7	095116935	$ -	
Lee	F6A8UC99JWJ5	067439703	$ -	
Lenoir	QKUFL37VPGH6	042789748	$ -	
Lincoln	UGGQGSSKBGJ5	086869336	$ -	
Macon	LLPJBC6N2LL3	070626825	$ -	
Madison	YQ96F8BJYTJ9	831052873	$ -	
MTW	ZKK5GNRNBBY6	087204173	$ -	
Mecklenburg	EZ15XL6BMM68	074498353	$ -	
Montgomery	E78ZAJM3BFL3	025384603	$ -	
Moore	HFNSK95FS7Z8	050988146	$ -	
Nash	NF58K566HQM7	050425677	$ -	
New Hanover	F7TLT2GMEJE1	040029563	$ -	
Northampton	CRA2KCAL8BA4	097594477	$ -	
Onslow	EGE7NBXW5JS6	172663270	$ -	
Orange	GFFMCW9XDAS3	091575191	$ -	
Pamlico	FT59QFEAU344	097600456	$ -	
Pender	T11BE678U9P5	100955413	$ -	
Person	FQ8LFJGMABJ4	091563718	$ -	
Pitt	VZNPMCLFT5R6	080889694	1,773,116.00	$ 1,773,116
Polk	QZ6BZPGLX4Y9	079067930	$ -	
Randolph	T3BUM1CVS9N5	027873132	$ -	
Richmond	Q63FZNTJM3M4	070621339	$ -	
Robeson	LKBEJQFLAAK5	082367871	$ -	
Rockingham	KGCCCHJJZZ43	077847143	$ -	
Rowan	GCB7UCV96NW6	074494014	$ -	
Sampson	WRT9CSK1KJY5	825573975	$ -	
Scotland	FNVTCUQGCHM5	091564146	$ -	
Stanly	U86MZUYPL7C5	131060829	$ -	
Stokes	W41TRA3NUNS1	085442705	$ -	
Surry	FMWCTM24C9J8	077821858	$ -	
Swain	TAE3M92L4QR4	146437553	$ -	
Toe River	JUA6GAUQ9UM1	113345201	$ -	
Transylvania	W51VGHGM8945	030494215	1,000,000.00	$ 1,000,000
Union	LHMKBD4AGRJ5	079051637	$ -	
Wake	FTJ2WJPLWMJ3	019625961	$ -	
Warren	TLNAU5CNHSU5	030239953	$ -	
Wayne	DACFHCLQKMS1	040036170	$ -	
Wilkes	M14KKHY2NNR3	067439950	$ -	
Wilson	ME2DJHMYWG55	075585695	$ -	
Yadkin	PLCDT7JFA8B1	089910624	$ -	
Yancey	M4SJK9AKVEZ8		$ -	

DPH-Aid-To-Counties For Fiscal Year: 22/23 Budgetary Estimate Number : 0

Activity 621 Service Period Payment Period		AA	1264 2680 YM 06/01-05/31 07/01-06/30	Total Allocated	Proposed Total	New Total
01 Alamance			0	$0.00	0	0
D1 Albemarle	*	0	1,805,461	$0.00	1,805,461	1,805,461
02 Alexander			0	$0.00	0	0
04 Anson			0	$0.00	0	0
D2 Appalachian	*	0	1,634,033	$0.00	1,634,033	1,634,033
07 Beaufort			0	$0.00	0	0
09 Bladen			0	$0.00	0	0
10 Brunswick			0	$0.00	0	0
11 Buncombe			0	$0.00	0	0
12 Burke			0	$0.00	0	0
13 Cabarrus	*	0	3,154,849	$0.00	3,154,849	3,154,849
14 Caldwell			0	$0.00	0	0
16 Carteret			0	$0.00	0	0
17 Caswell			0	$0.00	0	0
18 Catawba			0	$0.00	0	0
19 Chatham			0	$0.00	0	0
20 Cherokee			0	$0.00	0	0
22 Clay			0	$0.00	0	0
23 Cleveland			0	$0.00	0	0
24 Columbus			0	$0.00	0	0
25 Craven			0	$0.00	0	0
26 Cumberland	*	0	1,968,868	$0.00	1,968,868	1,968,868
28 Dare			0	$0.00	0	0
29 Davidson			0	$0.00	0	0
30 Davie			0	$0.00	0	0
31 Duplin	*	0	2,084,305	$0.00	2,084,305	2,084,305
32 Durham			0	$0.00	0	0
33 Edgecombe			0	$0.00	0	0
D7 Foothills	*	0	1,530,203	$0.00	1,530,203	1,530,203
34 Forsyth			0	$0.00	0	0
35 Franklin			0	$0.00	0	0
36 Gaston			0	$0.00	0	0
38 Graham			0	$0.00	0	0
D3 Gran-Vance	*	0	2,745,829	$0.00	2,745,829	2,745,829
40 Greene			0	$0.00	0	0
41 Guilford	*	0	2,325,893	$0.00	2,325,893	2,325,893
42 Halifax			0	$0.00	0	0
43 Harnett			0	$0.00	0	0
44 Haywood			0	$0.00	0	0
45 Henderson			0	$0.00	0	0
47 Hoke			0	$0.00	0	0
48 Hyde			0	$0.00	0	0
49 Iredell			0	$0.00	0	0
50 Jackson			0	$0.00	0	0
				$0.00		

51 Johnston			0		0	0
52 Jones			0	$0.00	0	0
53 Lee			0	$0.00	0	0
54 Lenoir			0	$0.00	0	0
55 Lincoln			0	$0.00	0	0
56 Macon			0	$0.00	0	0
57 Madison			0	$0.00	0	0
D4 M-T-W			0	$0.00	0	0
60 Mecklenburg			0	$0.00	0	0
62 Montgomery			0	$0.00	0	0
63 Moore			0	$0.00	0	0
64 Nash			0	$0.00	0	0
65 New Hanover			0	$0.00	0	0
66 Northampton			0	$0.00	0	0
67 Onslow			0	$0.00	0	0
68 Orange			0	$0.00	0	0
69 Pamlico			0	$0.00	0	0
71 Pender			0	$0.00	0	0
73 Person			0	$0.00	0	0
74 Pitt	*	0	1,773,116	$0.00	1,773,116	1,773,116
75 Polk			0	$0.00	0	0
76 Randolph			0	$0.00	0	0
77 Richmond			0	$0.00	0	0
78 Robeson			0	$0.00	0	0
79 Rockingham			0	$0.00	0	0
80 Rowan			0	$0.00	0	0
82 Sampson			0	$0.00	0	0
83 Scotland			0	$0.00	0	0
84 Stanly			0	$0.00	0	0
85 Stokes			0	$0.00	0	0
86 Surry			0	$0.00	0	0
87 Swain			0	$0.00	0	0
D6 Toe River			0	$0.00	0	0
88 Transylvania	*	0	1,000,000	$0.00	1,000,000	1,000,000
90 Union			0	$0.00	0	0
92 Wake			0	$0.00	0	0
93 Warren			0	$0.00	0	0
96 Wayne			0	$0.00	0	0
97 Wilkes			0	$0.00	0	0
98 Wilson			0	$0.00	0	0
99 Yadkin			0	$0.00	0	0
00 Yancey			0	$0.00	0	0
Totals			20,022,557	0	20,022,557	20,022,557

Sign and Date - DPH Program Administrator	Sign and Date - DPH Section Chief
Wayne Mixon 6.22.2022	JMK 6/22/22
Sign and Date - DPH Budget Office – ATC Coordinator	**Sign and Date - DPH Budget Officer**
6/22/22	6/22/2022

SH 6/22/2022

Division of Public Health
Agreement Addendum
FY 22-23

Duplin County Health Department
Local Health Department Legal Name

Epidemiology / Communicable Disease Branch
DPH Section / Branch Name

546 Communicable Disease Pandemic Recovery
Activity Number and Description

Vanessa Gailor 919-546-1658
vanessa.gailor@dhhs.nc.gov
DPH Program Contact
(name, phone number, and email)

06/01/2022 – 05/31/2023
Service Period

DPH Program Signature **Date**
(only required for a negotiable Agreement Addendum)

07/01/2022 – 06/30/2023
Payment Period

☒ Original Agreement Addendum
☐ Agreement Addendum Revision # ___

I. **Background:**

The federal American Rescue Plan Act (ARPA) enacted on March 11, 2021, provides relief to address the continued impact of COVID-19 on the economy, public health, state and local governments, individuals, and businesses. A component of ARPA is the State and Local Fiscal Recovery Funds which provides state, local, and Tribal government with the resources needed to respond to the pandemic and its economic effects and to build a stronger, more equitable economy during the recovery. With this, the COVID-19 pandemic has highlighted the need for additional funding of communicable disease programs at the local level to ensure that all communicable disease activities are able to be completed.

Funding provided in the American Rescue Plan Act of 2021 is delineated in Senate Bill 105 for 2021-2023, as outlined below:

Of the funds appropriated in this act from the State Fiscal Recovery Fund to the Department of Health and Human Services, Division of Public Health, the sum of thirty-six million dollars ($36,000,000) in nonrecurring funds for the 2021-2022 fiscal year shall be allocated to local health departments to expand communicable disease surveillance, detection, control, and prevention activities to address the COVID-19 public health emergency and other communicable disease challenges impacted by the COVID-19 public health emergency. The Division of Public Health shall expend up to eighteen million dollars ($18,000,000) of these allocated funds during the 2021-2022 fiscal year and any remaining funds during the 2022-2023 fiscal year. In the distribution of these funds to local health departments under this section, for each year of the 2021-2023 fiscal biennium, the Division of Public Health shall divide nine million dollars ($9,000,000) equally among the local health departments based on the number of

Health Director Signature (use blue ink or verifiable digital signature) Date

LHD to complete:
[For DPH to contact in case follow-up information is needed.]
LHD program contact name: _____
Phone and email address: _____

Signature on this page signifies you have read and accepted all pages of this document. Template rev. August 2021

counties served by each local health department. The Division of Public Health shall distribute the remaining nine million dollars ($9,000,000) to local health departments based upon the percentage of the State population served by each of the local health departments. The Division shall begin distributing the funds allocated under this section no later than 60 days after this act becomes law. In utilizing these funds, local health departments shall comply with applicable federal rules and guidance governing the State Fiscal Recovery Fund (SFRF).

II. **Purpose:**

The primary mission of the North Carolina Communicable Disease Branch (CDB) is to reduce morbidity and mortality resulting from communicable diseases that are a significant threat to the public, through detection, tracking, investigation, control, education, and care activities to improve the health of people in North Carolina. Under the overarching goal of providing the best level of care possible to North Carolinians, the Communicable Disease Branch works with Local Health Departments to control the spread of communicable diseases in the community, detect cases of communicable disease and monitor for the occurrence of new cases.

Since the beginning of the Coronavirus disease (COVID-19) pandemic, local health departments have served as a primary response agency for the communities within their jurisdiction. The scope and magnitude of the COVID-19 response required an "all hands-on deck" approach that redirected staff from much of their normal day-to-day responsibilities. This created a disproportionate focus on COVID-19 cases at the expense of other communicable diseases. As a result, the ability to perform routine activities (e.g., case investigation/management, patient education, etc.) for these other diseases has been suboptimal compared to pre-pandemic efforts. This project is intended to assist local health departments to return to, and in some instances exceed, pre-pandemic service delivery for other communicable diseases.

In accordance with the memorandum of understanding between the North Carolina Pandemic Recovery Office (NCPRO) and the Department of Health and Human Services, the SLFRF federal award to North Carolina provides financial assistance for the state to do the following:

- To provide government services to the extent of the reduction in revenue due to the COVID– 19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency.

Within the applicable category described above, the 2021 Appropriations Act allocated funds to administer the following project with a total appropriation of $36,000,000.00:

Provides funds for local health departments to expand communicable disease surveillance, detection, control, and prevention activities to address COVID-19 and other communicable disease-related challenges impacted by the COVID-19 pandemic.

Note: *All funds will be made available through AA 546 Communicable Disease Pandemic Recovery to support obligations and expenditures through December 31, 2024. Unspent funds will carry forward until the federal grant period end date.*

III. **Scope of Work and Deliverables:**

To ensure the community's health and to achieve equitable health outcomes, the Local Health Department (LHD) will expand essential public health services to control communicable diseases in their community. Services provided will include communicable disease surveillance, investigation, detection, control, reporting, and prevention activities at the local level to address the COVID-19 public health emergency and other communicable disease challenges impacted by the COVID-19 pandemic.

To ensure the effective delivery of these services, recommended LHD activities include:

1. Enhancing workforce capacity by hiring temporary staff with knowledge in communicable disease, public health, public health nursing, or other applicable fields in order increase the number of full-time equivalent employees.
   a. The LHD will maintain a minimum of two public health nurses with communicable disease program responsibilities who have completed the *Introduction to Communicable Disease Surveillance and Investigation in North Carolina* course or successfully completed the challenge exam and received an orientation to communicable disease investigation and reporting by a Regional Communicable Disease Nurse Consultant.

2. Providing staff training opportunities including, but not limited to, training staff on applicable systems and databases (NC EDSS, NC COVID) to improve LHD capacities to effectively conduct surveillance, investigation, detection, control, and prevention of communicable diseases.
   a. Within one year of employment, every public health nurse with responsibility for communicable disease surveillance and investigation will complete the *Introduction to Communicable Disease Surveillance and Investigation in North Carolina* course offered by the Technical Assistance and Training Program (TATP) of the CDB.
   b. Public health nurses assigned to communicable disease investigation in a primary or backup role will be oriented to the role of Communicable Disease Nurse by the Regional TATP Nurse Consultant Team within three months of assignment of a new primary or backup Communicable Disease Nurse.
   c. Public health nurses assigned to the primary role of communicable disease are encouraged to incorporate additional training relevant to communicable disease into their continuing education plans.

3. Advancing data infrastructure by purchasing software and equipment that enhance or expand data management and infrastructure, including systems designed for flexible data collection, reporting, and analysis.

4. Supporting community partners by offering appropriate meetings, webinars, and educational opportunities.

5. Engaging community partners by referring clients to relevant and applicable resources.

6. Engaging community partners by developing and disseminating educational resources.

7. Other operational activities in addition to those listed above, including the expenses incurred in conduct or support of those activities.

IV. **Performance Measures / Reporting Requirements:**

The reporting below shall be provided by the LHD to DPH via the Smartsheet dashboard, which can be accessed at https://app.smartsheet.com/b/publish?EQBCT=8716e48245fe46559be725a9d628d031.

1. **Performance Measure #1**: The LHD shall complete both monthly financial reporting and quarterly performance reporting, as outlined below, via Smartsheet.
   a. The LHD shall complete a **Monthly Financial Report** each month via the Smartsheet dashboard. These monthly financial reports will report on the prior month, with the due dates posted on the Smartsheet dashboard. The first financial report is to report for June 2022 and is due by July 22, 2022.

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b. The LHD shall complete a **Quarterly Program Report** each quarter via the Smartsheet dashboard. These quarterly program reports will report on the prior quarter, with the due dates posted on the Smartsheet dashboard and below. The Service Quarters for these quarterly program reports are defined as:

Quarter Months	Program Report Due Date
• April-June 2022	07/22/2022
April and May 2022 data are from services provided under the Agreement Addendum for state fiscal year 2022.	
• July-September 2022	10/31/2022
• October – December 2022	01/31/2023
• January – March 2023	04/28/2023

2. **Performance Measure #2**: The LHD will perform and document disease investigations in NC EDSS and reassign disease events to the State Disease Registrar within 30 days of notification of a reportable communicable disease or condition. Follow North Carolina Communicable Disease Manual Guidelines for NC EDSS documentation.

   a. **Reporting Requirements**: The LHD will run the General Communicable Disease Control (GCDC) and Vaccine-Preventable Disease (VPD) reports for the designated timeframes below and report via Smartsheet to DPH:

Reporting Timeframes		Due Dates
• Pre-pandemic	July 1, 2019 – February 29, 2020	July 22, 2022
• During pandemic pre-project	March 1, 2020 – March 31, 2022	July 22, 2022
For reference, reporting for Agreement Addenda in future fiscal years will be as follows:		
• *End of year 1 of the project*	*April 1, 2022 – June 30, 2023*	*July 24, 2023*
• *End of year 2 of the project*	*July 1, 2023 – June 30, 2024*	*July 22, 2024*
• *Partial of year 3 of the project*	*July 1, 2024 – December 31, 2024*	*January 22, 2025*

   For each timeframe above, the following measures will be reported:

   1. Mean First Report Interval (in days)
   2. Mean Completed Report Interval (in days)
   3. Percentage of reports which meet the 30-day first report goal of having a disease investigation documented and reported to DPH within 30-days of initial notification to the LHD.

   The LHD will refer to the Human Immunodeficiency Virus and Sexually Transmitted Disease reports, found at https://epi.dph.ncdhhs.gov/cd/stds/annualrpts.html, to measure their performance of work within the timeframes listed above.

3. **Performance Measure #3**: Increasing the visibility of work the LHD within the community through Community Based Organizations (CBOs) and Nongovernmental Organizations (NGOs).

   a. **Reporting Requirements:** Provide at a minimum each quarter on the Performance Reporting Smartsheet dashboard, one example of educational resources, training agendas, fliers, CBO outreach services or other resources that have been disseminated by the LHD.

4. **Performance Measure #4**: Training new staff with knowledge in communicable disease, public health, and public health nursing.

   a. **Reporting Requirements**: Provide names, email addresses, and telephone numbers of nurses and dates that have completed the NC EDSS and NC COVID training to the Regional TATP Nurse Consultant by December 1, 2022, and upon request.

   b. **Reporting Requirements**: Provide the names of nurses, their dates of hire into the communicable disease position, and dates they have completed the *Introduction to Communicable Disease Surveillance and Investigation in North Carolina* course or successfully passed the written challenge exam to the Regional TATP Nurse Consultant by December 1, 2022, and upon request.

5. **Performance Measure #5**: As an update to the information the LHD provided for FY22, this Response Plan Update Form is to provide information related to the LHD's COVID-19 preparedness and response. The Response Plan Update Form will present a series of questions to be answered in a short-answer format on topics including testing, contact tracing, vaccination, equity, and preparedness.

   a. **Reporting Requirements:** Complete a **FY23 COVID-19 Response Plan Update Form** via the Smartsheet dashboard no later than August 1, 2022. (DPH will add the FY23 COVID-19 Response Plan Update Form to the Smartsheet dashboard by July 1, 2022.)

   Submission of a single COVID-19 Response Plan Update will meet the reporting requirements described under this Agreement Addendum as well as for other COVID-related Activities.

   The LHD's COVID-19 Response Plan Update will receive DPH oversight from the DPH Program Contact for each relevant COVID-related Activity. Specific questions regarding individual topics in the Response Plan Update Form should be directed to those individuals. Any general questions the LHD has should be directed to the DPH Division Director's Office at lhdhealthserviceta@dhhs.nc.gov.

V. **Performance Monitoring and Quality Assurance:**

1. Subrecipient monitoring, including financial and performance reporting, shall be conducted via the Smartsheet dashboard. This reporting will be provided by the LHD to DPH via the Smartsheet dashboard. DPH staff will assess reports daily and work with LHDs to provide technical assistance and feedback (as needed) to ensure all reporting is accurate and timely.

2. On a quarterly basis, approximately ten LHD subrecipients will be selected by an electronic randomizer to undergo a "desk audit" which entails the submission of all source documentation supporting their reported expenditures for a given month within the quarter. The affected subrecipients will be notified via email of their selection approximately two weeks after the end of the quarter under review. Selected LHDs will have 30 days to submit the requested expenditure documents. The Subrecipient Monitoring Team performs desk audits to ensure the expenditure information is accurate, complete and only includes allowable expenditures. The results are reported to the affected LHD Directors and, if corrective actions are required, they are outlined in the report with recommendations and a date by which to be completed.

3. The TATP Nurse Supervisor will review the Local Health Department's quarterly program performance through Smartsheet reporting completed by the LHD.

4. If the review results in compliance concerns, the TATP Nurse Supervisor shall conduct conference calls with the Local Health Department to provide technical assistance in order to rectify the concerns.

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5. If the LHD is deemed out of compliance, program staff shall provide technical assistance to bring the LHD back into compliance with deliverables. If technical assistance does not prove beneficial, the CDB will issue a letter of non-compliance and the LHD may lose access to NC EDSS and NC COVID. Noncompliance with this agreement will result in a reduced capacity for the LHD to detect and control communicable disease in their community.

VI. **Funding Guidelines or Restrictions:**

1. **Requirements for pass-through entities: In compliance with 2 CFR §200.331 – *Requirements for pass-through entities***, the Division of Public Health provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda. These funds constitute federal financial assistance to the State of North Carolina, and therefore, use of these funds must be in accordance with applicable federal uniform guidance found in 2CFR 200. None of these requirements is waived.
   a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.
   b. Frequency: Supplements will be generated as the Division of Public Health receives information for federal grants. Supplements will be issued to the Local Health Department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.
   c. At the time of this AA issuance, the NC Department of State Treasury has determined that the federal Uniform Guidance, Subpart D – *Subrecipient Monitoring and Management* does not apply to these funds. Therefore, no Supplement will accompany this AA.
2. **Requirements for use of funds: Must comply with *NCAC Chapter 09, Subchapter 03M – Uniform Administration of State Awards of Financial Assistance.*** NCAC 09 03M
3. **Requirements for cost principles: In compliance with *2 CFR §200.400 - §200.476 - Subpart E Cost Principles***, such principles must be used in determining the allowable costs of work performed by the non-Federal entity under Federal awards.
4. **Requirements for use of funds: In compliance with *31 CFR §35.5 – Use of funds.***
   a. A recipient may only use funds to cover costs incurred during the period beginning July 1, 2021 and ending December 31, 2024.
   b. A cost shall be considered to have been incurred for purposes of paragraph (a) of this section if the recipient has incurred an obligation with respect to such cost by December 31, 2024.
   c. A recipient must return any funds not obligated by December 31, 2024, and any funds not expended to cover such obligations by December 31, 2026.
5. **Requirements for use of funds: In compliance with *NCGS 143C-6-23 – Administrative code requirements***, recipients must comply with the following:
   a. NCGS 143C-6-23 (b) Prior to disbursing funds a grantee must provide a copy of its conflict- of-interest policy for management employees and its governance body.

   b. NCGS 143C-6-23(c) The grantee must provide a written statement required under oath by the grantee's governing body that it has no overdue tax debts.
6. **Non-reverting Appropriation**: In compliance with *Session Law 2021-180 Section 4.9(k).*
   a. This as a non-reverting state appropriation over multiple fiscal years:
      1. Reversion. The funds appropriated in this act from the State Fiscal Recovery Fund shall not revert at the end of each fiscal year of the 2021-2023 fiscal biennium but shall remain available to expend until the date set by applicable federal law or guidance.
7. **Period of Retention**: Administering Agencies and subrecipients are required to maintain records for at least five years after the completion of the last project across the entire set of SFRF projects funded by the SFRF Award. Therefore, Administering Agencies and subrecipients should seek specific written authorization from OSBM/NCPRO for destruction of any records prior to five years after all funds have been expended or returned to Treasury.

DPH-Aid-To-Counties For Fiscal Year: 22/23 Budgetary Estimate Number : 0

725

Activity 546	AA	2SF1 249N TT	Total Allocated	2SF1 249N TT	Total Allocated	2SF1 249N TT	Total Allocated	Proposed Total	New Total
Service Period		06/01-05/31		06/01-05/31		07/01-05/31			
Payment Period		07/01-06/30		07/01-06/30		08/01-06/30			
01 Alamance	* 0	234,937	$0.00	234,937	$0.00	0	$0.00	469,874	469,874
D1 Albemarle	* 0	856,172	$0.00	765,988	$0.00	0	$0.00	1,622,160	1,622,160
02 Alexander	* 0	122,567	$0.00	122,567	$0.00	0	$0.00	245,134	245,134
04 Anson	* 0	110,058	$0.00	110,058	$0.00	0	$0.00	220,116	220,116
D2 Appalachian	* 0	351,472	$0.00	344,018	$0.00	0	$0.00	695,490	695,490
07 Beaufort	* 0	129,866	$0.00	81,341	$0.00	0	$0.00	211,207	211,207
09 Bladen	* 0	118,924	$0.00	118,924	$0.00	0	$0.00	237,848	237,848
10 Brunswick	* 0	217,408	$0.00	217,408	$0.00	0	$0.00	434,816	434,816
11 Buncombe	* 0	314,057	$0.00	307,151	$0.00	0	$0.00	621,208	621,208
12 Burke	* 0	167,293	$0.00	167,293	$0.00	0	$0.00	334,586	334,586
13 Cabarrus	* 0	275,620	$0.00	275,620	$0.00	0	$0.00	551,240	551,240
14 Caldwell	* 0	161,360	$0.00	161,360	$0.00	0	$0.00	322,720	322,720
16 Carteret	* 0	150,404	$0.00	150,404	$0.00	0	$0.00	300,808	300,808
17 Caswell	* 0	109,734	$0.00	109,734	$0.00	0	$0.00	219,468	219,468
18 Catawba	* 0	226,241	$0.00	214,156	$0.00	0	$0.00	440,397	440,397
19 Chatham	* 0	156,030	$0.00	155,382	$0.00	0	$0.00	311,412	311,412
20 Cherokee	* 0	115,111	$0.00	36,142	$0.00	0	$0.00	151,253	151,253
22 Clay	* 0	99,992	$0.00	99,992	$0.00	0	$0.00	199,984	199,984
23 Cleveland	* 0	175,395	$0.00	175,395	$0.00	0	$0.00	350,790	350,790
24 Columbus	* 0	136,947	$0.00	136,947	$0.00	0	$0.00	273,894	273,894
25 Craven	* 0	176,687	$0.00	176,687	$0.00	0	$0.00	353,374	353,374
26 Cumberland	* 0	371,451	$0.00	371,451	$0.00	0	$0.00	742,902	742,902
28 Dare	* 0	122,357	$0.00	122,357	$0.00	0	$0.00	244,714	244,714
29 Davidson	* 0	234,401	$0.00	226,962	$0.00	0	$0.00	461,363	461,363
30 Davie	* 0	127,288	$0.00	108,013	$0.00	0	$0.00	235,301	235,301
31 Duplin	* 0	140,786	$0.00	140,786	$0.00	0	$0.00	281,572	281,572
32 Durham	* 0	364,074	$0.00	364,074	$0.00	0	$0.00	728,148	728,148
33 Edgecombe	* 0	133,464	$0.00	126,091	$0.00	0	$0.00	259,555	259,555
D7 Foothills	* 0	277,664	$0.00	138,624	$0.00	0	$0.00	416,288	416,288
34 Forsyth	* 0	412,881	$0.00	412,881	$0.00	0	$0.00	825,762	825,762
35 Franklin	* 0	150,822	$0.00	150,822	$0.00	0	$0.00	301,644	301,644
36 Gaston	* 0	279,764	$0.00	279,764	$0.00	0	$0.00	559,528	559,528
38 Graham	* 0	97,249	$0.00	97,249	$0.00	0	$0.00	194,498	194,498
D3 Gran-Vance	* 0	270,655	$0.00	257,387	$0.00	0	$0.00	528,042	528,042
40 Greene	* 0	107,626	$0.00	107,626	$0.00	0	$0.00	215,252	215,252
41 Guilford	* 0	545,535	$0.00	545,535	$0.00	0	$0.00	1,091,070	1,091,070
42 Halifax	* 0	132,546	$0.00	104,774	$0.00	0	$0.00	237,320	237,320
43 Harnett	* 0	206,562	$0.00	206,562	$0.00	0	$0.00	413,124	413,124
44 Haywood	* 0	143,776	$0.00	143,776	$0.00	0	$0.00	287,552	287,552
45 Henderson	* 0	190,747	$0.00	190,747	$0.00	0	$0.00	381,494	381,494
47 Hoke	* 0	136,336	$0.00	133,383	$0.00	0	$0.00	269,719	269,719
48 Hyde	* 0	94,289	$0.00	83,888	$0.00	0	$0.00	178,177	178,177
49 Iredell	* 0	246,219	$0.00	246,219	$0.00	0	$0.00	492,438	492,438
50 Jackson	* 0	127,636	$0.00	127,636	$0.00	0	$0.00	255,272	255,272
51 Johnston	* 0	272,952	$0.00	270,816	$0.00	0	$0.00	543,768	543,768

52 Jones	* 0	98,470	$0.00	93,350	$0.00	0	$0.00	191,820	191,820
53 Lee	* 0	142,250	$0.00	142,250	$0.00	0	$0.00	284,500	284,500
54 Lenoir	* 0	137,794	$0.00	137,794	$0.00	0	$0.00	275,588	275,588
55 Lincoln	* 0	166,033	$0.00	166,033	$0.00	0	$0.00	332,066	332,066
56 Macon	* 0	121,574	$0.00	121,574	$0.00	0	$0.00	243,148	243,148
57 Madison	* 0	109,046	$0.00	109,046	$0.00	0	$0.00	218,092	218,092
D4 M-T-W	* 0	302,402	$0.00	0	$0.00	0	$0.00	302,402	302,402
60 Mecklenburg	* 0	1,051,020	$0.00	1,051,020	$0.00	0	$0.00	2,102,040	2,102,040
62 Montgomery	* 0	113,383	$0.00	113,383	$0.00	0	$0.00	226,766	226,766
63 Moore	* 0	177,925	$0.00	177,925	$0.00	0	$0.00	355,850	355,850
64 Nash	* 0	171,826	$0.00	171,826	$0.00	0	$0.00	343,652	343,652
65 New Hanover	* 0	290,496	$0.00	290,496	$0.00	0	$0.00	580,992	580,992
66 Northampton	* 0	106,648	$0.00	106,648	$0.00	0	$0.00	213,296	213,296
67 Onslow	* 0	268,908	$0.00	268,908	$0.00	0	$0.00	537,816	537,816
68 Orange	* 0	215,667	$0.00	215,667	$0.00	0	$0.00	431,334	431,334
69 Pamlico	* 0	101,179	$0.00	101,179	$0.00	0	$0.00	202,358	202,358
71 Pender	* 0	144,483	$0.00	144,483	$0.00	0	$0.00	288,966	288,966
73 Person	* 0	124,155	$0.00	124,155	$0.00	0	$0.00	248,310	248,310
74 Pitt	* 0	246,077	$0.00	246,077	$0.00	0	$0.00	492,154	492,154
75 Polk	* 0	108,576	$0.00	108,576	$0.00	0	$0.00	217,152	217,152
76 Randolph	* 0	212,840	$0.00	212,840	$0.00	0	$0.00	425,680	425,680
77 Richmond	* 0	127,809	$0.00	127,809	$0.00	0	$0.00	255,618	255,618
78 Robeson	* 0	200,371	$0.00	190,427	$0.00	0	$0.00	390,798	390,798
79 Rockingham	* 0	167,374	$0.00	154,307	$0.00	0	$0.00	321,681	321,681
80 Rowan	* 0	210,663	$0.00	210,663	$0.00	0	$0.00	421,326	421,326
82 Sampson	* 0	143,959	$0.00	143,959	$0.00	0	$0.00	287,918	287,918
83 Scotland	* 0	120,063	$0.00	120,063	$0.00	0	$0.00	240,126	240,126
84 Stanly	* 0	144,750	$0.00	144,750	$0.00	0	$0.00	289,500	289,500
85 Stokes	* 0	129,325	$0.00	129,325	$0.00	0	$0.00	258,650	258,650
86 Surry	* 0	151,972	$0.00	151,972	$0.00	0	$0.00	303,944	303,944
87 Swain	* 0	102,216	$0.00	102,216	$0.00	0	$0.00	204,432	204,432
D6 Toe River	* 0	199,521	$0.00	199,521	$0.00	0	$0.00	399,042	399,042
88 Transylvania	* 0	120,101	$0.00	120,101	$0.00	0	$0.00	240,202	240,202
90 Union	* 0	293,982	$0.00	293,982	$0.00	0	$0.00	587,964	587,964
92 Wake	* 0	1,033,641	$0.00	1,033,641	$0.00	0	$0.00	2,067,282	2,067,282
93 Warren	* 0	106,501	$0.00	106,501	$0.00	0	$0.00	213,002	213,002
96 Wayne	* 0	196,726	$0.00	196,726	$0.00	0	$0.00	393,452	393,452
97 Wilkes	* 0	149,336	$0.00	149,336	$0.00	0	$0.00	298,672	298,672
98 Wilson	* 0	160,838	$0.00	160,838	$0.00	0	$0.00	321,676	321,676
99 Yadkin	* 0	122,119	$0.00	122,119	$0.00	0	$0.00	244,238	244,238
00 Yancey	* 0	0	$0.00	0	$0.00	229,252	$0.00	229,252	229,252
Totals		17,885,374	0	17,080,413	0	229,252	0	35,195,039	35,195,039

Sign and Date - DPH Program Administrator	Sign and Date - DPH Section Chief
6-27-22	06-27-22
Sign and Date - DPH Budget Office – ATC Coordinator	Sign and Date - DPH Budget Officer

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Note: Please have all signatures on any contracts, agreements, etc. prior to board meeting and give all copies to Jaime Carr at jaimcc@duplincountync.com or Davis H. Brinson at dbrinson@duplincountync.com. The deadline for getting on the agenda is noon on the Wednesday preceding the meeting by the agenda

Division of Public Health
Agreement Addendum
FY 22-23

Duplin County Health Department
Local Health Department Legal Name

Women's and Children's Health Section / Immunization Branch
DPH Section / Branch Name

716 CDC COVID-19 Vaccination Program
Activity Number and Description

Wendy Holmes, 919-707-5551
wendy.holmes@dhhs.nc.gov
DPH Program Contact
(name, phone number, and email)

06/01/2022 – 05/31/2023
Service Period

DPH Program Signature **Date**
(only required for a negotiable Agreement Addendum)

07/01/2022 – 06/30/2023
Payment Period

☒ Original Agreement Addendum
☐ Agreement Addendum Revision # ___

I. **Background:**
As part of the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (P.L. 116-260) and the American Rescue Plan Act of 2021 (P.L. 117-2), North Carolina received supplemental funding to assist the local health departments with coronavirus vaccine activities to support broad-based distribution, access, and vaccine coverage. Specifically, this supplement funding will be used to ensure greater equity and access to the COVID-19 vaccine by those disproportionately affected by COVID-19.

Local health departments are to focus on the work of removing barriers and expanding their COVID-19 vaccination programs. The maintenance of on-site, satellite, temporary or off-site COVID-19 vaccination clinics must adhere to cold-chain procedures in accordance with the vaccine manufacturer's instructions and CDC's guidance on COVID-19 vaccine storage and handling. Priority must be given to activities focused on the hard-to-reach, high-risk, underserved populations and increasing vaccine confidence to increase community vaccine coverage. Vaccine hesitancy is a complex matter that involves various factors, such as confidence, complacency, and convenience.

II. **Purpose:**
The Local Health Department (LHD) is to continue activities that focus on removing the barriers to accessing vaccine, increasing vaccine confidence, coordinating COVID-19 vaccine services, and expanding its COVID-19 vaccination program, with an emphasis on reaching high-risk and underserved populations, including racial and ethnic minorities, and all others disproportionately affected by COVID-19.

Health Director Signature (use blue ink or verifiable digital signature) Date

LHD to complete: [For DPH to contact in case follow-up information is needed.]
LHD program contact name: _____
Phone and email address: _____

Signature on this page signifies you have read and accepted all pages of this document. Template rev. August 2021

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To reduce the spread of the SARS-CoV-2 virus and its variants, and bring an end to this pandemic, we need to vaccinate as many people as possible, as soon as possible. Planning and response require close collaboration among public and private sector partners, public health emergency response and emergency management, healthcare organizations, and healthcare industry groups within the community. A key component is community sustainability so that the LHD is prepared for a possible COVID-19 booster vaccination program and is prepared to implement influenza vaccination both seasonally and as part of pandemic preparedness.

III. Scope of Work and Deliverables:

The LHD shall:

1. Vaccinate eligible populations in accordance with all requirements and the most current official CDC/HHS recommendations for COVID-19 Vaccines as published as in the Morbidity and Mortality Weekly Report (MMWR) and comply with all applicable requirements as set forth by the U.S. Food and Drug Administration, including but not limited to requirements in any EUA that covers COVID-19 Vaccine.

2. Ensure designated healthcare professionals receive the training needed to ensure COVID-19 vaccines are stored, handled, prepared, and administered correctly. Training must be ongoing as new COVID-19 vaccines become available and as recommendations evolve when we learn more about the vaccines and how to improve the vaccination process. Those requirements include:
   a. COVID-19 vaccine management
   b. Storage and handling procedures
   c. Vaccine preparation and administration
   d. Documentation and record keeping
   e. Proper procedures for facilitating vaccine transfers between providers, and
   f. Reporting requirements as required by NC DHHS/DPH and the CDC.

3. Identify community vaccination partners (e.g., pediatricians, pharmacies, occupational health settings, schools, and other physician offices) to combine efforts and implement strategies to vaccinate all eligible populations with a focus on providing vaccines to eligible children and adolescents under 18 years of age and on providing COVID-19 boosters. Efforts and strategies are to include family-friendly events, school-based vaccination, and ensure equitable access.

4. Conduct vaccination clinics that are open to the public. These clinics may be provisionally located at walk-through sites (churches, community centers, outdoor tents) or other settings such as mobile, curbside, or drive-through sites.

5. Ensure safe implementation of on-site, satellite, temporary, off-site, or other alternative vaccination clinics. Follow CDC guidance for planning vaccination clinics that includes clinical considerations such as social distancing, responding to medical emergencies, vaccine storage, handling, administration, and documentation (https://www.cdc.gov/vaccines/hcp/admin/mass-clinic-activities/index.html). Large-scale clinics, such as those held in arenas or stadiums require added logistical and technical considerations. Partners may need to be engaged to accomplish aspects of the local plan, such as National Guard, local law enforcement, local emergency management, local hospitals, and pharmacies.

6. Adjust clinic plans to accommodate a variety of scenarios due to vaccine hesitancy and no-show rates. Vaccine hesitancy includes many factors such as a lack of vaccine confidence, complacency

about the virus, and the inconvenience of obtaining a vaccine. Focus activities to establish and build trust among hard-to-reach, high-risk, and underserved populations.

7. Educate the public and community at large on the benefits of receiving the COVID-19 vaccine and disseminate standardized information to the public and providers within the LHD's county or district. Foster trust in conversations with the public to address specific topics on vaccine hesitancy. Enhance existing community partnerships to assist in vaccination promotion. These partnerships may include a variety of community and faith-based organizations to reach hesitant at-risk populations, such as churches, barber shops, community health centers, refugee serving organizations, homeless shelters, jails/prisons, factories such as meat processing plants, other essential businesses, and migrant farms.

8. Estimate the resources needed to support COVID-19 vaccine administration and outreach activities and hire or reassign staff additional personnel to support these functions.

9. Procure supplies for the vaccination clinics, as needed. Examples of supplies to obtain include those items necessary to protect both staff and patients from COVID-19, such as:
   a. Hand sanitizer with at least 60% alcohol for hand hygiene
   b. Clinic sanitizing wipes and cleaning tools to allow for frequent cleaning of the clinic area
   c. Mask/face coverings for patients who do not have a mask
   d. Signage, tape, ropes, and cones for clinic workflow to encourage physical distancing and efficient one-way flow through the vaccination process
   e. Thermometers for checking each patient's temperature before entering the clinic

10. Store vaccine in proper vaccine storage equipment (e.g., refrigerators, freezers, portable storage units), and use CDC-approved digital data loggers for temperature monitoring of vaccine storage and handling units used for COVID-19 vaccine.

11. Follow relevant CDC vaccine transport requirements to prepare COVID-19 vaccines for transport from the LHD to off-site clinics. COVID-19 vaccine products are temperature-sensitive and must be stored and handled correctly to ensure efficacy and maximize shelf life. Proper storage and handling practices are critical to minimize vaccine loss and limit the risk of administering COVID-19 vaccine with reduced effectiveness.

12. Follow CDC's and COVID-19 vaccine manufacturer's cold chain storage and handling requirements.

13. Complete Attachments A and B with the signed Agreement Addendum:
    a. Attachment A
    Budget Statement for the FY 2022-2023 Planned Use of Federal COVID-19 Vaccination Funds. It should list the expected expenses by category, including the dollar amount and a brief justification. This Budget Statement is not required if the LHD is not receiving funds under this Agreement Addendum.
    b. Attachment B
    Services Statement for the FY 2022-2023 Planned Use of Federal COVID-19 Vaccination Funds. It should:
       1. Explain, in detail, how this funding will be used to develop and implement local solutions to plan and implement on-site, satellite, temporary, or off-site vaccination COVID-19

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vaccination clinics. If the LHD is not receiving funds under this Agreement Addendum, the LHD shall write "No funds received under this Agreement Addendum" for its response to Attachment B's item 1.

2. Include information on how the LHD implements its COVID-19 immunization services within the community.
3. State how the COVID-19 vaccination services are adapted both to include those populations at an increased risk of complications from COVID-19. Examples include:
    a. Mobile vaccine clinics that travel to hard-to-reach communities and alternative locations to provide vaccines
    b. Drive-through or curbside vaccination clinics
    c. Pop-up clinics at various community settings, such as COVID-19 testing sites, school nutrition sites, construction sites, migrant farm worksites, processing plants, churches, parking lots
    d. Immunization clinics to reach jails, homeless shelters, or other community organizations.
4. Include a description of enhanced outreach activities for the hard-to-reach, high-risk, underserved populations, increasing vaccine confidence and how community partners are to be included in the outreach.

IV. Performance Measures / Reporting Requirements:

1. Performance Measures

a. Report vaccine administration data on all vaccine recipients via the CVMS or other designated reporting mechanism as directed by the CDC COVID-19 Vaccination Program Agreement.

b. Track and report COVID-19 vaccine transfers and vaccine wastage/spoilage occurrences according to the NC DHHS/DPH guidelines.

c. Ensure designated staff receive training on COVID-19 vaccine administration, management, inventory, and reporting requirements as required by CDC and NC DHHS/DPH.

2. Reporting Requirements

Complete the following reports via the Smartsheet dashboard, which can be accessed at https://app.smartsheet.com/b/publish?EQBCT=82018408e7b44ef9b44e113b6e536ffb. All of the due dates for these reports are posted on the Smartsheet dashboard.

a. **Monthly Financial Reports:** These monthly financial reports will report on the prior month. The first financial report is for June 2022 and is due by July 22, 2022. Monthly Financial Reports are not required if the LHD is not receiving funds under this Agreement Addendum.

b. **Quarterly Program Reports:** These quarterly program reports will report on the prior quarter. The first program report is to report for April–June 2022 and is due by August 1, 2022. The quarterly periods for these program reports are defined as:

April - June 2022*

**April-June 2022 data are from services provided under the Agreement Addendum for state fiscal year 2022.*

July - September 2022

October - December 2022

January - March 2023

V. Performance Monitoring and Quality Assurance:

1. The Immunization Branch will monitor this Activity through review of reports, vaccine immunization data, and reporting data in CVMS or other designated reporting mechanism. Technical consultation to support LHDs in meeting these objectives will be provided as needed.
2. The Immunization Branch will monitor the LHD via either an in-person visit or a virtual visit.
3. If a CAP is needed, the LHD program monitor shall make every effort to work with the LHD on strategies to resolve issues and follow corrective action plans. If the plans are not followed and the LHD remains out of compliance after intervention and resources from DPH, the Agreement Addendum may be terminated, or funding may be reduced.

VI. Funding Guidelines or Restrictions:

1. Requirements for pass-through entities: Requirements for pass-through entities: In compliance with *2 CFR §200.331 – Requirements for pass-through entities*, the Division of Public Health provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.
    a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.
    b. Frequency: Supplements will be generated as the Division of Public Health receives information for federal grants. Supplements will be issued to the Local Health Department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.
2. The LHD must submit its planned expenditures by completing the Attachment A, Budget Statement, which is to include the dollar amount and a budget justification statement for each budget category. This Budget Statement is **not** required if the LHD is not receiving funds under this Agreement Addendum.
3. It is typically CDC's policy that the use of appropriated funds, including gift funds to purchase promotional items, is prohibited unless it is an absolute necessity to support the Local Health Department's COVID mission. Such prohibited promotional items include but are not limited to plaques, clothing, and commemorative items such as pens, mugs, cups, folders, folios, lanyards, and conference bags. In general, such items or tokens to be given to individuals are considered personal gifts for which appropriated funds may not be expended even when these items contain educational or promotional information.
4. Requests for exceptions to this policy must be submitted in writing to the Immunization Branch which will confer with the CDC to see if it is an acceptable use of funds.
5. These funds may be used for the printing of immunization educational materials. However, these materials may not be printed on a gift item, as described in Paragraph 2 above without prior CDC authorization. Requests for exceptions to this requirement must be submitted in writing to the Immunization Branch which will confer with the CDC to see if it is an acceptable use of funds.

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6. Costs associated with food and meals are NOT permitted.

7. Attachment A provides a table containing a detailed, item-by-item list of allowable uses of federal Immunization Program funds per funding category (RCC and FRC funding codes). Expenses (listed in the table's left-most column) which are allowable are so indicated by the presence of an "X" in the corresponding funding category columns. (Blank cells indicate expenditures which are NOT allowed in that funding category.)

8. The table in Attachment B "FY 2022-2023 Planned Use of Federal Immunization Program Funds" is to be completed by itemizing the anticipated budgetary expenditures by category for this service period and is to be returned with this signed Agreement Addendum.

Attachment A

Budget Statement — FY 2022-2023 Planned Use of Federal COVID-19 Vaccination Funds

Provide this Budget Statement to assist with preparing anticipated expenditures for reporting that follow federal grants policies and CDC award requirements based on allowable expenditures. Return this completed Attachment A with the signed Agreement Addendum. This Budget Statement is **not** required if the LHD is not receiving funds under this Agreement Addendum.

Instructions: Include list of expected expenses related to enhance COVID-19 vaccination coverage activities, including the dollar amount and a brief justification.

Object Class Category / Expenses Funding Codes **COVID-19 Vaccination Program: 1331-629B -4Q**	**Amount**	**Budget Item Justification Statement**
Personnel (Salary / Wages)		
Fringe		
Travel		
Equipment		
Supplies		
Other / Miscellaneous		

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Attachment B
Services Statement — FY 2022-2023 Planned Use of Federal COVID-19 Vaccination Funds
Provide this Services Statement to assist with preparing anticipated expenditures for reporting that follow federal grants policies and CDC award requirements based on allowable expenditures. Return this completed Attachment B with the signed Agreement Addendum. Use additional pages as needed.

1. Explain, in detail, how this funding will be used to develop and implement local solutions to plan and implement on-site, satellite, temporary, or off-site vaccination COVID-19 vaccination clinics.

2. Include information on how the LHD implements its COVID-19 immunization services within the community.

3. State how the COVID-19 vaccination services are adapted both to include those populations at an increased risk of complications from COVID-19. Examples include:
   a. Mobile vaccine clinics that travel to hard-to-reach communities and alternative locations to provide vaccines.
   b. Drive-through or curbside vaccination clinics
   c. Pop-up clinics at various community settings, such as COVID-19 testing sites, school nutrition sites, construction sites, migrant farm worksites, processing plants, churches, parking lots
   d. Immunization clinics to reach jails, homeless shelters, or other community organizations.

4. Include a description of enhanced outreach activities for the hard-to-reach, high-risk, underserved populations, increasing vaccine confidence and how community partners are to be included in the outreach.

DPH-Aid-To-Counties For Fiscal Year: 22/23 Budgetary Estimate Number : 0

Activity 716 Service Period Payment Period		AA	1331 629B 4Q 06/01-05/31 07/01-06/30	Total Allocated	1331 6315 LD 06/01-05/31 07/01-06/30	Total Allocated	1331 6315 LD 07/01-05/31 08/01-06/30	Total Allocated	1331 639B P7 06/01-05/31 07/01-06/30	Total Allocated	Proposed Total	New Total
01 Alamance	*	0	0	$0.00	93,377	$0.00	0	$0.00	0	$0.00	93,377	93,377
D1 Albemarle	*	0	0	$0.00	988,618	$0.00	0	$0.00	0	$0.00	988,618	988,618
02 Alexander	*	0	0	$0.00	43,099	$0.00	0	$0.00	0	$0.00	43,099	43,099
04 Anson	*	0	0	$0.00	50,225	$0.00	0	$0.00	0	$0.00	50,225	50,225
D2 Appalachian	*	0	0	$0.00	145,512	$0.00	0	$0.00	0	$0.00	145,512	145,512
07 Beaufort	*	0	0	$0.00	188,996	$0.00	0	$0.00	0	$0.00	188,996	188,996
09 Bladen	*	0	0	$0.00	215,977	$0.00	0	$0.00	0	$0.00	215,977	215,977
10 Brunswick	*	0	0	$0.00	104,944	$0.00	0	$0.00	0	$0.00	104,944	104,944
11 Buncombe	*	0	0	$0.00	388,445	$0.00	0	$0.00	0	$0.00	388,445	388,445
12 Burke	*	0	0	$0.00	273,215	$0.00	0	$0.00	0	$0.00	273,215	273,215
13 Cabarrus	*	0	0	$0.00	349,073	$0.00	0	$0.00	0	$0.00	349,073	349,073
14 Caldwell	*	0	0	$0.00	101,411	$0.00	0	$0.00	0	$0.00	101,411	101,411
16 Carteret	*	0	0	$0.00	125,182	$0.00	0	$0.00	0	$0.00	125,182	125,182
17 Caswell	*	0	0	$0.00	169,179	$0.00	0	$0.00	0	$0.00	169,179	169,179
18 Catawba	*	0	0	$0.00	221,196	$0.00	0	$0.00	0	$0.00	221,196	221,196
19 Chatham	*	0	0	$0.00	119,512	$0.00	0	$0.00	0	$0.00	119,512	119,512
20 Cherokee	*	0	0	$0.00	41,516	$0.00	0	$0.00	0	$0.00	41,516	41,516
22 Clay	*	0	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	0
23 Cleveland	*	0	0	$0.00	233,960	$0.00	0	$0.00	0	$0.00	233,960	233,960
24 Columbus	*	0	0	$0.00	223,180	$0.00	0	$0.00	0	$0.00	223,180	223,180
25 Craven	*	0	0	$0.00	273,695	$0.00	0	$0.00	0	$0.00	273,695	273,695
26 Cumberland	*	0	0	$0.00	320,012	$0.00	0	$0.00	0	$0.00	320,012	320,012
28 Dare	*	0	0	$0.00	34,229	$0.00	0	$0.00	0	$0.00	34,229	34,229
29 Davidson	*	0	0	$0.00	271,627	$0.00	0	$0.00	0	$0.00	271,627	271,627
30 Davie	*	0	0	$0.00	112,374	$0.00	0	$0.00	0	$0.00	112,374	112,374
31 Duplin	*	0	0	$0.00	299,150	$0.00	0	$0.00	0	$0.00	299,150	299,150
32 Durham	*	0	0	$0.00	514,327	$0.00	0	$0.00	0	$0.00	514,327	514,327
33 Edgecombe	*	0	0	$0.00	265,704	$0.00	0	$0.00	0	$0.00	265,704	265,704
D7 Foothills	*	0	0	$0.00	179,037	$0.00	0	$0.00	0	$0.00	179,037	179,037
34 Forsyth	*	0	0	$0.00	580,856	$0.00	0	$0.00	0	$0.00	580,856	580,856
35 Franklin	*	0	0	$0.00	185,126	$0.00	0	$0.00	0	$0.00	185,126	185,126
36 Gaston	*	0	0	$0.00	366,128	$0.00	0	$0.00	0	$0.00	366,128	366,128
38 Graham	*	0	0	$0.00	13,195	$0.00	0	$0.00	0	$0.00	13,195	13,195
D3 Gran-Vance	*	0	0	$0.00	302,932	$0.00	0	$0.00	0	$0.00	302,932	302,932
40 Greene	*	0	0	$0.00	261,741	$0.00	0	$0.00	0	$0.00	261,741	261,741
41 Guilford	*	0	0	$0.00	654,318	$0.00	0	$0.00	0	$0.00	654,318	654,318
42 Halifax	*	0	0	$0.00	38,383	$0.00	0	$0.00	0	$0.00	38,383	38,383
43 Harnett	*	0	0	$0.00	299,331	$0.00	0	$0.00	0	$0.00	299,331	299,331
44 Haywood	*	0	0	$0.00	75,735	$0.00	0	$0.00	0	$0.00	75,735	75,735
45 Henderson	*	0	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	0
47 Hoke	*	0	0	$0.00	201,751	$0.00	0	$0.00	0	$0.00	201,751	201,751
48 Hyde	*	0	0	$0.00	166,168	$0.00	0	$0.00	0	$0.00	166,168	166,168
49 Iredell	*	0	0	$0.00	225,221	$0.00	0	$0.00	0	$0.00	225,221	225,221
50 Jackson	*	0	0	$0.00	143,402	$0.00	0	$0.00	0	$0.00	143,402	143,402
51 Johnston	*	0	0	$0.00	99,741	$0.00	0	$0.00	0	$0.00	99,741	99,741
52 Jones	*	0	0	$0.00	152,053	$0.00	0	$0.00	0	$0.00	152,053	152,053
53 Lee	*	0	0	$0.00	190,978	$0.00	0	$0.00	0	$0.00	190,978	190,978
54 Lenoir	*	0	0	$0.00	290,930	$0.00	0	$0.00	0	$0.00	290,930	290,930
55 Lincoln	*	0	0	$0.00	139,729	$0.00	0	$0.00	0	$0.00	139,729	139,729
56 Macon	*	0	0	$0.00	36,131	$0.00	0	$0.00	0	$0.00	36,131	36,131
57 Madison	*	0	0	$0.00	75,757	$0.00	0	$0.00	0	$0.00	75,757	75,757

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D4 M-T-W	*	0	0	$0.00	293,387	$0.00	0	$0.00	0	$0.00	293,387	293,387
60 Mecklenburg	*	0	0	$0.00	1,433,634	$0.00	0	$0.00	0	$0.00	1,433,634	1,433,634
62 Montgomery	*	0	0	$0.00	202,624	$0.00	0	$0.00	0	$0.00	202,624	202,624
63 Moore	*	0	0	$0.00	62,062	$0.00	0	$0.00	0	$0.00	62,062	62,062
64 Nash	*	0	0	$0.00	250,617	$0.00	0	$0.00	0	$0.00	250,617	250,617
65 New Hanover	*	0	0	$0.00	244,168	$0.00	0	$0.00	0	$0.00	244,168	244,168
66 Northampton	*	0	0	$0.00	170,894	$0.00	0	$0.00	0	$0.00	170,894	170,894
67 Onslow	*	0	0	$0.00	312,685	$0.00	0	$0.00	0	$0.00	312,685	312,685
68 Orange	*	0	0	$0.00	42,308	$0.00	0	$0.00	0	$0.00	42,308	42,308
69 Pamlico	*	0	0	$0.00	30,044	$0.00	0	$0.00	0	$0.00	30,044	30,044
71 Pender	*	0	0	$0.00	141,970	$0.00	0	$0.00	0	$0.00	141,970	141,970
73 Person	*	0	0	$0.00	96,959	$0.00	0	$0.00	0	$0.00	96,959	96,959
74 Pitt	*	0	0	$0.00	352,244	$0.00	0	$0.00	0	$0.00	352,244	352,244
75 Polk	*	0	0	$0.00	67,091	$0.00	0	$0.00	0	$0.00	67,091	67,091
76 Randolph	*	0	0	$0.00	248,645	$0.00	0	$0.00	0	$0.00	248,645	248,645
77 Richmond	*	0	0	$0.00	275,413	$0.00	0	$0.00	0	$0.00	275,413	275,413
78 Robeson	*	0	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	0
79 Rockingham	*	0	0	$0.00	204,379	$0.00	0	$0.00	0	$0.00	204,379	204,379
80 Rowan	*	0	0	$0.00	307,539	$0.00	0	$0.00	0	$0.00	307,539	307,539
82 Sampson	*	0	0	$0.00	186,469	$0.00	0	$0.00	0	$0.00	186,469	186,469
83 Scotland	*	0	0	$0.00	225,588	$0.00	0	$0.00	0	$0.00	225,588	225,588
84 Stanly	*	0	0	$0.00	108,296	$0.00	0	$0.00	0	$0.00	108,296	108,296
85 Stokes	*	0	0	$0.00	81,062	$0.00	0	$0.00	0	$0.00	81,062	81,062
86 Surry	*	0	0	$0.00	127,870	$0.00	0	$0.00	0	$0.00	127,870	127,870
87 Swain	*	0	0	$0.00	26,975	$0.00	0	$0.00	0	$0.00	26,975	26,975
D6 Toe River	*	0	0	$0.00	91,183	$0.00	0	$0.00	0	$0.00	91,183	91,183
88 Transylvania	*	0	0	$0.00	55,594	$0.00	0	$0.00	0	$0.00	55,594	55,594
90 Union	*	0	0	$0.00	335,968	$0.00	0	$0.00	0	$0.00	335,968	335,968
92 Wake	*	0	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	0
93 Warren	*	0	0	$0.00	142,679	$0.00	0	$0.00	0	$0.00	142,679	142,679
96 Wayne	*	0	0	$0.00	283,414	$0.00	0	$0.00	0	$0.00	283,414	283,414
97 Wilkes	*	0	0	$0.00	133,102	$0.00	0	$0.00	0	$0.00	133,102	133,102
98 Wilson	*	0	0	$0.00	249,035	$0.00	0	$0.00	0	$0.00	249,035	249,035
99 Yadkin	*	0	0	$0.00	119,721	$0.00	0	$0.00	0	$0.00	119,721	119,721
00 Yancey	*	0	0	$0.00	0	$0.00	44,911	$0.00	0	$0.00	44,911	44,911
Totals			0	0	17,749,997	0	44,911	0	0	0	17,794,908	17,794,908

Sign and Date - DPH Program Administrator	Sign and Date - DPH Section Chief
Haley Shigas 08/05/2022	Mac Kemer for Jack Moore 08/05/22
Sign and Date - DPH Budget Office – ATC Coordinator	**Sign and Date - DPH Budget Officer**
8/5/22	8/5/2022

FY23 - FAS federal award supplement

Activity Nbr + Name: **716** **CDC COVID-19 Vaccination Program**

FAS Number + Reason: **1** This FAS is accompanying an AA+BE or an AA Revision+BE Revision.

CFDA Nbr + Name: **93.269** CDC COVID-19 Vaccination Program

Is award R&D?: no FAIN: **NH23IP922624** IDC rate: n/a Fed awd total amt: $ 17,794,907

Fed award project description: Program is to support efforts to plan, develop, and maintain COVID-19 vaccination efforts.

Fed awd date + awarding agency: 07-01-22 HHS, Centers for Disease Control and Prevention

Subrecipient	Subrecipient's UEI	Federal funds from grant listed above	Total federal funds for entire Activity	Subrecipient	Subrecipient's UEI	Federal funds from grant listed above	Total federal funds for entire Activity
Alamance	MBM7W225N3W8	$ 93,377	$ 93,377	Jackson	X7YWWY6ZP574	$ 143,402	$ 143,402
Albemarle	WAAVS51PNMK3	$ 988,618	$ 988,618	Johnston	SYGAGEFDHYR7	$ 99,741	$ 99,741
Alexander	XVEEJSNY7UX9	$ 43,099	$ 43,099	Jones	HE3NNNUE27M7	$ 152,051	$ 152,051
Anson	PK8UYTSNJCC3	$ 50,225	$ 50,225	Lee	F6A8UC99JWJ5	$ 190,978	$ 190,978
Appalachian	CD7BFHB8W539	$ 145,512	$ 145,512	Lenoir	QKUFL37VPGH6	$ 290,930	$ 290,930
Beaufort	RN1SXFD4LXN6	$ 188,996	$ 188,996	Lincoln	UGGQGSSKBGJ5	$ 139,729	$ 139,729
Bladen	TLCTJWDJH1H9	$ 215,977	$ 215,977	Macon	LLPJBC6N2LL3	$ 36,131	$ 36,131
Brunswick	MJBMXLN9NJT5	$ 104,944	$ 104,944	Madison	YQ96F8BJYTJ9	$ 75,757	$ 75,757
Buncombe	W5TCDKMLHE69	$ 388,445	$ 388,445	MTW	ZKK5GNRNBBY6	$ 293,387	$ 293,387
Burke	G855APCNL591	$ 273,215	$ 273,215	Mecklenburg	EZ15XL6BMM68	$ 1,433,634	$ 1,433,634
Cabarrus	RXDXNEJKJFU7	$ 349,073	$ 349,073	Montgomery	E78ZAJM3BFL3	$ 202,624	$ 202,624
Caldwell	HL4FGNJNGE97	$ 101,411	$ 101,411	Moore	HFNSK95FS7Z8	$ 62,062	$ 62,062
Carteret	UC6WJ2MQMJS8	$ 125,182	$ 125,182	Nash	NF58K566HQM7	$ 250,617	$ 250,617
Caswell	JDJ7Y7CGYC86	$ 169,179	$ 169,179	New Hanover	F7TLT2GMEJE1	$ 244,168	$ 244,168
Catawba	GYUNA9W1NFM1	$ 221,196	$ 221,196	Northampton	CRA2KCAL8BA4	$ 170,894	$ 170,894
Chatham	KE57QE2GV5F1	$ 119,512	$ 119,512	Onslow	EGE7NBXW5JS6	$ 312,686	$ 312,686
Cherokee	DCEGK6HA11M5	$ 41,516	$ 41,516	Orange	GFFMCW9XDA53	$ 42,308	$ 42,308
Clay	HYKLQVNWLXK7	$ -	$ -	Pamlico	FT59QFEAU344	$ 30,044	$ 30,044
Cleveland	UWMUYMPVL483	$ 233,960	$ 233,960	Pender	T11BE678U9P5	$ 141,970	$ 141,970
Columbus	V1UAJ4L87WQ7	$ 223,180	$ 223,180	Person	FQ8LFJGMABJ4	$ 96,959	$ 96,959
Craven	LTZ2U8LZQ214	$ 273,695	$ 273,695	Pitt	VZNPMCLFT5R6	$ 352,244	$ 352,244
Cumberland	HALND8WJ3GW4	$ 320,012	$ 320,012	Polk	QZ6BZPGLX4Y9	$ 67,091	$ 67,091
Dare	ELV6JGB11QK6	$ 34,229	$ 34,229	Randolph	T3BUM1CVS9N5	$ 248,645	$ 248,645
Davidson	C9P5MDJC7KY7	$ 271,627	$ 271,627	Richmond	Q63FZNTJM3M4	$ 275,413	$ 275,413
Davie	L8WBGLHZV239	$ 112,374	$ 112,374	Robeson	LKBEJQFLAAK5	$ -	$ -
Duplin	KZN4GK5262K3	$ 299,150	$ 299,150	Rockingham	KGCCCHJJZZ43	$ 204,379	$ 204,379
Durham	LJ5BA6U2HLM7	$ 514,327	$ 514,327	Rowan	GCB7UCV96NW6	$ 307,539	$ 307,539
Edgecombe	MAN4LX44AD17	$ 265,704	$ 265,704	Sampson	WRT9CSK1KJY5	$ 186,469	$ 186,469
Foothills	NGTEF2MQ8LL4	$ 179,037	$ 179,037	Scotland	FNVTCUQGCHM5	$ 225,588	$ 225,588
Forsyth	V6BGVQ67YPY5	$ 580,856	$ 580,856	Stanly	U86MZUYPL7C5	$ 108,296	$ 108,296
Franklin	FFKTRQCNN143	$ 185,126	$ 185,126	Stokes	W41TRA3NUNS1	$ 81,062	$ 81,062
Gaston	QKY9R8A8D5J6	$ 366,128	$ 366,128	Surry	FMWCTM24C9J8	$ 127,870	$ 127,870
Graham	L8MAVKQJTYN7	$ 13,195	$ 13,195	Swain	TAE3M92L4QR4	$ 26,975	$ 26,975
Granv-Vance	MGQJKK22EJB3	$ 302,932	$ 302,932	Toe River	JUA6GAUQ9UM1	$ 91,183	$ 91,183
Greene	VCU5LD71N9U3	$ 261,741	$ 261,741	Transylvania	W51VGHGM8945	$ 55,594	$ 55,594
Guilford	YBEQWGFJPMJ3	$ 654,318	$ 654,318	Union	LHMKBD4AGRJ5	$ 335,968	$ 335,968
Halifax	MRL8MYNJJ3Y5	$ 38,383	$ 38,383	Wake	FTJ2WJPLWMJ3	$ -	$ -
Harnett	JBDCD9V41BX7	$ 299,331	$ 299,331	Warren	TLNAU5CNHSU5	$ 142,679	$ 142,679
Haywood	DQHZEVAV95G5	$ 75,735	$ 75,735	Wayne	DACFHCLQKMS1	$ 283,414	$ 283,414
Henderson	TG5AR81JLFQ5	$ -	$ -	Wilkes	M14KKHY2NNR3	$ 133,102	$ 133,102
Hoke	C1GWSADARX51	$ 201,751	$ 201,751	Wilson	ME2DJHMYWG55	$ 249,035	$ 249,035
Hyde	T2RSYN36NN64	$ 166,168	$ 166,168	Yadkin	PLCDT7JFA8B1	$ 119,721	$ 119,721
Iredell	XTNRLKJLA4S9	$ 225,221	$ 225,221	Yancey	M4SJK9AKVEZ8	$ 44,911	$ 44,911

UEI = Unique Entity Identifier

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Division of Public Health
Agreement Addendum
FY 22-23

Duplin County Health Department
Local Health Department Legal Name

Epidemiology Section / Communicable Disease Branch
DPH Section / Branch Name

545 ED Regional Prevention Support Teams
Activity Number and Description

Caroline Colburn 919-737-4548
caroline.colburn@dhhs.nc.gov
DPH Program Contact
(name, phone number, and email)

06/01/2022 – 05/31/2023
Service Period

DPH Program Signature **Date**
(only required for a negotiable Agreement Addendum)

07/01/2022 – 06/30/2023
Payment Period

☒ Original Agreement Addendum
☐ Agreement Addendum Revision # ___

I. **Background:**

The primary mission of the Communicable Disease Branch (CDB) is to reduce morbidity and mortality resulting from communicable diseases that are a significant threat to the public through detection, investigation, testing, treatment, tracking, control, education, and care activities to improve the health of people in North Carolina.

As part of the "Coronavirus Aid, Relief, and Economic Security Act" or the "CARES Act" of 2020, the Centers for Disease Control and Prevention's (CDC's) Epidemiology and Laboratory Capacity (ELC) CARES cooperative agreement is awarding a total of nearly $631 million to our recipient base in a program-initiated component funding under the Emerging Issues (E) Project of CK19-1904, henceforth "ELC CARES." The intention of this funding is to rapidly establish and monitor key activities related to COVID-19 in the areas of epidemiology, laboratory, and informatics. Monitoring the indicators associated with these activities are intended to assist State, local, and territorial governments in making data-driven policy decisions regarding testing, mitigation, and prevention efforts.

The Division of Public Health (DPH), Communicable Disease Branch (CDB), is making an allocation of these funds available to all local health departments through the "CDC-RFA-TP18-1802, Cooperative Agreement for Emergency Response: Public Health Crisis Response, COVID-19 Crisis Response Cooperative Agreement – Components A and B Supplemental Funding" to carry out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and other preparedness and response activities.

Health Director Signature (use blue ink or verifiable digital signature) Date

LHD to complete: [For DPH to contact in case follow-up information is needed.]
LHD program contact name: _____
Phone and email address: _____

Signature on this page signifies you have read and accepted all pages of this document. Template rev. August 2021

II. **Purpose:**

In a high-risk setting like a COVID-19 outbreak, Long Term Care Facilities (LTCFs) must have very strong infection prevention policies and procedures to prevent the spread of disease. This initiative created Regional Prevention Support Teams (RPSTs) in each of North Carolina's 10 public health regions to provide on-site infection prevention and control training and consultation to all types of LTCFs. The goal of the RPSTs is to reduce the introduction of disease through on-site training and consultation with facility staff in the use of evidence-based infection control procedures consistent with applicable CDC, CMS and HHS guidance. This initiative is particularly important for residential facilities that do not typically have health care professionals on staff.

RPSTs are based in each of the 10 public health regions with operational and fiscal responsibilities managed by one lead local public health department in each region and each RPST is supported by NC DHHS/DPH project management and program oversight. (The lead public health department for Region 2 will be overseeing operational, fiscal, and program management responsibilities for the RIPSTs both in Region 1 and its own region, Region 2.) These lead health departments were identified collaboratively between NC DHHS/DPH and the public health regions. Each RPST has a prevention coordinator and additional training staff based upon the number of long-term care facility beds (to include nursing homes/skilled nursing facilities, adult care homes/assisted living facilities, and family care homes) in each region. Training for the RPSTs is provided by the Division of Public Health in collaboration with the University of North Carolina's Statewide Program for Infection Control and Epidemiology (UNC SPICE).

III. **Scope of Work and Deliverables:**

The Local Health Department (LHD) shall:

1. **Reach and engage the following priority populations**: Work proactively with the administrations of long-term care facilities (LTCFs) on the prevention, early detection and infection prevention strategies for COVID-19 and other communicable conditions of concern. The LTCFs include nursing homes/skilled nursing facilities, adult care homes/assisted living facilities, independent living facilities, family care homes, and behavioral health facilities.

2. **Maintain a Regional Prevention Support Team (RPST)**:
   a. On behalf of its region, the LHD will maintain a Regional Prevention Support Team (RPST) based on the budgetary guidance. Each RPST has a Regional Prevention Coordinator and additional prevention trainers, the number of which is based upon the number of long-term care facility beds in each region. Training for the RPSTs will be provided by the Communicable Disease Branch (CDB) in collaboration with UNC SPICE.
   b. RPSTs will collaborate with UNC SPICE to develop additional resources based on needs assessments and identified gaps.

3. **Maintain a Regional Leadership Team within the established public health regions**:
   a. The LHD, in its role as lead health department in its region, will assemble a Regional Leadership Team consisting of representatives from a majority of its region's local health departments. The Regional Leadership Team should meet routinely based on the needs in their regions, either in person or via conference calls.
   b. The RPST's Regional Prevention Coordinator will provide monthly reports to this leadership team and to each local health director in the region.
   c. The Regional Prevention Coordinator will work with the Regional Leadership Team to carry out the developed action plan and maintain networked partnerships. The action plan includes **conducting site visits** to each LTCF (i.e., each adult care home, skilled nursing facility, family

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care home, and behavioral health/intellectual and developmental delay group home) in its region and **providing educational sessions for the LTCFs' staff** to address any knowledge gaps identified during the site visits.

d. **Programmatic oversight**: The LHD, in its role as lead local health department in its region, will provide programmatic oversight of the RPSTs in coordination with CDB.

4. **Participate in CDB-sponsored meetings coordinated by the CDB Program Manager.**

5. Ensure that its RPST Program Manager evaluates the progress of its RPST via monthly evaluations of the RSPT dashboard metrics.

6. Ensure that its RPST uses evidence-based infection control procedures consistent with applicable CDC, CMS and HHS guidance to bolster infection prevention knowledge and practices, mitigating and preventing health threats like COVID-19 and all other infectious diseases, thereby reducing morbidity and mortality.

IV. Performance Measures / Reporting Requirements:

1. **Performance Measures**:

   a. Conduct a follow-up or second site visit to each LTCF in its region by May 31, 2023. (The first site visits to each LTCF were conducted under the Agreement Addendum for FY22.)

   b. Utilizing resources from UNC SPICE/NC DHHS, complete targeted educational sessions on topics as directed by the DPH RPS Program Manager (e.g., norovirus, influenza, Group A Streptococcus) to each LTCF in its region by May 31, 2023.

   c. Provide technical assistance and outbreak response to all LTCFs in its region as required by DPH.

2. **Reporting Requirements.**
   Complete the following reports via the Smartsheet dashboard, which can be accessed at https://app.smartsheet.com/b/publish?EQBCT=82018408e7b44ef9b44e113b6e536ffb. All of the due dates for these reports are posted on the Smartsheet dashboard.

   a. **Twice Monthly Performance Reports**: Provide documentation about regional activities using the RPST report template via Smartsheet. These reports are due on the first and fifteenth of each month except for the initial set of reports which are due by August 15, 2022. By that date, the LHD is to provide a total of four reports that, taken together, will be reporting on the two-month period of June 1, 2022 through July 30, 2022. (In other words, reports representing twice-monthly reporting, reporting for June and for July.)

   b. **Monthly Financial Reports**: These monthly financial reports will report about the prior month. The first financial report is about June 2022 and is due by July 22, 2022.

   c. **FY23 COVID-19 Response Plan Update Form:** As an update to the information the LHD provided for FY22, this FY23 Response Plan Update Form is to provide information related to the LHD's COVID-19 preparedness and response. The Response Plan Update Form will present a series of questions to be answered in a short-answer format on topics including testing, contact tracing, vaccination, equity, and preparedness.

      Complete a **FY23 COVID-19 Response Plan Update Form** via the Smartsheet dashboard no later than August 1, 2022. (DPH will add the FY23 COVID-19 Response Plan Update Form to the Smartsheet dashboard by July 1, 2022.)

Submission of a single COVID-19 Response Plan Update will meet the reporting requirements described under this Agreement Addendum as well as for other COVID-related Activities.

The LHD's COVID-19 Response Plan Update will receive DPH oversight from the DPH Program Contact for each relevant COVID-related Activity. Specific questions regarding individual topics in the Response Plan Update Form should be directed to those individuals. Any general questions the LHD has should be directed to the DPH Division Director's Office at lhdhealthserviceta@dhhs.nc.gov.

V. Performance Monitoring and Quality Assurance:

1. The DPH RPS Program Manager, based in the Communicable Disease Branch, will assess the Local Health Department's performance through tracking progress toward completion of the Scope of Work deliverables above and through review of the RPST reports submitted.

2. The DPH RPS Program Manager will conduct conference calls with the RPST and the Local Health Department to provide guidance and technical assistance as needed.

VI. Funding Guidelines or Restrictions:

1. Requirements for pass-through entities: In compliance with 2 CFR §200.331 – *Requirements for pass-through entities*, the Division of Public Health provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.

   a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.

   b. Frequency: Supplements will be generated as the Division of Public Health receives information for federal grants. Supplements will be issued to the Local Health Department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.

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FY23 - FAS federal award supplement

Activity Nbr + Name: **545** **ED Regional Prevention Support Teams**

FAS Nbr + Reason: **1** This FAS is accompanying an AA+BE or an AA Revision+BE Revision.

CFDA Nbr + Name: **93.323** Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)

IDC rate: n/a FAIN: **NU50CK000530 (01-04)** Is award R&D?: no Fed awd's total amt: $ 188,951,581

Fed award project description: CK19-1904 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC)

Fed awd date + awarding agency: 05-19-20 HHS, Centers for Disease Control and Prevention

Subrecipient	Subrecipient UEI	Subrecipient DUNS	Federal funds from grant listed above	Total federal funds for entire Activity
Alamance	MBM7W225N3W8	965194483		
Albemarle	WAAVS51PNMK3	130537822	$ -	$ 59,675
Alexander	XVEEJSNY7UX9	030495105		
Anson	PK8UYTSNJCC3	847163029		
Appalachian	CD7BFHB8W539	780131541	$ 58,752	$ 158,752
Beaufort	RN1SXFD4LXN6	091567776		
Bladen	TLCTJWDJH1H9	084171628		
Brunswick	MJBMXLN9NJT5	091571349		
Buncombe	W5TCDKMLHE69	879203560		
Burke	G855APCNL591	883321205		
Cabarrus	RXDXNEJKJFU7	143408289	$ -	$ 61,827
Caldwell	HL4FGNJNGE97	948113402		
Carteret	UC6WJ2MQMJS8	058735804		
Caswell	JDJ7Y7CGYC86	077846053		
Catawba	GYUNA9W1NFM1	083677138		
Chatham	KE57QE2GV5F1	131356607		
Cherokee	DCEGK6HA11M5	130705072		
Clay	HYKLQVNWLXK7	145058231		
Cleveland	UWMUYMPVL483	879924850		
Columbus	V1UAJ4L87WQ7	040040016		
Craven	LTZ2U8LZQ214	091564294		
Cumberland	HALND8WJ3GW4	123914376	$ 86,469	$ 186,469
Dare	ELV6JGB11QK6	082358631		
Davidson	C9P5MDJC7KY7	077839744		
Davie	L8WBGLHZV239	076526651		
Duplin	KZN4GK5262K3	095124798	$ 223,786	$ 223,786
Durham	LJ5BA6U2HLM7	088564075		
Edgecombe	MAN4LX44AD17	093125375		
Foothills	NGTEF2MQ8LL4	782359004	$ 518,129	$ 618,129
Forsyth	V6BGVQ67YPY5	105316439		
Franklin	FFKTRQCNN143	084168632		
Gaston	QKY9R8ABD5J6	071062186		
Graham	L8MAVKQJTYN7	020952383		
Granville-Vance	MGQJKK22EJB3	063347626	$ 126,334	$ 126,334
Greene	VCU5LD71N9U3	091564591		
Guilford	YBEQWGFJPMJ3	071563613		
Halifax	MRL8MYNJJ3Y5	014305957		
Harnett	JBDCD9V41BX7	091565986		
Haywood	DQHZEVAV95G5	070620232		
Henderson	TG5AR81JLFQ5	085021470		
Hoke	C1GWSADARX51	091563643		
Hyde	T2RSYN36NN64	832526243		
Iredell	XTNRLKJLA4S9	074504507		

FY23 - FAS federal award supplement

Activity Nbr + Name: **545** **ED Regional Prevention Support Teams**

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Jackson	X7YWWY6ZPS74	019728518		
Johnston	SYGAGEFDHYR7	097599104		
Jones	HE3NNNUE27M7	095116935		
Lee	F6A8UC99JWJ5	067439703		
Lenoir	QKUFL37VPGH6	042789748		
Lincoln	UGGQGSSKBGJ5	086869336		
Macon	LLPJBC6N2LL3	070626825		
Madison	YQ96F8BJYTJ9	831052873		
MTW	ZKK5GNRNBBY6	087204173		
Mecklenburg	EZ15XL6BMM68	074498353		
Montgomery	E78ZAJM3BFL3	025384603		
Moore	HFNSK95FS7Z8	050988146		
Nash	NF58K566HQM7	050425677		
New Hanover	F7TLT2GMEJE1	040029563		
Northampton	CRA2KCAL8BA4	097594477		
Onslow	EGE7NBXW5JS6	172663270		
Orange	GFFMCW9XDA53	091575191	$ 393,270	$ 487,003
Pamlico	FT59QFEAU344	097600456		
Pender	T11BE678U9P5	100955413		
Person	FQ8LFJGMABJ4	091563718		
Pitt	VZNPMCLFT5R6	080889694	$ 284,676	$ 301,701
Polk	QZ6BZPGLX4Y9	079067930		
Randolph	T3BUM1CVS9N5	027873132		
Richmond	Q63FZNTJM3M4	070621339		
Robeson	LKBEJQFLAAK5	082367871		
Rockingham	KGCCCHJJZZ43	077847143		
Rowan	GCB7UCV96NW6	074494014		
Sampson	WRT9CSK1KJY5	825573975		
Scotland	FNVTCUQGCHM5	091564146		
Stanly	U86MZUYPL7C5	131060829		
Stokes	W41TRA3NUNS1	085442705		
Surry	FMWCTM24C9J8	077821858		
Swain	TAE3M92L4QR4	146437553		
Toe River	JUA6GAUQ9UM1	113345201		
Transylvania	W51VGHGMB945	030494215		
Union	LHMKBD4AGRJ5	079051637		
Wake	FTJ2WJPLWMJ3	019625961		
Warren	TLNAU5CNHSU5	030239953		
Wayne	DACFHCLQKMS1	040036170		
Wilkes	M14KKHY2NNR3	067439950		
Wilson	ME2DJHMYWG55	075585695		
Yadkin	PLCDT7JFA8B1	089910624		
Yancey	M4SJK9AKVEZ8			

FY23 - FAS federal award supplement

Activity Nbr + Name: **545** **ED Regional Prevention Support Teams**

FAS Nbr + Reason: **2** This FAS is accompanying an AA+BE or an AA Revision+BE Revision.

CFDA Nbr + Name: **93.323** Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)

IDC rate: n/a FAIN: **NU50CK000530** Is award R&D?: no Fed awd's total amt: $ 603,677,156

Fed award project description: CK19-1904 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC)

Fed awd date + awarding agency: 01-13-21 HHS, Centers for Disease Control and Prevention

Subrecipient	Subrecipient UEI	Subrecipient DUNS	Federal funds from grant listed above	Total federal funds for entire Activity
Alamance	MBM7W225N3W8	965194483		
Albemarle	WAAVS51PNMK3	130537822	$ 59,675	$ 59,675
Alexander	XVEEJSNY7UX9	030495105		
Anson	PK8UYTSNJCC3	847163029		
Appalachian	CD7BFHB8W539	780131541	$ 100,000	$ 158,752
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Bladen	TLCTJWDJH1H9	084171628		
Brunswick	MJBMXLN9NJT5	091571349		
Buncombe	W5TCDKMLHE69	879203560		
Burke	G855APCNL591	883321205		
Cabarrus	RXDXNEJKJFU7	143408289	$ 61,827	$ 61,827
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Caswell	JDJ7Y7CGYC86	077846053		
Catawba	GYUNA9W1NFM1	083677138		
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Clay	HYKLQVNWLXK7	145058231		
Cleveland	UWMUYMPVL483	879924850		
Columbus	V1UAJ4L87WQ7	040040016		
Craven	LTZ2U8LZQ214	091564294		
Cumberland	HALND8WJ3GW4	123914376	$ 100,000	$ 186,469
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Forsyth	V6BGVQ67YPY5	105316439		
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Guilford	YBEQWGFJPMJ3	071563613		
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Harnett	JBDCD9V41BX7	091565986		
Haywood	DQHZEVAV95G5	070620232		
Henderson	TG5AR81JLFQ5	085021470		
Hoke	C1GWSADARX51	091563643		
Hyde	T2RSYN36NN64	832526243		
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FY23 - FAS federal award supplement

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Lee	F6A8UC99JWJ5	067439703		
Lenoir	QKUFL37VPGH6	042789748		
Lincoln	UGGQGSSKBGJ5	086869336		
Macon	LLPJBC6N2LL3	070626825		
Madison	YQ96F8BJYTJ9	831052873		
MTW	ZKK5GNRNBBY6	087204173		
Mecklenburg	EZ15XL6BMM68	074498353		
Montgomery	E78ZAJM3BFL3	025384603		
Moore	HFNSK95FS7Z8	050988146		
Nash	NF58K566HQM7	050425677		
New Hanover	F7TLT2GMEJE1	040029563		
Northampton	CRA2KCAL8BA4	097594477		
Onslow	EGE7NBXW5JS6	172663270		
Orange	GFFMCW9XDA53	091575191	$ 93,733	$ 487,003
Pamlico	FT59QFEAU344	097600456		
Pender	T11BE678U9P5	100955413		
Person	FQ8LFJGMABJ4	091563718		
Pitt	VZNPMCLFT5R6	080889694	$ 17,025	$ 301,701
Polk	QZ6BZPGLX4Y9	079067930		
Randolph	T3BUM1CVS9N5	027873132		
Richmond	Q63FZNTJM3M4	070621339		
Robeson	LKBEJQFLAAK5	082367871		
Rockingham	KGCCCHJJZZ43	077847143		
Rowan	GCB7UCV96NW6	074494014		
Sampson	WRT9CSK1KJY5	825573975		
Scotland	FNVTCUQGCHM5	091564146		
Stanly	U86MZUYPL7C5	131060829		
Stokes	W41TRA3NUNS1	085442705		
Surry	FMWCTM24C9J8	077821858		
Swain	TAE3M92L4QR4	146437553		
Toe River	JUA6GAUQ9UM1	113345201		
Transylvania	W51VGHGM8945	030494215		
Union	LHMKBD4AGRJ5	079051637		
Wake	FTJ2WJPLWMJ3	019625961		
Warren	TLNAU5CNHSU5	030239953		
Wayne	DACFHCLQKMS1	040036170		
Wilkes	M14KKHY2NNR3	067439950		
Wilson	ME2DJHMYWG55	075585695		
Yadkin	PLCDT7JFA8B1	089910624		
Yancey	M4SJK9AKVEZ8			

DPH-Aid-To-Counties For Fiscal Year: 22/23 Budgetary Estimate Number : 0

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Activity 545 Service Period Payment Period	AA	1175 878A HH 06/01-05/31 07/01-06/30	Total Allocated	1175 883A P5 06/01-05/31 07/01-06/30	Total Allocated	Proposed Total	New Total
01 Alamance		0	$0.00	0	$0.00	0	0
D1 Albemarle	* 0	0	$0.00	59,675	$0.00	59,675	59,675
02 Alexander		0	$0.00	0	$0.00	0	0
04 Anson		0	$0.00	0	$0.00	0	0
D2 Appalachian	* 0	58,752	$0.00	100,000	$0.00	158,752	158,752
07 Beaufort		0	$0.00	0	$0.00	0	0
09 Bladen		0	$0.00	0	$0.00	0	0
10 Brunswick		0	$0.00	0	$0.00	0	0
11 Buncombe		0	$0.00	0	$0.00	0	0
12 Burke		0	$0.00	0	$0.00	0	0
13 Cabarrus	* 0	0	$0.00	61,827	$0.00	61,827	61,827
14 Caldwell		0	$0.00	0	$0.00	0	0
16 Carteret		0	$0.00	0	$0.00	0	0
17 Caswell		0	$0.00	0	$0.00	0	0
18 Catawba		0	$0.00	0	$0.00	0	0
19 Chatham		0	$0.00	0	$0.00	0	0
20 Cherokee		0	$0.00	0	$0.00	0	0
22 Clay		0	$0.00	0	$0.00	0	0
23 Cleveland		0	$0.00	0	$0.00	0	0
24 Columbus		0	$0.00	0	$0.00	0	0
25 Craven		0	$0.00	0	$0.00	0	0
26 Cumberland	* 0	86,469	$0.00	100,000	$0.00	186,469	186,469
28 Dare		0	$0.00	0	$0.00	0	0
29 Davidson		0	$0.00	0	$0.00	0	0
30 Davie		0	$0.00	0	$0.00	0	0
31 Duplin	* 0	223,786	$0.00	0	$0.00	223,786	223,786
32 Durham		0	$0.00	0	$0.00	0	0
33 Edgecombe		0	$0.00	0	$0.00	0	0
D7 Foothills	* 0	518,129	$0.00	100,000	$0.00	618,129	618,129
34 Forsyth		0	$0.00	0	$0.00	0	0
35 Franklin		0	$0.00	0	$0.00	0	0
36 Gaston		0	$0.00	0	$0.00	0	0
38 Graham		0	$0.00	0	$0.00	0	0
D3 Gran-Vance	* 0	126,334	$0.00	0	$0.00	126,334	126,334
40 Greene		0	$0.00	0	$0.00	0	0
41 Guilford		0	$0.00	0	$0.00	0	0
42 Halifax		0	$0.00	0	$0.00	0	0
43 Harnett		0	$0.00	0	$0.00	0	0
44 Haywood		0	$0.00	0	$0.00	0	0
45 Henderson		0	$0.00	0	$0.00	0	0
47 Hoke		0	$0.00	0	$0.00	0	0
48 Hyde		0	$0.00	0	$0.00	0	0
49 Iredell		0	$0.00	0	$0.00	0	0
50 Jackson		0	$0.00	0	$0.00	0	0
51 Johnston		0	$0.00	0	$0.00	0	0

52 Jones		0	$0.00	0	$0.00	0	0
53 Lee		0	$0.00	0	$0.00	0	0
54 Lenoir		0	$0.00	0	$0.00	0	0
55 Lincoln		0	$0.00	0	$0.00	0	0
56 Macon		0	$0.00	0	$0.00	0	0
57 Madison		0	$0.00	0	$0.00	0	0
D4 M-T-W		0	$0.00	0	$0.00	0	0
60 Mecklenburg		0	$0.00	0	$0.00	0	0
62 Montgomery		0	$0.00	0	$0.00	0	0
63 Moore		0	$0.00	0	$0.00	0	0
64 Nash		0	$0.00	0	$0.00	0	0
65 New Hanover		0	$0.00	0	$0.00	0	0
66 Northampton		0	$0.00	0	$0.00	0	0
67 Onslow		0	$0.00	0	$0.00	0	0
68 Orange	* 0	393,270	$0.00	93,733	$0.00	487,003	487,003
69 Pamlico		0	$0.00	0	$0.00	0	0
71 Pender		0	$0.00	0	$0.00	0	0
73 Person		0	$0.00	0	$0.00	0	0
74 Pitt	* 0	284,676	$0.00	17,025	$0.00	301,701	301,701
75 Polk		0	$0.00	0	$0.00	0	0
76 Randolph		0	$0.00	0	$0.00	0	0
77 Richmond		0	$0.00	0	$0.00	0	0
78 Robeson		0	$0.00	0	$0.00	0	0
79 Rockingham		0	$0.00	0	$0.00	0	0
80 Rowan		0	$0.00	0	$0.00	0	0
82 Sampson		0	$0.00	0	$0.00	0	0
83 Scotland		0	$0.00	0	$0.00	0	0
84 Stanly		0	$0.00	0	$0.00	0	0
85 Stokes		0	$0.00	0	$0.00	0	0
86 Surry		0	$0.00	0	$0.00	0	0
87 Swain		0	$0.00	0	$0.00	0	0
D6 Toe River		0	$0.00	0	$0.00	0	0
88 Transylvania		0	$0.00	0	$0.00	0	0
90 Union		0	$0.00	0	$0.00	0	0
92 Wake		0	$0.00	0	$0.00	0	0
93 Warren		0	$0.00	0	$0.00	0	0
96 Wayne		0	$0.00	0	$0.00	0	0
97 Wilkes		0	$0.00	0	$0.00	0	0
98 Wilson		0	$0.00	0	$0.00	0	0
99 Yadkin		0	$0.00	0	$0.00	0	0
00 Yancey		0	$0.00	0	$0.00	0	0
Totals		1,691,416	0	532,260	0	2,223,676	2,223,676

Sign and Date - DPH Program Administrator 6-23-22	Sign and Date - DPH Section Chief 06.23.22
Sign and Date - DPH Budget Office – ATC Coordinator 6/24/22	Sign and Date - DPH Budget Officer 6/24/2022

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Division of Public Health
Agreement Addendum
FY 22-23

Duplin County Health Department
Local Health Department Legal Name

Epidemiology Section / Communicable Disease Branch
DPH Section / Branch Name

545 ED Regional Prevention Support Teams
Activity Number and Description

Caroline Colburn 919-737-4548
caroline.colburn@dhhs.nc.gov
DPH Program Contact
(name, phone number, and email)

06/01/2022 – 05/31/2023
Service Period

DPH Program Signature **Date**
(only required for a negotiable Agreement Addendum)

07/01/2022 – 06/30/2023
Payment Period

☐ Original Agreement Addendum
☒ Agreement Addendum Revision # 1

I. Background:
No change.

II. Purpose:
This Agreement Addendum Revision #1 corrects the funding error in the original Agreement Addendum. With these additional funds, the funding now represents the original allocation as planned by the Communicable Disease Branch (CDB).

III. Scope of Work and Deliverables:
No change.

IV. Performance Measures / Reporting Requirements:
No change.

V. Performance Monitoring and Quality Assurance:
No change.

VI. Funding Guidelines or Restrictions:
No change.

Health Director Signature (use blue ink or verifiable digital signature) Date

LHD to complete:
[For DPH to contact in case follow-up information is needed.]
LHD program contact name: _____
Phone and email address: _____

Signature on this page signifies you have read and accepted all pages of this document. Template rev. August 2021

FY23 - FAS federal award supplement
Activity Nbr + Name: **545** **ED Regional Prevention Support Teams**
FAS Nbr + Reason: **3** This FAS is accompanying an AA+BE or an AA Revision+BE Revision.
CFDA Nbr + Name: **93.323** Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)
IDC rate: n/a FAIN: **NU50CK000530 (01-04)** Is award R&D?: no Fed awd's total amt: $ 188,951,581
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Cabarrus	RXDXNEJKJFU7	143408289	$ -	$ 760,022
Caldwell	HL4FGNJNGE97	948113402		
Carteret	UC6WJ2MQMJS8	058735804		
Caswell	JDJ7Y7CGYC86	077846053		
Catawba	GYUNA9W1NFM1	083677138		
Chatham	KE57QE2GV5F1	131356607		
Cherokee	DCEGK6HA11M5	130705072		
Clay	HYKLQVNWLXK7	145058231		
Cleveland	UWMUYMPVL483	879924850		
Columbus	V1UAJ4L87WQ7	040040016		
Craven	LTZ2U8LZQ214	091564294		
Cumberland	HALND8WJ3GW4	123914376	$ (54,342)	$ 407,881
Dare	ELV6JGB11QK6	082358631		
Davidson	C9P5MDJC7KY7	077839744		
Davie	L8WBGLHZV239	076526651		
Duplin	KZN4GK5262K3	095124798	$ (200,626)	$ 390,126
Durham	LJ5BAGU2HLM7	088564075		
Edgecombe	MAN4LX44AD17	093125375		
Foothills	NGTEF2MQ8LL4	782359004	$ (518,129)	$ 549,181
Forsyth	V6BGVQ67YPY5	105316439		
Franklin	FFKTRQCNN143	084168632		
Gaston	QKY9R8A8D5J6	071062186		
Graham	L8MAVKQJTYN7	020952383		
Granville-Vance	MGQJKK22EJB3	063347626	$ (80,545)	$ 620,941
Greene	VCU5LD71N9U3	091564591		
Guilford	YBEQWGFJPMJ3	071563613		
Halifax	MRL8MYNJJ3Y5	014305957		
Harnett	JBDCD9V41BX7	091565986		
Haywood	DQHZEVAV95G5	070620232		
Henderson	TG5AR81JLFQ5	085021470		
Hoke	C1GWSADARX51	091563643		
Hyde	T2RSYN36NN64	832526243		
Iredell	XTNRLKJLA4S9	074504507		

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FY23 - FAS federal award supplement

Activity Nbr + Name: **545** **ED Regional Prevention Support Teams**

FAS Nbr + Reason: **3** This FAS is accompanying an AA+BE or an AA Revision+BE Revision.

CFDA Nbr + Name: **93.323** Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)

IDC rate: n/a FAIN: **NU50CK000530 (01-04)** Is award R&D?: no Fed awd's total amt: $ 188,951,581

Fed award project description: CK19-1904 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC)

Fed awd date + awarding agency: 05-19-20 HHS, Centers for Disease Control and Prevention

Subrecipient	Subrecipient UEI	Subrecipient DUNS	Federal funds from grant listed above	Total federal funds for entire Activity
Jackson	X7YWWY6ZP574	019728518		
Johnston	SYGAGEFDHYR7	097599104		
Jones	HE3NNNUE27M7	095116935		
Lee	F6A8UC99JWJ5	067439703		
Lenoir	QKUFL37VPGH6	042789748		
Lincoln	UGGQGSSKBGJ5	086869336		
Macon	LLPJBC6N2LL3	070626825		
Madison	YQ96F8BJYTJ9	831052873		
MTW	ZKK5GNRNBBY6	087204173		
Mecklenburg	EZ15XL6BMM68	074498353		
Montgomery	E78ZAJM3BFL3	025384603		
Moore	HFNSK95FS7Z8	050988146		
Nash	NF58K566HQM7	050425677		
New Hanover	F7TLT2GMEJE1	040029563		
Northampton	CRA2KCAL8BA4	097594477		
Onslow	EGE7NBXW5JS6	172663270		
Orange	GFFMCW9XDA53	091575191	$ (393,270)	$ 747,445
Pamlico	FT59QFEAU344	097600456		
Pender	T11BE678U9P5	100955413		
Person	FQ8LFJGMABJ4	091563718		
Pitt	VZNPMCLFT5R6	080889694	$ (284,676)	$ 392,345
Polk	QZ6BZPGLX4Y9	079067930		
Randolph	T3BUM1CVS9N5	027873132		
Richmond	Q63FZNTJM3M4	070621339		
Robeson	LKBEJQFLAAK5	082367871		
Rockingham	KGCCCHJJZZ43	077847143		
Rowan	GCB7UCV96NW6	074494014		
Sampson	WRT9CSK1KJY5	825573975		
Scotland	FNVTCUQGCHM5	091564146		
Stanly	U86MZUYPL7C5	131060829		
Stokes	W41TRA3NUNS1	085442705		
Surry	FMWCTM24C9J8	077821858		
Swain	TAE3M92L4QR4	146437553		
Toe River	JUA6GAUQ9UM1	113345201		
Transylvania	W51VGHGM8945	030494215		
Union	LHMKBD4AGRJ5	079051637		
Wake	FTJ2WJPLWMJ3	019625961		
Warren	TLNAU5CNHSU5	030239953		
Wayne	DACFHCLQKMS1	040036170		
Wilkes	M14KKHY2NNR3	067439950		
Wilson	ME2DJHMYWG55	075585695		
Yadkin	PLCDT7JFA8B1	089910624		
Yancey	M4SJK9AKVEZ8			

FY23 - FAS federal award supplement

Activity Nbr + Name: **545** **ED Regional Prevention Support Teams**

FAS Nbr + Reason: **4** This FAS is accompanying an AA+BE or an AA Revision+BE Revision.

CFDA Nbr + Name: **93.323** Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)

IDC rate: n/a FAIN: **NU50CK000530** Is award R&D?: no Fed awd's total amt: $ 603,677,156

Fed award project description: CK19-1904 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC)

Fed awd date + awarding agency: 01-13-21 HHS, Centers for Disease Control and Prevention

Subrecipient	Subrecipient UEI	Subrecipient DUNS	Federal funds from grant listed above	Total federal funds for entire Activity
Alamance	MBM7W225N3W8	965194483		
Albemarle	WAAVS51PNMK3	130537822	$ 227,620	$ 287,295
Alexander	XVEEJSNY7UX9	030495105		
Anson	PK8UYTSNJCC3	847163029		
Appalachian	CD7BFHB8W539	780131541	$ 307,141	$ 407,141
Beaufort	RN1SXFD4LXN6	091567776		
Bladen	TLCTJWDJH1H9	084171628		
Brunswick	MJBMXLN9NJT5	091571349		
Buncombe	W5TCDKMLHE69	879203560		
Burke	G855APCNL591	883321205		
Cabarrus	RXDXNEJKJFU7	143408289	$ 698,195	$ 760,022
Caldwell	HL4FGNJNGE97	948113402		
Carteret	UC6WJ2MQMJS8	058735804		
Caswell	JDJ7Y7CGYC86	077846053		
Catawba	GYUNA9W1NFM1	083677138		
Chatham	KE57QE2GV5F1	131356607		
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Clay	HYKLQVNWLXK7	145058231		
Cleveland	UWMUYMPVL483	879924850		
Columbus	V1UAJ4L87WQ7	040040016		
Craven	LTZ2U8LZQ214	091564294		
Cumberland	HALND8WJ3GW4	123914376	$ 275,754	$ 407,881
Dare	ELV6JGB11QK6	082358631		
Davidson	C9P5MDJC7KY7	077839744		
Davie	L8WBGLHZV239	076526651		
Duplin	KZN4GK5262K3	095124798	$ 366,966	$ 390,126
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Edgecombe	MAN4LX44AD17	093125375		
Foothills	NGTEF2MQ8LL4	782359004	$ 449,181	$ 549,181
Forsyth	V6BGVQ67YPY5	105316439		
Franklin	FFKTRQCNN143	084168632		
Gaston	QKY9R8A8D5J6	071062186		
Graham	L8MAVKQJTYN7	020952383		
Granville-Vance	MGQJKK22EJB3	063347626	$ 575,152	$ 620,941
Greene	VCU5LD71N9U3	091564591		
Guilford	YBEQWGFJPMJ3	071563613		
Halifax	MRL8MYNJJ3Y5	014305957		
Harnett	JBDCD9V41BX7	091565986		
Haywood	DQHZEVAV95G5	070620232		
Henderson	TG5AR81JLFQ5	085021470		
Hoke	C1GWSADARX51	091563643		
Hyde	T2RSYN36NN64	832526243		
Iredell	XTNRLKJLA4S9	074504507		

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FY23 - FAS federal award supplement

Activity Nbr + Name: **545** **ED Regional Prevention Support Teams**

FAS Nbr + Reason: **4** This FAS is accompanying an AA+BE or an AA Revision+BE Revision.

CFDA Nbr + Name: **93.323** Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)

IDC rate: n/a FAIN: **NU50CK000530** Is award R&D?: no Fed awd's total amt: $ 603,677,156

Fed award project description: CK19-1904 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC)

Fed awd date + awarding agency: 01-13-21 HHS, Centers for Disease Control and Prevention

Subrecipient	Subrecipient UEI	Subrecipient DUNS	Federal funds from grant listed above	Total federal funds for entire Activity
Jackson	X7YWWY6ZP574	019728518		
Johnston	SYGAGEFDHYR7	097599104		
Jones	HE3NNNUE27M7	095116935		
Lee	F6A8UC99JWJ5	067439703		
Lenoir	QKUFL37VPGH6	042789748		
Lincoln	UGGQGSSKBGJ5	086869336		
Macon	LLPJBC6N2LL3	070626825		
Madison	YQ96F8BJYTJ9	831052873		
MTW	ZKK5GNRNBBY6	087204173		
Mecklenburg	EZ15XL6BMM68	074498353		
Montgomery	E78ZAJM3BFL3	025384603		
Moore	HFNSK95FS7Z8	050988146		
Nash	NF58K566HQM7	050425677		
New Hanover	F7TLT2GMEJE1	040029563		
Northampton	CRA2KCAL8BA4	097594477		
Onslow	EGE7NBXW5JS6	172663270		
Orange	GFFMCW9XDA53	091575191	$ 653,712	$ 747,445
Pamlico	FT59QFEAU344	097600456		
Pender	T11BE678U9P5	100955413		
Person	FQ8LFJGMABJ4	091563718		
Pitt	VZNPMCLFT5R6	080889694	$ 375,320	$ 392,345
Polk	QZ6BZPGLX4Y9	079067930		
Randolph	T3BUM1CVS9N5	027873132		
Richmond	Q63FZNTJM3M4	070621339		
Robeson	LKBEJQFLAAK5	082367871		
Rockingham	KGCCCHJJZZ43	077847143		
Rowan	GCB7UCV96NW6	074494014		
Sampson	WRT9CSK1KJY5	825573975		
Scotland	FNVTCUQGCHM5	091564146		
Stanly	U86MZUYPL7C5	131060829		
Stokes	W41TRA3NUNS1	085442705		
Surry	FMWCTM24C9J8	077821858		
Swain	TAE3M92L4QR4	146437553		
Toe River	JUA6GAUQ9UM1	113345201		
Transylvania	W51VGHGM8945	030494215		
Union	LHMKBD4AGRJ5	079051637		
Wake	FTJ2WJPLWMJ3	019625961		
Warren	TLNAU5CNHSU5	030239953		
Wayne	DACFHCLQKMS1	040036170		
Wilkes	M14KKHY2NNR3	067439950		
Wilson	ME2DJHMYWG55	075585695		
Yadkin	PLCDT7JFA8B1	089910624		
Yancey	M4SJK9AKVEZ8			

DPH-Aid-To-Counties For Fiscal Year: 22/23 Budgetary Estimate Number : 1

Activity 545 Service Period Payment Period		AA	1175 878A HH 06/01-05/31 07/01-06/30	Total Allocated	1175 883A P5 06/01-05/31 07/01-06/30	Total Allocated	Proposed Total	New Total
01 Alamance			0	$0.00	0	$0.00	0	0
D1 Albemarle	*	1	0	$0.00	227,620	$59,675.00	227,620	287,295
02 Alexander			0	$0.00	0	$0.00	0	0
04 Anson			0	$0.00	0	$0.00	0	0
D2 Appalachian	*	1	-58,752	$58,752.00	307,141	$100,000.00	248,389	407,141
07 Beaufort			0	$0.00	0	$0.00	0	0
09 Bladen			0	$0.00	0	$0.00	0	0
10 Brunswick			0	$0.00	0	$0.00	0	0
11 Buncombe			0	$0.00	0	$0.00	0	0
12 Burke			0	$0.00	0	$0.00	0	0
13 Cabarrus	*	1	0	$0.00	698,195	$61,827.00	698,195	760,022
14 Caldwell			0	$0.00	0	$0.00	0	0
16 Carteret			0	$0.00	0	$0.00	0	0
17 Caswell			0	$0.00	0	$0.00	0	0
18 Catawba			0	$0.00	0	$0.00	0	0
19 Chatham			0	$0.00	0	$0.00	0	0
20 Cherokee			0	$0.00	0	$0.00	0	0
22 Clay			0	$0.00	0	$0.00	0	0
23 Cleveland			0	$0.00	0	$0.00	0	0
24 Columbus			0	$0.00	0	$0.00	0	0
25 Craven			0	$0.00	0	$0.00	0	0
26 Cumberland	*	1	-54,342	$86,469.00	275,754	$100,000.00	221,412	407,881
28 Dare			0	$0.00	0	$0.00	0	0
29 Davidson			0	$0.00	0	$0.00	0	0
30 Davie			0	$0.00	0	$0.00	0	0
31 Duplin	*	1	-200,626	$223,786.00	366,966	$0.00	166,340	390,126
32 Durham			0	$0.00	0	$0.00	0	0
33 Edgecombe			0	$0.00	0	$0.00	0	0
D7 Foothills	*	1	-518,129	$518,129.00	449,181	$100,000.00	-68,948	549,181
34 Forsyth			0	$0.00	0	$0.00	0	0
35 Franklin			0	$0.00	0	$0.00	0	0
36 Gaston			0	$0.00	0	$0.00	0	0
38 Graham			0	$0.00	0	$0.00	0	0
D3 Gran-Vance	*	1	-80,545	$126,334.00	575,152	$0.00	494,607	620,941
40 Greene			0	$0.00	0	$0.00	0	0
41 Guilford			0	$0.00	0	$0.00	0	0
42 Halifax			0	$0.00	0	$0.00	0	0
43 Harnett			0	$0.00	0	$0.00	0	0
44 Haywood			0	$0.00	0	$0.00	0	0
45 Henderson			0	$0.00	0	$0.00	0	0
47 Hoke			0	$0.00	0	$0.00	0	0
48 Hyde			0	$0.00	0	$0.00	0	0
49 Iredell			0	$0.00	0	$0.00	0	0
50 Jackson			0	$0.00	0	$0.00	0	0
51 Johnston			0	$0.00	0	$0.00	0	0

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52 Jones			0	$0.00	0	$0.00	0	0
53 Lee			0	$0.00	0	$0.00	0	0
54 Lenoir			0	$0.00	0	$0.00	0	0
55 Lincoln			0	$0.00	0	$0.00	0	0
56 Macon			0	$0.00	0	$0.00	0	0
57 Madison			0	$0.00	0	$0.00	0	0
D4 M-T-W			0	$0.00	0	$0.00	0	0
60 Mecklenburg			0	$0.00	0	$0.00	0	0
62 Montgomery			0	$0.00	0	$0.00	0	0
63 Moore			0	$0.00	0	$0.00	0	0
64 Nash			0	$0.00	0	$0.00	0	0
65 New Hanover			0	$0.00	0	$0.00	0	0
66 Northampton			0	$0.00	0	$0.00	0	0
67 Onslow			0	$0.00	0	$0.00	0	0
68 Orange	*	1	-393,270	$393,270.00	653,712	$93,733.00	260,442	747,445
69 Pamlico			0	$0.00	0	$0.00	0	0
71 Pender			0	$0.00	0	$0.00	0	0
73 Person			0	$0.00	0	$0.00	0	0
74 Pitt	*	1	-284,676	$284,676.00	375,320	$17,025.00	90,644	392,345
75 Polk			0	$0.00	0	$0.00	0	0
76 Randolph			0	$0.00	0	$0.00	0	0
77 Richmond			0	$0.00	0	$0.00	0	0
78 Robeson			0	$0.00	0	$0.00	0	0
79 Rockingham			0	$0.00	0	$0.00	0	0
80 Rowan			0	$0.00	0	$0.00	0	0
82 Sampson			0	$0.00	0	$0.00	0	0
83 Scotland			0	$0.00	0	$0.00	0	0
84 Stanly			0	$0.00	0	$0.00	0	0
85 Stokes			0	$0.00	0	$0.00	0	0
86 Surry			0	$0.00	0	$0.00	0	0
87 Swain			0	$0.00	0	$0.00	0	0
D6 Toe River			0	$0.00	0	$0.00	0	0
88 Transylvania			0	$0.00	0	$0.00	0	0
90 Union			0	$0.00	0	$0.00	0	0
92 Wake			0	$0.00	0	$0.00	0	0
93 Warren			0	$0.00	0	$0.00	0	0
96 Wayne			0	$0.00	0	$0.00	0	0
97 Wilkes			0	$0.00	0	$0.00	0	0
98 Wilson			0	$0.00	0	$0.00	0	0
99 Yadkin			0	$0.00	0	$0.00	0	0
00 Yancey			0	$0.00	0	$0.00	0	0
Totals			-1,590,340	1,691,416	3,929,041	532,260	2,338,701	4,562,377

Sign and Date - DPH Program Administrator: 7-28-22	Sign and Date - DPH Section Chief: Mac Kemer 07/28/22
Sign and Date - DPH Budget Office – ATC Coordinator: 7/28/22	Sign and Date - DPH Budget Officer: 7/31/2022

Division of Public Health
Agreement Addendum
FY 22-23

Duplin County Health Department
Local Health Department Legal Name

Epidemiology / Communicable Disease Branch
DPH Section / Branch Name

543 ELC Enhancing Detection Activities
Activity Number and Description

Vanessa M. Gailor 919-546-1658
vanessa.greene@dhhs.nc.gov
DPH Program Contact
(name, phone number, and email)

06/01/2022 – 05/31/2023
Service Period

DPH Program Signature **Date**
(only required for a negotiable Agreement Addendum)

07/01/2022 – 06/30/2023
Payment Period

☒ Original Agreement Addendum
☐ Agreement Addendum Revision # ___

I. Background:

The primary mission of the Communicable Disease Branch (CDB) is to reduce morbidity and mortality resulting from communicable diseases that are a significant threat to the public through detection, investigation, testing, treatment, tracking, control, education, and care activities to improve the health of people in North Carolina.

As part of the "Paycheck Protection Program and Health Care Enhancement Act of 2020 (P.L. 116-139, Title I)", the ELC has awarded a total of $10.25 billion dollars to their recipient base in a program-initiated component funding under the Emerging Issues (E) Project of CK19-1904, henceforth," ELC Enhancing Detection" supplement. These funds are broadly intended to provide critical resources to state, local, and territorial health departments in support of a broad range of COVID-19/SARS-CoV-2 testing and epidemiologic surveillance related activities. Direct recipients are limited to existing jurisdictions covered under CK19-19041. Ongoing monitoring of milestones and performance measures will be utilized to gauge progress toward successful completion of priority activities supported with these funds.

The Division of Public Health (DPH), Communicable Disease Branch (CDB), is continuing allocation of these "Enhancing Detection" funds to all local health departments.

II. Purpose:

This Activity provides complementary funding to the Local Health Department in order for it to leverage and build upon existing ELC infrastructure that emphasizes the coordination and critical integration of laboratory with epidemiology and health information systems, thus maximizing the public

Health Director Signature (use blue ink or verifiable digital signature) Date

LHD to complete: LHD program contact name: _____
[For DPH to contact in case follow-up information is needed.] Phone and email address: _____

Signature on this page signifies you have read and accepted all pages of this document. Template rev. August 2021

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health impact of available resources. These additional resources, by law, are intended to "prevent, prepare for, and respond to coronavirus" by supporting testing, case investigation and contact tracing, surveillance, containment, and mitigation. Such activities may include support for workforce, epidemiology, use by employers, elementary and secondary schools, child care facilities, institutions of higher education, long-term care facilities, or in other settings, scale up of testing by public health, academic, commercial, and hospital laboratories, and community-based testing sites, mobile testing units, health care facilities, and other entities engaged in COVID–19 testing, and other activities related to COVID–19 testing, case investigation and contact tracing, surveillance, containment, and mitigation (including interstate compacts or other mutual aid agreements for such purposes).

III. **Scope of Work and Deliverables:**
All of the activities the Local Health Department performs under this Agreement Addendum shall be informed by the NC DHHS COVID-19 Guidance for Health Care Providers and local health departments.[1]

For **each of the six activities** listed below (Paragraphs 1 through 6), the Local Health Department (LHD) shall identify and address **one or more** of the allowable activities listed, with an emphasis on testing and tracing:

1. **Enhance Laboratory, Surveillance, Informatics and other Workforce Capacity**
   a. Build expertise for healthcare and community outbreak response and infection prevention and control (IPC) among local health departments.
   b. Train and hire staff to improve the capacities of the epidemiology and informatics workforce to effectively conduct surveillance and response of COVID-19 (including contact tracing) and other conditions of public health significance.
   c. Build expertise to support management of the COVID-19 related activities within the jurisdiction (e.g., additional leadership, program and project managers, budget staff).
   d. Increase capacity for timely data management, analysis, and reporting for COVID-19 and other conditions of public health significance.

2. **Strengthen Community Laboratory Testing**
   a. Establish or expand capacity to quickly, accurately and safely test for SARS-CoV-2 among all symptomatic individuals, and secondarily expand capacity to achieve community-based surveillance, including testing of asymptomatic individuals.
      1. Strengthen ability to quickly scale testing as necessary to ensure that optimal utilization of existing and new testing platforms can be supported to help meet increases in testing demand in a timely manner.
      2. Build local capacity for testing of SARS-CoV-2 including within high-risk settings or in vulnerable populations that reside in their communities.
   b. Enhance laboratory testing capacity for SARS-CoV-2 outside of public health laboratories.
      1. Establish or expand capacity to coordinate with public/private laboratory testing providers, including those that assist with surge and with testing for high-risk environments.

[1] https://www.ncdhhs.gov/divisions/public-health/covid19/covid-19-guidance#all-guidance-for-health-care-providers-and-local-health-departments

      2. Secure and/or utilize mobile laboratory units, or other methods to provide point-of-care (POC) testing at public health-led clinics or non-traditional test sites (e.g., homeless shelters, food processing plants, prisons, Long Term Care Facilities [LTCFs]).
   c. Enhance data management and analytic capacity in public health laboratories to help improve efficiencies in operations, management, testing, and data sharing.
      1. Improve efficiencies in laboratory operations and management using data from throughput, staffing, billing, supplies, and orders.
      2. Improve the capacity to analyze laboratory data to help understand and make informed decisions about issues such as gaps in testing and community mitigation efforts. Data elements such as tests ordered and completed (including by device/platform), rates of positivity, source of samples, type will be used to create data visualizations that will be shared with the public, state health department, and community partners.

3. **Advance Electronic Data Exchange at Public Health Labs**
   a. Enhance and expand laboratory information infrastructure, to improve jurisdictional visibility on laboratory data (tests performed) from all testing sites and enable faster and more complete data exchange and reporting.
      1. Enhance laboratory test ordering and reporting capability.
         a. 100% of results must be reported with key demographic variables including age/gender/race via NCCOVID.
         b. Report all testing to the state health department using NCCOVID.

4. **Improve Surveillance and Reporting of Electronic Health Data**
   a. Use NCCOVID to ensure complete, up-to-date, automated reporting of morbidity and mortality to NC DPH of COVID-19 and other conditions of public health significance by:
      1. Establishing or enhancing community-based surveillance, including surveillance of vulnerable populations, individuals without severe illness, those with recent travel to high-risk locations, or who are contacts to known cases.
      2. Monitoring changes to daily incidence rates of COVID-19 and other conditions of public health significance at the county or zip code level to inform community mitigation strategies.
   b. Establish complete, up-to-date, timely, automated reporting of individual-level data through electronic case reporting to NC DPH via NCCOVID
      1. At the health department, enhance capacity to work with testing facilities to onboard and improve electronic laboratory reporting (ELR), including to receive data from new or non-traditional testing settings. Use alternative data flows and file formats (e.g., CSV or XLS) to help automate where appropriate. In addition to other reportable results, this should include all COVID-19/SARS-CoV-2-related testing data (i.e., tests to detect SAR-CoV-2 including serology testing).
      2. Assist NC DPH in the process of automating the receiving of electronic health record (EHR) data, including electronic case reporting (eCR) and fast healthcare interoperability resources (FHIR)-based eCR to generate initial case reports as specified by NC DPH for the reportable disease within 24 hours and to update over time within 24 hours of a change in information contained in the CDC-directed case report, including death.
      3. Utilize eCR data to ensure data completeness, establish comprehensive morbidity and mortality surveillance, and help monitor the health of the community and inform decisions for the delivery of public health services.

c. Improve understanding of capacity, resources, and patient impact at healthcare facilities through electronic reporting.
    1. Assist NC DPH with required expansion of reporting facility capacity, resources, and patient impact information, such as patients admitted and hospitalized, in an electronic, machine-readable, as well as human-readable visual, and tabular manner, to achieve 100% coverage in jurisdiction and include daily data from all acute care, long-term care, and ambulatory care settings. Use these data to monitor facilities with confirmed cases of COVID-19/SARS-CoV-2 infection or with COVID-like illness among staff or residents and facilities at high risk of acquiring COVID-19/SARS-CoV-2 cases and COVID-like illness among staff or residents.

d. Enhance systems for flexible data collection, reporting, analysis, and visualization.
    1. Make data on case, syndromic, laboratory tests, hospitalization, and healthcare capacity available on health department websites at the county/zip code level in a visual and tabular manner.

e. Establish or improve systems to ensure complete, accurate and immediate (within 24 hours) data transmission to NCCOVID and open website available to the public by county and zip code, that allows for automated transmission of data to NC DPH via NCCOVID.
    1. Track via NC DETECT 100% of emergency department and outpatient visits for COVID-like illness, as well as other syndromes/illnesses, to CDC.
    2. Submit all case reports in an immediate, automated way to CDC for COVID-19/SARS-CoV-2 and other conditions of public health significance with associated required data fields via NCCOVID.
    3. Provide accurate accounting of COVID-19/SARS-CoV-2 associated deaths. Establish electronic, automated, immediate death reporting to CDC with associated required data fields via NCCOVID.
    4. Report requested COVID-19/SARS-CoV-2-related data, including line level testing data (negatives, positives, indeterminants, serology, antigen, nucleic acid) daily by county or zip code to NCCOVID.
    5. Establish these systems in such a manner that they may be used on an ongoing basis for surveillance of, and reporting on, other threats to the public health and conditions of public health significance.

f. Integrate existing LHD electronic health records (EHR) into CVMS Direct.

    CVMS is the COVID-19 Vaccine Management System; CVMS Direct is an integration solution offering for Providers to connect COVID-19 vaccination records with CVMS. Providers submit a standardized flat file from their Electronic Health Records (EHRs) that pass through the Health Information Exchange (HIE) and are loaded directly to CVMS. This NC COVID-19 Vaccine Reporting file (NCVR) contains patient information that complies with today's CVMS workflow across patient registration and vaccination recording, along with appropriate inventory reduction.

    Before the LHD can use the CVMS Direct integration solution, the LHD will need to finalize legal agreements with the HIE, establish connectivity, complete file validations, and pass testing criteria before they can use the CVMS Direct integration. The North Carolina Health Information Exchange Authority (NC HIEA) is responsible for CVMS Direct. Any local health department interested in using CVMS Direct will need to contact NC HIEA at hiea@nc.gov.

5. Use Laboratory Data to Enhance Investigation, Response and Prevention

a. Use laboratory data to initiate case investigations, conduct contact tracing and follow-up, and implement containment measures.

    1. Conduct necessary contact tracing including contact elicitation/identification, contact notification, and contact follow-up. Activities could include traditional contact tracing and/or proximity/location- based methods, as well as methods adapted for healthcare-specific and congregate settings.
    2. Utilize tools (e.g., geographic information systems and methods) that assist in the rapid mapping and tracking of disease cases for timely and effective epidemic monitoring and response, incorporating laboratory testing results and other data sources.
    3. Identify cases and exposure to COVID-19 in high-risk settings or within vulnerable populations to target mitigation strategies.
        a. Assess and monitor infections in healthcare workers across the healthcare spectrum.
        b. Monitor cases and exposure to COVID-19 to identify need for targeted mitigation strategies to isolate and prevent further spread within high-risk healthcare facilities (e.g., hospitals, dialysis clinics, cancer clinics, nursing homes, and other LTCFs).
        c. Monitor cases and exposure to COVID-19 to identify need for targeted mitigation strategies to isolate and prevent further spread within high-risk employment settings (e.g., meat processing facilities), congregate living settings (e.g., prisons, youth homes, shelters), and educational settings (e.g., K-12 schools, colleges and universities).
        d. Work with NC DPH to build local capacity for reporting, rapid containment and prevention of COVID-19/SARS-CoV-2 within high-risk settings or in vulnerable populations that reside in their communities.

b. Implement prevention strategies in high-risk settings or within vulnerable populations (including tribal nations) including proactive monitoring for asymptomatic case detection and increasing opportunities for vaccination of historically marginalized populations and the community. Continue working collaboratively with partners including consideration of funding to address health equity needs of the community. Examples of partners may include but are not limited to:
    1. Tribal affiliates and community-based organizations colleges and universities;
    2. Occupational health settings for large employers;
    3. Churches or religious or faith-based institutions;
    4. Federally Qualified Health Centers (FQHCs), including Community Health Centers (CHCs);
    5. Pharmacies;
    6. Long-term care facilities (LTCFs), including independent living facilities, assisted living centers, and nursing homes;
    7. Organizations and businesses that employ critical workforce;
    8. First responder organizations;
    9. Non-traditional providers and locations that serve high-risk populations; and other partners that serve underserved populations.

c. Build capacity for infection prevention and control in LTCFs (e.g., at least one Infection Preventionist [IP] for every facility) and outpatient settings.
    1. Build capacity to safely house and isolate infected and exposed residents of LTCFs and other congregate settings.
    2. Develop interoperable patient safety information exchange systems.

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d. Assist with enrollment of all LTCFs into NHSN.

e. Increase Infection Prevention and Control (IPC) assessment capacity onsite using tele-ICAR.

f. Perform preparedness assessment to ensure interventions are in place to protect high-risk populations.

1. Coordinate as appropriate with federally funded entities responsible for providing health services to vulnerable populations (e.g., tribal nations and federally qualified health centers).

6. Coordinate and Engage with Partners

a. Partner with NC DPH to establish or enhance testing for COVID-19/SARS-CoV-2.

1. Acquire equipment and staffing to conduct testing for COVID-19/SARS-CoV-2.
2. Support community partners to conduct appropriate specimen collection and/or testing within their jurisdictions.

b. Partner with local, regional, or national organizations or academic institutions to enhance capacity for infection control and prevention of COVID-19/SARS-CoV-2.

1. Build infection prevention and control and healthcare outbreak response expertise in the LHD.
2. Partner with academic medical centers and schools of public health to develop regional centers for IPC consultation and support services.

IV. Performance Measures/Reporting Requirements:

The reporting below shall be provided by the LHD to DPH via the Smartsheet dashboard, which can be accessed at https://app.smartsheet.com/b/publish?EQBCT=8716e48245fe46559be725a9d628d031.

1. **Performance Measure #1**: The LHD shall complete both monthly financial reporting and quarterly performance reporting, as outlined below, via Smartsheet.

a. The LHD shall complete a **Monthly Financial Report** each month via the Smartsheet dashboard. These monthly financial reports will report on the prior month, with the due dates posted on the Smartsheet dashboard. The first financial report is to report for June 2022 and is due by July 22, 2022.

b. The LHD shall complete a **Quarterly Program Report** each quarter via the Smartsheet dashboard. These quarterly program reports will report on the prior quarter, with the due dates posted on the Smartsheet dashboard and below. The Service Quarters for these quarterly program reports are defined as:

Quarter Months	Program Report Due Date
• April-June 2022 *April and May 2022 data are from services provided under the Agreement Addendum for state fiscal year 2022.*	07/22/2022
• July-September 2022	10/31/2022
• October – December 2022	01/31/2023
• January – March 2023	04/28/2023

2. **Performance Measure # 2:** The LHD shall have a COVID-19 Testing Plan to ensure access to COVID-19 testing for all symptomatic persons and for those who have had close contact to a known or suspected case of COVID-19 as defined by the CDC, and for those who request or require testing.

3. **Performance Measure # 3:** Via the NCCOVID, the LHD shall report cases of COVID-19 including deaths within 30 days of receipt of the report to the state disease registrar.

4. **Performance Measure # 4**: Via the outbreak module within NCCOVID and the REDCap cluster/outbreak reporting tool, the LHD shall report COVID-19 activity (decline, no change, and increase) in high-risk healthcare facilities (e.g., nursing homes, dialysis centers, LTCFs) and congregate living settings (e.g., prisons, youth homes, shelters) within 2 days of receiving notification of an outbreak/cluster.

5. **Performance Measure #5**: Using the COVID-19 Community Team Outreach (CCTO) Tool software, the LHD shall report close contacts to COVID-19 for at least 50% of people infected with COVID-19.

6. **Performance Measure #6:** Using the COVID-19 Community Team Outreach (CCTO) Tool software, the LHD shall complete the Final Monitoring Outcome variable for 90% of contacts entered after 14 days.

7. **Performance Measure #5**: As an update to the information the LHD provided for FY22, this FY23 Response Plan Update Form is to provide information related to the LHD's COVID-19 preparedness and response. The Response Plan Update Form will present a series of questions to be answered in a short-answer format on topics including testing, contact tracing, vaccination, equity, and preparedness.

a. **Reporting Requirements:** Complete a **FY23 COVID-19 Response Plan Update Form** via the Smartsheet dashboard no later than August 1, 2022. (DPH will add the FY23 COVID-19 Response Plan Update Form to the Smartsheet dashboard by July 1, 2022.)

Submission of a single COVID-19 Response Plan Update will meet the reporting requirements described under this Agreement Addendum as well as for other COVID-related Activities.

The LHD's COVID-19 Response Plan Update will receive DPH oversight from the DPH Program Contact for each relevant COVID-related Activity. Specific questions regarding individual topics in the Response Plan Update Form should be directed to those individuals. Any general questions the LHD has should be directed to the DPH Division Director's Office at lhdhealthserviceta@dhhs.nc.gov.

V. Performance Monitoring and Quality Assurance:

The Communicable Disease Branch's Subrecipient Monitoring (SRM) Team, which includes the TATP Nurse Supervisor, will review all Smartsheet submissions. Any responses that meet the internally determined threshold for risk-based issues will be flagged by the SRM Team and followed up on with the LHD for resolution.

VI. Funding Guidelines or Restrictions:

1. Requirements for pass-through entities: In compliance with 2 CFR §200.331 – *Requirements for pass-through entities*, the Division of Public Health provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.

a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.

b. Frequency: Supplements will be generated as the Division of Public Health receives information for federal grants. Supplements will be issued to the Local Health Department throughout the

state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.

FY23 - FAS federal award supplement

Activity Nbr + Name: **543** **ELC Enhancing Detection Activities**

FAS Nbr + Reason: **1** This FAS is accompanying an AA+BE or an AA Revision+BE Revision.

CFDA Nbr + Name: **93.323** Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)

IDC rate: n/a FAIN: **NU50CK000530 (01-04)** Is award R&D?: NO Fed awd's total amt: $ 188,951,581

Fed award project description: CK19-1904 Epidemiology and Laboratrory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC)

Fed awd date + awarding agency: 05-19-20 HHS, Centers for Disease Control and Prevention

Subrecipient	Subrecipient UEI	Subrecipient DUNS	Federal funds from grant listed above	Total federal funds for entire Activity
Alamance	MBM7W225N3W8	965194483	$ -	$ 417,872
Albemarle	WAAVS51PNMK3	130537822	$ 1,126	$ 1,126
Alexander	XVEEJSNY7UX9	830495105	$ -	$ 158,607
Anson	PK8UYTSNJCC3	847163029		
Appalachian	CD7BFHB8W539	780131541		
Beaufort	RN1SXFD4LXN6	091567776	$ -	$ 95,453
Bladen	TLCTJWDJH1H9	084171628	$ 63,011	$ 282,006
Brunswick	MJBMXLN9NJT5	091571349	$ -	$ 496,113
Buncombe	W5TCDKMLHE69	879203560	$ -	$ 1,233,156
Burke	G855APCNL591	883321205	$ -	$ 695,226
Cabarrus	RXDXNEJKJFU7	143488289	$ -	$ 766,210
Caldwell	HL4FGNJNGE97	948113402	$ -	$ 493,038
Carteret	UC6WJ2MQMJS8	058735804	$ -	$ 147,629
Caswell	JDJ7Y7CGYC86	077846053	$ -	$ 18,437
Catawba	GYUNA9W1NFM1	083677138	$ -	$ 112,410
Chatham	KE57QE2GV5F1	131356607	$ -	$ 545,520
Cherokee	DCEGK6HA11M5	130705072		
Clay	HYKLQVNWLXK7	145058231	$ -	$ 17,232
Cleveland	UWMUYMPVL483	879924850	$ -	$ 239,156
Columbus	V1UAJ4L87WQ7	040040016	$ -	$ 392,675
Craven	LTZ2U8LZQ214	091564294	$ -	$ 503,113
Cumberland	HALND8WJ3GW4	123914376	$ -	$ 1,976,756
Dare	ELV6JGB11QK6	082358631		
Davidson	C9P5MDJC7KY7	077839744	$ -	$ 1,065,576
Davie	L8WBGLHZV239	076526651	$ -	$ 271,372
Duplin	KZN4GK5262K3	095124798	$ 485,915	$ 648,084
Durham	LJ5BA6U2HLM7	088564075	$ -	$ 1,433,151
Edgecombe	MAN4LX44AD17	093125375	$ -	$ 352,464
Foothills	NGTEF2MQ8LL4	782359004	$ -	$ 116,135
Forsyth	V6BGVQ67YPY5	105316439	$ -	$ 2,974,251
Franklin	FFKTRQCNN143	084168632	$ -	$ 438,712
Gaston	QKY9R8A8D5J6	071062186	$ 136,759	$ 1,935,032
Graham	L8MAVKQJTYN7	020952383		
Granville-Vance	MGQJKK22EJB3	063347626	$ -	$ 252,153
Greene	VCU5LD71N9U3	091564591	$ 13,436	$ 152,113
Guilford	YBEQWGFJPMJ3	071563613	$ -	$ 2,368,666
Halifax	MRL8MYNJJ3Y5	014305957	$ -	$ 374,559
Harnett	JBDCD9V41BX7	091565986	$ 11,713	$ 1,100,757
Haywood	DQHZEVAV95G5	078620232	$ -	$ 282,725
Henderson	TG5AR81JLFQ5	085021470	$ -	$ 192,003
Hoke	C1GWSADARX51	091563643	$ -	$ 275,448
Hyde	T2RSYN36NN64	832526243	$ 7,911	$ 7,911
Iredell	XTNRLKJLA4S9	074504507	$ 117,875	$ 1,548,007

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FY23 - FAS federal award supplement

Activity Nbr + Name: **543** **ELC Enhancing Detection Activities**

FAS Nbr + Reason: **1** This FAS is accompanying an AA+BE or an AA Revision+BE Revision.

CFDA Nbr + Name: **93.323** Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)

IDC rate: n/a FAIN: **NU50CK000530 (01-04)** Is award R&D?: no Fed awd's total amt: $ 188,951,581

Fed award project description: CK19-1904 Epidemiology and Laboratrory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC)

Fed awd date + awarding agency: 05-19-20 HHS, Centers for Disease Control and Prevention

Subrecipient	Subrecipient UEI	Subrecipient DUNS	Federal funds from grant listed above	Total federal funds for entire Activity
Jackson	X7YWWY6ZP574	019728518	$ -	$ 174,109
Johnston	SYGAGEFDHYR7	097599104	$ -	$ 916,683
Jones	HE3NNNUE27M7	095116935	$ 312	$ 43,013
Lee	F6A8UC99JWJ5	067439703	$ -	$ 220,412
Lenoir	QKUFL37VPGH6	042789748	$ 7,230	$ 430,596
Lincoln	UGGQGSSKBGJ5	086869336	$ -	$ 200,819
Macon	LLPJBC6N2LL3	070626825	$ -	$ 211,381
Madison	YQ96F8BJYTJ9	831052873	$ 45,832	$ 220,070
MTW	ZKK5GNRNBBY6	087204173		
Mecklenburg	EZ15XL6BMM68	074498353	$ -	$ 5,513,955
Montgomery	E78ZAJM3BFL3	025384603	$ -	$ 105,440
Moore	HFNSK95FS7Z8	050988146	$ -	$ 402,843
Nash	NF58K566HQM7	050425677	$ 260,346	$ 1,015,587
New Hanover	F7TLT2GMEJE1	040029563	$ -	$ 1,031,505
Northampton	CRA2KCAL8BA4	097594477	$ 7,523	$ 163,564
Onslow	EGE7NBXW5JS6	172663270	$ -	$ 1,048,362
Orange	GFFMCW9XDA53	091575191	$ -	$ 356,189
Pamlico	FT59QFEAU344	097600456	$ -	$ 6,294
Pender	T11BE678U9P5	100955413	$ -	$ 241,907
Person	FQ8LFJGMABJ4	091563718	$ -	$ 956
Pitt	VZNPMCLFT5R6	080889694	$ 290,223	$ 1,701,734
Polk	QZ6BZPGLX4Y9	079067930	$ -	$ 106,478
Randolph	T3BUM1CVS9N5	027873132	$ -	$ 1,136,967
Richmond	Q63FZNTJM3M4	070621339	$ -	$ 192,535
Robeson	LKBEJQFLAAK5	082367871	$ -	$ 219,407
Rockingham	KGCCCHJJZZ43	077847143	$ -	$ 366,083
Rowan	GCB7UCV96NW6	074494014	$ -	$ 1,113,462
Sampson	WRT9CSK1KJY5	825573975	$ 37,213	$ 487,441
Scotland	FNVTCUQGCHM5	091564146	$ -	$ 232,869
Stanly	U86MZUYPL7C5	131060829	$ -	$ 160,159
Stokes	W41TRA3NUNS1	085442705	$ -	$ 142,209
Surry	FMWCTM24C9J8	077821858	$ -	$ 263,464
Swain	TAE3M92L4QR4	146437553	$ -	$ 8,801
Toe River	JUA6GAUQ9UM1	113345201		
Transylvania	WS1VGHGM8945	030494215	$ -	$ 257,715
Union	LHMKBD4AGRJ5	079051637	$ -	$ 1,510,249
Wake	FTJ2WJPLWMJ3	019625961		
Warren	TLNAU5CNHSU5	030239953	$ -	$ 29,179
Wayne	DACFHCLQKMS1	040036170	$ -	$ 550,178
Wilkes	M14KKHY2NNR3	067439950	$ -	$ 339,847
Wilson	ME2DJHMYWG55	075585695	$ -	$ 189,784
Yadkin	PLCDT7JFA8B1	089910624	$ -	$ 275,585
Yancey	M4SJK9AKVEZ8			

FY23 - FAS federal award supplement

Activity Nbr + Name: **543** **ELC Enhancing Detection Activities**

FAS Nbr + Reason: **2** This FAS is accompanying an AA+BE or an AA Revision+BE Revision.

CFDA Nbr + Name: **93.323** Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)

IDC rate: n/a FAIN: **NU50CK000530** Is award R&D?: no Fed awd's total amt: $ 603,677,156

Fed award project description: CK19-1904 Epidemiology and Laboratrory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC)

Fed awd date + awarding agency: 01-13-21 HHS, Centers for Disease Control and Prevention

Subrecipient	Subrecipient UEI	Subrecipient DUNS	Federal funds from grant listed above	Total federal funds for entire Activity
Alamance	MBM7W225N3W8	965194483	$ 417,872	$ 417,872
Albemarle	WAAVS51PNMK3	130537822	$ -	$ 1,126
Alexander	XVEEJSNY7UX9	030495105	$ 158,607	$ 158,607
Anson	PK8UYTSNJCC3	847163029		
Appalachian	CD7BFHB8W539	780131541		
Beaufort	RN1SXFD4LXN6	091567776	$ 95,453	$ 95,453
Bladen	TLCTJWDJH1H9	084171628	$ 218,995	$ 282,006
Brunswick	MJBMXLN9NJT5	091571349	$ 496,113	$ 496,113
Buncombe	W5TCDKMLHE69	879203560	$ 1,233,156	$ 1,233,156
Burke	G855APCNL591	883321205	$ 695,226	$ 695,226
Cabarrus	RXDXNEJKJFU7	143408289	$ 766,210	$ 766,210
Caldwell	HL4FGNJNGE97	948113402	$ 493,038	$ 493,038
Carteret	UC6WJ2MQMJS8	058735804	$ 147,629	$ 147,629
Caswell	JDJ7Y7CGYC86	077846053	$ 18,437	$ 18,437
Catawba	GYUNA9W1NFM1	083677138	$ 112,410	$ 112,410
Chatham	KE57QE2GV5F1	131356607	$ 545,520	$ 545,520
Cherokee	DCEGK6HA11M5	130705072		
Clay	HYKLQVNWLXK7	145058231	$ 17,232	$ 17,232
Cleveland	UWMUYMPVL483	879924850	$ 239,156	$ 239,156
Columbus	V1UAJ4L87WQ7	040040016	$ 392,675	$ 392,675
Craven	LTZ2U8LZQ214	091564294	$ 503,113	$ 503,113
Cumberland	HALND8WJ3GW4	123914376	$ 1,976,756	$ 1,976,756
Dare	ELV6JGB11QK6	082358631		
Davidson	C9P5MDJC7KY7	077839744	$ 1,065,576	$ 1,065,576
Davie	L8WBGLHZV239	076526651	$ 271,372	$ 271,372
Duplin	KZN4GK5262K3	095124798	$ 162,169	$ 648,084
Durham	LJ5BA6U2HLM7	088564075	$ 1,433,151	$ 1,433,151
Edgecombe	MAN4LX44AD17	093125375	$ 352,464	$ 352,464
Foothills	NGTEF2MQ8LL4	782359004	$ 116,135	$ 116,135
Forsyth	V6BGVQ67YPY5	105316439	$ 2,974,251	$ 2,974,251
Franklin	FFKTRQCNN143	084168632	$ 438,712	$ 438,712
Gaston	QKY9R8A8D5J6	071062186	$ 1,798,273	$ 1,935,032
Graham	L8MAVKQJTYN7	020952383		
Granville-Vance	MGQJKK22EJB3	963347626	$ 252,153	$ 252,153
Greene	VCU5LD71N9U3	091564591	$ 138,677	$ 152,113
Guilford	YBEQWGFJPMJ3	071563613	$ 2,368,666	$ 2,368,666
Halifax	MRL8MYNJJ3Y5	014305957	$ 374,559	$ 374,559
Harnett	JBDCD9V41BX7	091565986	$ 1,089,044	$ 1,100,757
Haywood	DQHZEVAV95G5	070620232	$ 282,725	$ 282,725
Henderson	TG5AR81JLFQ5	085021470	$ 192,003	$ 192,003
Hoke	C1GWSADARX51	091563643	$ 275,448	$ 275,448
Hyde	T2RSYN36NN64	832526243	$ -	$ 7,911
Iredell	XTNRLKJLA4S9	074504507	$ 1,430,132	$ 1,548,007

FY23 - FAS federal award supplement

Activity Nbr + Name: 543 ELC Enhancing Detection Activities

FAS Nbr + Reason: 2 This FAS is accompanying an AA+BE or an AA Revision+BE Revision.

CFDA Nbr + Name: 93.323 Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)

IDC rate: n/a FAIN: NU50CK000530 Is award R&D?: no Fed awd's total amt: $ 603,677,156

Fed award project description: CK19-1904 Epidemiology and Laboratrory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC)

Fed awd date + awarding agency: 01-13-21 HHS, Centers for Disease Control and Prevention

Subrecipient	Subrecipient UEI	Subrecipient DUNS	Federal funds from grant listed above	Total federal funds for entire Activity
Jackson	X7YWWY6ZP574	019728518	$ 174,109	$ 174,109
Johnston	SYGAGEFDHYR7	097599104	$ 916,683	$ 916,683
Jones	HE3NNNUE27M7	095116935	$ 42,701	$ 43,013
Lee	F6A8UC99JWJ5	067439703	$ 220,412	$ 220,412
Lenoir	QKUFL37VPGH6	042789748	$ 423,366	$ 430,596
Lincoln	UGGQGSSKBGJ5	086869336	$ 200,819	$ 200,819
Macon	LLPJBC6N2LL3	070626825	$ 211,381	$ 211,381
Madison	YQ96F8BJYTJ9	831052873	$ 174,238	$ 220,070
MTW	ZKK5GNRNBBY6	087204173		
Mecklenburg	EZ15XL68MM68	074498353	$ 5,513,955	$ 5,513,955
Montgomery	E78ZAJM3BFL3	025384603	$ 105,440	$ 105,440
Moore	HFNSK95FS7Z8	050988146	$ 402,843	$ 402,843
Nash	NF58K566HQM7	050425677	$ 755,241	$ 1,015,587
New Hanover	F7TLT2GMEJE1	040029563	$ 1,031,505	$ 1,031,505
Northampton	CRA2KCAL8BA4	097594477	$ 156,041	$ 163,564
Onslow	EGE7NBXW5JS6	172663270	$ 1,048,362	$ 1,048,362
Orange	GFFMCW9XDA53	091575191	$ 356,189	$ 356,189
Pamlico	FT59QFEAU344	097600456	$ 6,294	$ 6,294
Pender	T11BE678U9P5	100955413	$ 241,907	$ 241,907
Person	FQ8LFJGMABJ4	091563718	$ 956	$ 956
Pitt	VZNPMCLFT5R6	080889694	$ 1,411,511	$ 1,701,734
Polk	QZ6BZPGLX4Y9	079067930	$ 106,478	$ 106,478
Randolph	T3BUM1CVS9N5	027873132	$ 1,136,967	$ 1,136,967
Richmond	Q63FZNTJM3M4	070621339	$ 192,535	$ 192,535
Robeson	LKBEJQFLAAK5	082367871	$ 219,407	$ 219,407
Rockingham	KGCCCHJJZZ43	077847143	$ 366,083	$ 366,083
Rowan	GCB7UCV96NW6	074494014	$ 1,113,462	$ 1,113,462
Sampson	WRT9CSK1KJY5	825573975	$ 450,228	$ 487,441
Scotland	FNVTCUQGCHM5	091564146	$ 232,869	$ 232,869
Stanly	U86MZUYPL7C5	131060829	$ 160,159	$ 160,159
Stokes	W41TRA3NUNS1	085442705	$ 142,209	$ 142,209
Surry	FMWCTM24C9J8	077821858	$ 263,464	$ 263,464
Swain	TAE3M92L4QR4	146437553	$ 8,801	$ 8,801
Toe River	JUA6GAUQ9UM1	113345201		
Transylvania	W51VGHGM8945	030494215	$ 257,715	$ 257,715
Union	LHMKBD4AGRJ5	079051637	$ 1,510,249	$ 1,510,249
Wake	FTJ2WJPLWMJ3	019625961		
Warren	TLNAU5CNHSU5	030239953	$ 29,179	$ 29,179
Wayne	DACFHCLQKMS1	040036170	$ 550,178	$ 550,178
Wilkes	M14KKHY2NNR3	067439950	$ 339,847	$ 339,847
Wilson	ME2DJHMYWG55	075585695	$ 189,784	$ 189,784
Yadkin	PLCDT7JFA8B1	089910624	$ 275,585	$ 275,585
Yancey	M4SJK9AKVEZ8			

DPH-Aid-To-Counties For Fiscal Year: 22/23 Budgetary Estimate Number : 0

Activity 543 / Service Period / Payment Period		AA	1175 878A HH 06/01-05/31 07/01-06/30	Total Allocated	1175 883A P5 06/01-05/31 07/01-06/30	Total Allocated	Proposed Total	New Total
01 Alamance	*	0	0	$0.00	417,872	$0.00	417,872	417,872
D1 Albemarle	*	0	1,126	$0.00	0	$0.00	1,126	1,126
02 Alexander	*	0	0	$0.00	158,607	$0.00	158,607	158,607
04 Anson			0	$0.00	0	$0.00	0	0
D2 Appalachian			0	$0.00	0	$0.00	0	0
07 Beaufort	*	0	0	$0.00	95,453	$0.00	95,453	95,453
09 Bladen	*	0	63,011	$0.00	218,995	$0.00	282,006	282,006
10 Brunswick	*	0	0	$0.00	496,113	$0.00	496,113	496,113
11 Buncombe	*	0	0	$0.00	1,233,156	$0.00	1,233,156	1,233,156
12 Burke	*	0	0	$0.00	695,226	$0.00	695,226	695,226
13 Cabarrus	*	0	0	$0.00	766,210	$0.00	766,210	766,210
14 Caldwell	*	0	0	$0.00	493,038	$0.00	493,038	493,038
16 Carteret	*	0	0	$0.00	147,629	$0.00	147,629	147,629
17 Caswell	*	0	0	$0.00	18,437	$0.00	18,437	18,437
18 Catawba	*	0	0	$0.00	112,410	$0.00	112,410	112,410
19 Chatham	*	0	0	$0.00	545,520	$0.00	545,520	545,520
20 Cherokee			0	$0.00	0	$0.00	0	0
22 Clay	*	0	0	$0.00	17,232	$0.00	17,232	17,232
23 Cleveland	*	0	0	$0.00	239,156	$0.00	239,156	239,156
24 Columbus	*	0	0	$0.00	392,675	$0.00	392,675	392,675
25 Craven	*	0	0	$0.00	503,113	$0.00	503,113	503,113
26 Cumberland	*	0	0	$0.00	1,976,756	$0.00	1,976,756	1,976,756
28 Dare			0	$0.00	0	$0.00	0	0
29 Davidson	*	0	0	$0.00	1,065,576	$0.00	1,065,576	1,065,576
30 Davie	*	0	0	$0.00	271,372	$0.00	271,372	271,372
31 Duplin	*	0	485,915	$0.00	162,169	$0.00	648,084	648,084
32 Durham	*	0	0	$0.00	1,433,151	$0.00	1,433,151	1,433,151
33 Edgecombe	*	0	0	$0.00	352,464	$0.00	352,464	352,464
D7 Foothills	*	0	0	$0.00	116,135	$0.00	116,135	116,135
34 Forsyth	*	0	0	$0.00	2,974,251	$0.00	2,974,251	2,974,251
35 Franklin	*	0	0	$0.00	438,712	$0.00	438,712	438,712
36 Gaston	*	0	136,759	$0.00	1,798,273	$0.00	1,935,032	1,935,032
38 Graham			0	$0.00	0	$0.00	0	0
D3 Gran-Vance	*	0	0	$0.00	252,153	$0.00	252,153	252,153
40 Greene	*	0	13,436	$0.00	138,677	$0.00	152,113	152,113
41 Guilford	*	0	0	$0.00	2,368,666	$0.00	2,368,666	2,368,666
42 Halifax	*	0	0	$0.00	374,559	$0.00	374,559	374,559
43 Harnett	*	0	11,713	$0.00	1,089,044	$0.00	1,100,757	1,100,757
44 Haywood	*	0	0	$0.00	282,725	$0.00	282,725	282,725
45 Henderson	*	0	0	$0.00	192,003	$0.00	192,003	192,003
47 Hoke	*	0	0	$0.00	275,448	$0.00	275,448	275,448
48 Hyde	*	0	7,911	$0.00	0	$0.00	7,911	7,911
49 Iredell	*	0	117,875	$0.00	1,430,132	$0.00	1,548,007	1,548,007
50 Jackson	*	0	0	$0.00	174,109	$0.00	174,109	174,109
51 Johnston	*	0	0	$0.00	916,683	$0.00	916,683	916,683

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52 Jones	*	0	312	$0.00	42,701	$0.00	43,013	43,013
53 Lee	*	0	0	$0.00	220,412	$0.00	220,412	220,412
54 Lenoir	*	0	7,230	$0.00	423,366	$0.00	430,596	430,596
55 Lincoln	*	0	0	$0.00	200,819	$0.00	200,819	200,819
56 Macon	*	0	0	$0.00	211,381	$0.00	211,381	211,381
57 Madison	*	0	45,832	$0.00	174,238	$0.00	220,070	220,070
D4 M-T-W			0	$0.00	0	$0.00	0	0
60 Mecklenburg	*	0	0	$0.00	5,513,955	$0.00	5,513,955	5,513,955
62 Montgomery	*	0	0	$0.00	105,440	$0.00	105,440	105,440
63 Moore	*	0	0	$0.00	402,843	$0.00	402,843	402,843
64 Nash	*	0	260,346	$0.00	755,241	$0.00	1,015,587	1,015,587
65 New Hanover	*	0	0	$0.00	1,031,505	$0.00	1,031,505	1,031,505
66 Northampton	*	0	7,523	$0.00	156,041	$0.00	163,564	163,564
67 Onslow	*	0	0	$0.00	1,048,362	$0.00	1,048,362	1,048,362
68 Orange	*	0	0	$0.00	356,189	$0.00	356,189	356,189
69 Pamlico	*	0	0	$0.00	6,294	$0.00	6,294	6,294
71 Pender	*	0	0	$0.00	241,907	$0.00	241,907	241,907
73 Person	*	0	0	$0.00	956	$0.00	956	956
74 Pitt	*	0	290,223	$0.00	1,411,511	$0.00	1,701,734	1,701,734
75 Polk	*	0	0	$0.00	106,478	$0.00	106,478	106,478
76 Randolph	*	0	0	$0.00	1,136,967	$0.00	1,136,967	1,136,967
77 Richmond	*	0	0	$0.00	192,535	$0.00	192,535	192,535
78 Robeson	*	0	0	$0.00	219,407	$0.00	219,407	219,407
79 Rockingham	*	0	0	$0.00	366,083	$0.00	366,083	366,083
80 Rowan	*	0	0	$0.00	1,113,462	$0.00	1,113,462	1,113,462
82 Sampson	*	0	37,213	$0.00	450,228	$0.00	487,441	487,441
83 Scotland	*	0	0	$0.00	232,869	$0.00	232,869	232,869
84 Stanly	*	0	0	$0.00	160,159	$0.00	160,159	160,159
85 Stokes	*	0	0	$0.00	142,209	$0.00	142,209	142,209
86 Surry	*	0	0	$0.00	263,464	$0.00	263,464	263,464
87 Swain	*	0	0	$0.00	8,801	$0.00	8,801	8,801
D6 Toe River			0	$0.00	0	$0.00	0	0
88 Transylvania	*	0	0	$0.00	257,715	$0.00	257,715	257,715
90 Union	*	0	0	$0.00	1,510,249	$0.00	1,510,249	1,510,249
92 Wake			0	$0.00	0	$0.00	0	0
93 Warren	*	0	0	$0.00	29,179	$0.00	29,179	29,179
96 Wayne	*	0	0	$0.00	550,178	$0.00	550,178	550,178
97 Wilkes	*	0	0	$0.00	339,847	$0.00	339,847	339,847
98 Wilson	*	0	0	$0.00	189,784	$0.00	189,784	189,784
99 Yadkin	*	0	0	$0.00	275,585	$0.00	275,585	275,585
00 Yancey			0	$0.00	0	$0.00	0	0
Totals			1,486,425	0	44,482,260	0	45,968,685	45,968,685

Sign and Date - DPH Program Administrator 6-24-22	Sign and Date - DPH Section Chief Mac Remer 06/24/22
Sign and Date - DPH Budget Office – ATC Coordinator 6/24/22	Sign and Date - DPH Budget Officer 6/24/2022

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: County

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$29,981,126.23	$0.00	$29,981,126.23	$29,042,828.83	$938,297.40
2020	$29,616,785.74	$963,210.51	$0.00	$565,567.16	$397,643.35
2019	$29,495,753.25	$443,264.49	$0.00	$173,082.58	$270,181.91
2018	$27,812,049.58	$249,028.00	$0.00	$68,097.17	$180,930.83
2017	$26,060,675.78	$126,753.46	$0.00	$34,098.82	$92,654.64
2016	$26,662,786.38	$87,717.00	$0.00	$23,521.51	$64,195.49
2015	$26,261,577.81	$43,012.93	$0.00	$8,791.19	$34,221.74
2014	$25,723,174.80	$34,286.18	$0.00	$8,566.10	$25,720.08
2013	$24,083,746.28	$31,603.84	$0.00	$3,639.80	$27,964.04
2012	$23,305,082.17	$20,010.45	$0.00	$2,582.57	$17,427.88
	Total	$1,998,886.86	$29,981,126.23	$29,930,775.73	$2,049,237.36

Payments	$29,999,842.76
Releases	$142,073.10
Refunds	$-141,799.06
Returned Checks	$-61,384.75
Adjustments	$405.42
Fine and Forfeitures	$-27,598.96
Discounts	$472,491.91
Overpayments	$-58,468.27
Cost	$-14,782.02
Interest	$-243,483.81
Penalty	$-108,050.45
Prepayments 2021	$169,511.46
Prepayments 2022	$-204,316.15
Prior Year Collections	$6,334.55
Total	$29,930,775.73

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Capital Fund

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$836,928.16	$0.00	$836,928.16	$811,712.13	$25,216.03
2020	$827,613.12	$23,871.49	$0.00	$13,410.05	$10,461.44
2019	$816,333.53	$10,609.20	$0.00	$3,992.80	$6,616.40
2018	$0.00	$-16.35	$0.00	$0.00	$-16.35
2017	$0.00	$-6.72	$0.00	$0.00	$-6.72
	Total	$34,457.62	$836,928.16	$829,114.98	$42,270.80

Payments	$828,101.12
Releases	$3,430.56
Refunds	$-1,544.95
Returned Checks	$-1,725.37
Adjustments	$8.91
Fine and Forfeitures	$0
Discounts	$5,691.28
Overpayments	$0
Cost	$0
Interest	$-4,846.57
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$829,114.98

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Solid Waste

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$1,569,792.60	$0.00	$1,569,792.60	$1,400,185.39	$169,607.21
2020	$1,540,060.20	$178,363.62	$0.00	$76,723.81	$101,639.81
2019	$1,541,897.40	$110,256.33	$0.00	$33,472.06	$76,784.27
2018	$1,532,105.96	$76,360.19	$0.00	$18,067.61	$58,292.58
2017	$1,542,237.50	$55,460.27	$0.00	$11,476.51	$43,983.76
2016	$1,540,259.78	$41,830.81	$0.00	$6,800.99	$35,029.82
2015	$1,542,704.06	$33,235.49	$0.00	$5,262.79	$27,972.70
2014	$1,564,671.06	$24,467.56	$0.00	$2,995.73	$21,471.83
2013	$1,490,925.88	$20,915.23	$0.00	$2,106.86	$18,808.37
2012	$1,468,005.34	$18,352.21	$0.00	$1,648.03	$16,704.18
	Total	$559,241.71	$1,569,792.60	$1,558,739.78	$570,294.53

Payments	$1,568,321.33
Releases	$32,806.80
Refunds	$-8,075.27
Returned Checks	$-1,278.09
Adjustments	$-23.30
Fine and Forfeitures	$0
Discounts	$3,058.23
Overpayments	$0
Cost	$0.00
Interest	$-37,435.56
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$1,365.64
Total	$1,558,739.78

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Oakwolfe Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$71,299.35	$0.00	$71,299.35	$69,806.57	$1,492.78
2020	$71,846.96	$1,477.04	$0.00	$921.78	$555.26
2019	$58,602.55	$198.17	$0.00	$60.28	$137.89
2018	$57,922.52	$225.01	$0.00	$36.67	$188.34
2017	$57,258.01	$174.92	$0.00	$34.30	$140.62
2016	$50,603.99	$128.18	$0.00	$25.60	$102.58
2015	$59,190.04	$86.66	$0.00	$22.00	$64.66
2014	$48,161.58	$63.25	$0.00	$17.60	$45.65
2013	$46,531.66	$56.21	$0.00	$17.81	$38.40
2012	$45,901.66	$41.52	$0.00	$18.01	$23.51
	Total	$2,450.96	$71,299.35	$70,960.62	$2,789.69

Payments	$69,224.64
Releases	$841.59
Refunds	$-195.22
Returned Checks	$-61.85
Adjustments	$-0.43
Fine and Forfeitures	$0
Discounts	$1,630.50
Overpayments	$0
Cost	$0.00
Interest	$-495.01
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$16.40
Total	$70,960.62

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Glisson Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$155,509.45	$0.00	$155,509.45	$152,027.75	$3,481.70
2020	$162,655.98	$2,404.11	$0.00	$1,066.39	$1,337.72
2019	$164,941.81	$1,348.30	$0.00	$687.60	$660.70
2018	$149,459.24	$702.65	$0.00	$55.79	$646.86
2017	$134,552.02	$389.64	$0.00	$40.79	$348.85
2016	$126,633.41	$224.21	$0.00	$3.90	$220.31
2015	$137,152.17	$168.89	$0.00	$30.63	$138.26
2014	$108,483.22	$146.78	$0.00	$71.03	$75.75
2013	$100,796.69	$100.61	$0.00	$38.94	$61.67
2012	$95,017.94	$60.90	$0.00	$18.98	$41.92
	Total	$5,546.09	$155,509.45	$154,041.80	$7,013.74

Payments	$153,233.73
Releases	$823.68
Refunds	$-115.91
Returned Checks	$-64.16
Adjustments	$1.04
Fine and Forfeitures	$0
Discounts	$969.77
Overpayments	$0
Cost	$0.00
Interest	$-824.03
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$17.68
Total	$154,041.80

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Saracta Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$90,979.66	$0.00	$90,979.66	$89,159.94	$1,819.72
2020	$91,402.84	$1,475.42	$0.00	$811.50	$663.92
2019	$89,254.83	$550.59	$0.00	$128.46	$422.13
2018	$84,943.97	$256.02	$0.00	$44.73	$211.29
2017	$95,503.31	$142.33	$0.00	$41.71	$100.62
2016	$85,022.20	$625.47	$0.00	$594.88	$30.59
2015	$104,126.88	$40.20	$0.00	$14.91	$25.29
2014	$91,508.88	$18.80	$0.00	$2.09	$16.71
2013	$85,171.42	$12.92	$0.00	$0.00	$12.92
2012	$83,461.41	$113.28	$0.00	$0.00	$113.28
	Total	$3,235.03	$90,979.66	$90,798.22	$3,416.47

Payments	$89,211.74
Releases	$689.64
Refunds	$-277.98
Returned Checks	$0.00
Adjustments	$5.01
Fine and Forfeitures	$0
Discounts	$1,962.33
Overpayments	$0
Cost	$0.00
Interest	$-792.52
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$90,798.22

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: East Duplin Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$100,843.54	$0.00	$100,843.54	$96,671.15	$4,172.39
2020	$96,392.83	$3,431.23	$0.00	$1,847.31	$1,583.92
2019	$89,760.43	$1,510.05	$0.00	$540.02	$970.03
2018	$86,238.11	$700.29	$0.00	$150.72	$549.57
2017	$81,409.06	$347.23	$0.00	$52.87	$294.36
2016	$74,226.98	$220.50	$0.00	$34.00	$186.50
2015	$132,618.05	$119.63	$0.00	$24.57	$95.06
2014	$70,526.97	$74.80	$0.00	$22.86	$51.94
2013	$67,161.96	$52.00	$0.00	$22.98	$29.02
2012	$66,444.22	$30.63	$0.00	$6.19	$24.44
	Total	$6,486.36	$100,843.54	$99,372.67	$7,957.23

Payments	$97,264.13
Releases	$876.53
Refunds	$-529.73
Returned Checks	$0.00
Adjustments	$-0.57
Fine and Forfeitures	$0
Discounts	$2,601.73
Overpayments	$0
Cost	$0.00
Interest	$-840.29
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$0.87
Total	$99,372.67

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Fountaintown Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$29,907.22	$0.00	$29,907.22	$29,383.37	$523.85
2020	$29,851.96	$781.15	$0.00	$540.62	$240.53
2019	$0.00	$0.00	$0.00	$0.00	$0.00
	Total	$781.15	$29,907.22	$29,923.99	$764.38

Payments	$29,424.54
Releases	$108.11
Refunds	$-62.33
Returned Checks	$0.00
Adjustments	$-0.19
Fine and Forfeitures	$0
Discounts	$601.57
Overpayments	$0
Cost	$0.00
Interest	$-147.71
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$29,923.99

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Albertson Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$95,884.83	$0.00	$95,884.83	$92,314.91	$3,569.92
2020	$93,280.38	$3,035.88	$0.00	$908.71	$2,127.17
2019	$86,479.71	$1,706.61	$0.00	$372.67	$1,333.94
2018	$79,866.79	$1,142.79	$0.00	$371.81	$770.98
2017	$78,525.82	$355.94	$0.00	$64.23	$291.71
2016	$64,090.12	$177.59	$0.00	$51.29	$126.30
2015	$66,076.82	$168.50	$0.00	$64.17	$104.33
2014	$60,527.20	$65.29	$0.00	$1.50	$63.79
2013	$58,690.77	$67.22	$0.00	$3.00	$64.22
2012	$57,108.58	$71.71	$0.00	$1.50	$70.21
	Total	$6,791.53	$95,884.83	$94,153.79	$8,522.57

Payments	$92,994.61
Releases	$1,450.57
Refunds	$-455.83
Returned Checks	$0.00
Adjustments	$-0.29
Fine and Forfeitures	$0
Discounts	$1,323.32
Overpayments	$0
Cost	$0.00
Interest	$-1,161.59
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$3.00
Total	$94,153.79

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Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Stacy Britt Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$190,738.87	$0.00	$190,738.87	$183,000.38	$7,738.49
2020	$182,615.20	$7,996.41	$0.00	$4,820.62	$3,175.79
2019	$183,389.48	$3,686.19	$0.00	$1,046.77	$2,639.42
2018	$153,361.45	$2,366.80	$0.00	$379.63	$1,987.17
2017	$161,844.66	$1,842.98	$0.00	$209.76	$1,633.22
2016	$139,669.71	$1,362.26	$0.00	$80.40	$1,281.86
2015	$153,710.70	$176.75	$0.00	$56.52	$120.23
2014	$107,351.07	$120.24	$0.00	$15.51	$104.73
2013	$104,892.77	$97.79	$0.00	$7.00	$90.79
2012	$103,470.78	$116.23	$0.00	$2.84	$113.39
	Total	$17,765.65	$190,738.87	$189,619.43	$18,885.09

Payments	$187,286.74
Releases	$712.98
Refunds	$-405.04
Returned Checks	$0.00
Adjustments	$-0.34
Fine and Forfeitures	$0
Discounts	$3,465.72
Overpayments	$0
Cost	$0.00
Interest	$-1,447.31
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$6.68
Total	$189,619.43

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Franklin Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$32,879.36	$0.00	$32,879.36	$31,546.18	$1,333.18
2020	$25,934.13	$672.37	$0.00	$481.02	$191.35
2019	$22,974.53	$353.97	$0.00	$148.72	$205.25
2018	$22,684.45	$369.06	$0.00	$207.29	$161.77
2017	$21,557.72	$139.66	$0.00	$86.11	$53.55
2016	$21,710.37	$45.75	$0.00	$0.00	$45.75
2015	$23,775.07	$31.09	$0.00	$0.00	$31.09
2014	$17,926.18	$29.50	$0.00	$0.00	$29.50
2013	$17,326.73	$30.01	$0.00	$0.00	$30.01
2012	$17,123.69	$30.84	$0.00	$20.70	$10.14
	Total	$1,702.25	$32,879.36	$32,490.02	$2,091.59

Payments	$32,285.24
Releases	$94.19
Refunds	$-90.50
Returned Checks	$0.00
Adjustments	$-0.10
Fine and Forfeitures	$0
Discounts	$528.21
Overpayments	$0
Cost	$0.00
Interest	$-327.02
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$32,490.02

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Northeast Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$261,065.22	$0.00	$261,065.22	$256,250.14	$4,815.08
2020	$260,851.22	$4,346.71	$0.00	$2,995.19	$1,351.52
2019	$209,473.73	$2,156.39	$0.00	$1,057.88	$1,098.51
2018	$163,447.67	$485.78	$0.00	$214.38	$271.40
2017	$160,646.88	$271.67	$0.00	$111.80	$159.87
2016	$173,284.50	$192.41	$0.00	$39.93	$152.48
2015	$180,379.08	$77.43	$0.00	$13.39	$64.04
2014	$167,995.17	$33.16	$0.00	$11.76	$21.40
2013	$158,077.67	$20.96	$0.00	$0.00	$20.96
2012	$155,691.07	$19.05	$0.00	$0.00	$19.05
	Total	$7,603.56	$261,065.22	$260,694.47	$7,974.31

Payments	$257,834.63
Releases	$185.33
Refunds	$-146.65
Returned Checks	$-653.45
Adjustments	$-0.25
Fine and Forfeitures	$0
Discounts	$4,686.28
Overpayments	$0
Cost	$0.00
Interest	$-1,211.42
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$260,694.47

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Chinquapin Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$69,884.04	$0.00	$69,884.04	$66,427.39	$3,456.65
2020	$66,741.10	$3,170.65	$0.00	$1,320.55	$1,850.10
	Total	$3,170.65	$69,884.04	$67,747.94	$5,306.75

Payments	$67,047.43
Releases	$376.96
Refunds	$-154.10
Returned Checks	$-44.68
Adjustments	$-0.33
Fine and Forfeitures	$0
Discounts	$931.90
Overpayments	$0
Cost	$0.00
Interest	$-409.24
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$67,747.94

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Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Duplin Pender Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$72,401.72	$0.00	$72,401.72	$67,965.16	$4,436.56
2020	$69,056.40	$3,792.10	$0.00	$1,504.63	$2,287.47
	Total	$3,792.10	$72,401.72	$69,469.79	$6,724.03

Payments	$68,594.62
Releases	$92.78
Refunds	$-74.30
Returned Checks	$-33.42
Adjustments	$0.08
Fine and Forfeitures	$0
Discounts	$1,387.66
Overpayments	$0
Cost	$0.00
Interest	$-477.63
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$69,469.79

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Goshen Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$51,942.66	$0.00	$51,942.66	$50,243.43	$1,699.23
2020	$47,761.14	$1,726.73	$0.00	$1,095.64	$631.09
	Total	$1,726.73	$51,942.66	$51,339.07	$2,330.32

Payments	$50,705.33
Releases	$128.08
Refunds	$-4.36
Returned Checks	$-76.84
Adjustments	$-0.10
Fine and Forfeitures	$0
Discounts	$922.88
Overpayments	$0
Cost	$0.00
Interest	$-335.92
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$51,339.07

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Greenevers Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$39,871.26	$0.00	$39,871.26	$37,551.50	$2,319.76
2020	$37,069.15	$1,060.31	$0.00	$559.13	$501.18
	Total	$1,060.31	$39,871.26	$38,110.63	$2,820.94

Payments	$37,618.95
Releases	$251.11
Refunds	$-160.77
Returned Checks	$0.00
Adjustments	$-0.07
Fine and Forfeitures	$0
Discounts	$640.61
Overpayments	$0
Cost	$0.00
Interest	$-239.20
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$38,110.63

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Lyman Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$20,480.64	$0.00	$20,480.64	$19,889.69	$590.95
2020	$19,164.31	$719.68	$0.00	$403.23	$316.45
	Total	$719.68	$20,480.64	$20,292.92	$907.40

Payments	$19,877.41
Releases	$48.63
Refunds	$-27.20
Returned Checks	$0.00
Adjustments	$-0.08
Fine and Forfeitures	$0
Discounts	$518.74
Overpayments	$0
Cost	$0.00
Interest	$-124.58
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$20,292.92

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: North Duplin Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$40,572.67	$0.00	$40,572.67	$39,900.56	$672.11
2020	$35,508.27	$416.24	$0.00	$216.36	$199.88
	Total	$416.24	$40,572.67	$40,116.92	$871.99

Payments	$39,382.02
Releases	$90.75
Refunds	$-21.88
Returned Checks	$0.00
Adjustments	$-0.05
Fine and Forfeitures	$0
Discounts	$827.30
Overpayments	$0
Cost	$0.00
Interest	$-161.22
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$40,116.92

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Potters Hill Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$52,467.31	$0.00	$52,467.31	$50,935.74	$1,531.57
2020	$51,524.19	$1,343.89	$0.00	$864.42	$479.47
	Total	$1,343.89	$52,467.31	$51,800.16	$2,011.04

Payments	$51,370.21
Releases	$40.47
Refunds	$-38.43
Returned Checks	$-214.11
Adjustments	$-0.60
Fine and Forfeitures	$0
Discounts	$956.65
Overpayments	$0
Cost	$0.00
Interest	$-314.03
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$51,800.16

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Rosemary Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$149,334.04	$0.00	$149,334.04	$146,932.48	$2,401.56
2020	$129,051.71	$2,711.21	$0.00	$1,747.70	$963.51
	Total	$2,711.21	$149,334.04	$148,680.18	$3,365.07

Payments	$148,321.72
Releases	$819.37
Refunds	$-0.21
Returned Checks	$-129.57
Adjustments	$-0.32
Fine and Forfeitures	$0
Discounts	$73.60
Overpayments	$0
Cost	$0.00
Interest	$-404.41
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$148,680.18

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Teachey Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$106,364.84	$0.00	$106,364.84	$104,076.13	$2,288.71
2020	$101,646.40	$1,825.59	$0.00	$661.87	$1,163.72
	Total	$1,825.59	$106,364.84	$104,738.00	$3,452.43

Payments	$102,349.05
Releases	$139.46
Refunds	$-22.86
Returned Checks	$-6.58
Adjustments	$-0.20
Fine and Forfeitures	$0
Discounts	$2,514.68
Overpayments	$0
Cost	$0.00
Interest	$-235.55
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$104,738.00

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Waylin Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$21,703.12	$0.00	$21,703.12	$21,087.52	$615.60
2020	$17,361.72	$213.46	$0.00	$121.15	$92.31
	Total	$213.46	$21,703.12	$21,208.67	$707.91

Payments	$19,865.12
Releases	$12.46
Refunds	$0.00
Returned Checks	$0.00
Adjustments	$0.00
Fine and Forfeitures	$0
Discounts	$1,482.18
Overpayments	$0
Cost	$0.00
Interest	$-151.09
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$21,208.67

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Cherry Tree Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2020	$0.00	$0.00	$0.00	$0.00	$0.00
	Total	$0.00	$0.00	$0.00	$0.00

Payments	$
Overpayments	$0
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$0.00

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Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Liberty Hall Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$160,703.31	$0.00	$160,703.31	$156,556.11	$4,147.20
2020	$0.00	$0.00	$0.00	$0.00	$0.00
	Total	$0.00	$160,703.31	$156,556.11	$4,147.20

Payments	$154,593.83
Releases	$132.17
Refunds	$-28.35
Returned Checks	$-10.17
Adjustments	$-0.04
Fine and Forfeitures	$0
Discounts	$2,558.15
Overpayments	$0
Cost	$0.00
Interest	$-689.48
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$156,556.11

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Natural Wells Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2020	$0.00	$0.00	$0.00	$0.00	$0.00
	Total	$0.00	$0.00	$0.00	$0.00

Payments	$
Overpayments	$0
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$0.00

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Nine Mile Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2020	$0.00	$0.00	$0.00	$0.00	$0.00
	Total	$0.00	$0.00	$0.00	$0.00

Payments	$
Overpayments	$0
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$0.00

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Pinhook Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2020	$0.00	$0.00	$0.00	$0.00	$0.00
	Total	$0.00	$0.00	$0.00	$0.00

Payments	$
Overpayments	$0
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$0.00

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Pricetown Fire

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2020	$0.00	$0.00	$0.00	$0.00	$0.00
	Total	$0.00	$0.00	$0.00	$0.00

Payments	$
Overpayments	$0
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$0.00

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Town Of Calypso

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$81,760.28	$0.00	$81,760.28	$77,473.79	$4,286.49
2020	$89,759.64	$4,140.02	$0.00	$3,598.02	$542.00
2019	$74,434.47	$864.46	$0.00	$422.10	$442.36
2018	$74,158.13	$784.55	$0.00	$478.46	$306.09
2017	$66,533.39	$281.21	$0.00	$16.20	$265.01
2016	$65,484.10	$194.99	$0.00	$0.00	$194.99
2015	$57,818.86	$92.59	$0.00	$0.00	$92.59
	Total	$6,357.82	$81,760.28	$81,988.57	$6,129.53

Payments	$76,351.52
Releases	$6,162.45
Refunds	$-200.02
Returned Checks	$0.00
Adjustments	$-0.86
Fine and Forfeitures	$0
Discounts	$624.47
Overpayments	$0
Cost	$0.00
Interest	$-948.99
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$81,988.57

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Town Of Greenevers

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$56,917.40	$0.00	$56,917.40	$52,476.18	$4,441.22
2020	$57,780.15	$3,396.41	$0.00	$1,685.33	$1,711.08
2019	$48,253.18	$1,696.11	$0.00	$685.21	$1,010.90
2018	$48,519.94	$1,159.65	$0.00	$163.57	$996.08
2017	$46,229.10	$819.47	$0.00	$163.81	$655.66
2016	$40,291.34	$591.74	$0.00	$122.96	$468.78
	Total	$7,663.38	$56,917.40	$55,297.06	$9,283.72

Payments	$55,579.04
Releases	$2,211.03
Refunds	$-1,782.40
Returned Checks	$-298.16
Adjustments	$-0.24
Fine and Forfeitures	$0
Discounts	$496.89
Overpayments	$0
Cost	$0.00
Interest	$-909.10
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$55,297.06

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Town Of Kenansville

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$342,341.81	$0.00	$342,341.81	$336,970.99	$5,370.82
2020	$336,050.86	$11,235.09	$0.00	$9,468.73	$1,766.36
2019	$357,810.41	$4,311.50	$0.00	$3,187.58	$1,123.92
2018	$295,599.38	$2,817.04	$0.00	$1,683.14	$1,133.90
2017	$335,944.82	$1,331.58	$0.00	$339.86	$991.72
2016	$323,253.98	$544.34	$0.00	$67.68	$476.66
	Total	$20,239.55	$342,341.81	$351,717.98	$10,863.38

Payments	$367,310.36
Releases	$17,070.41
Refunds	$-3,492.23
Returned Checks	$-27,602.00
Adjustments	$-0.88
Fine and Forfeitures	$0
Discounts	$3,216.35
Overpayments	$0
Cost	$0.00
Interest	$-4,784.03
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$351,717.98

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Town Of Warsaw

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$1,224,412.41	$0.00	$1,224,412.41	$1,195,870.25	$28,542.16
2020	$1,207,741.62	$28,001.58	$0.00	$14,179.02	$13,822.56
2019	$1,208,403.84	$15,209.11	$0.00	$6,453.47	$8,755.64
2018	$876,566.09	$8,481.36	$0.00	$3,142.32	$5,339.04
2017	$809,729.26	$6,126.74	$0.00	$2,913.82	$3,212.92
2016	$879,585.65	$3,165.68	$0.00	$806.56	$2,359.12
	Total	$60,984.47	$1,224,412.41	$1,223,365.44	$62,031.44

Payments	$1,209,038.52
Releases	$5,465.77
Refunds	$-659.41
Returned Checks	$0.00
Adjustments	$-2.16
Fine and Forfeitures	$0
Discounts	$16,602.49
Overpayments	$0
Cost	$0.00
Interest	$-7,079.77
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$1,223,365.44

Duplin County Settlement
July 01, 2021 to June 30, 2022

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Type: Town Of Beulaville

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$127.38	$0.00	$127.38	$72.43	$54.95
2020	$0.00	$0.00	$0.00	$0.00	$0.00
2019	$0.00	$0.00	$0.00	$0.00	$0.00
	Total	$0.00	$127.38	$72.43	$54.95

Payments	$
Overpayments	$0
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$0.00

Duplin County Settlement
July 01, 2021 to June 30, 2022

07/13/2022 03:44 PM

Type: Town Of Faison

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2020	$0.00	$0.00	$0.00	$0.00	$0.00
2019	$0.00	$-1.75	$0.00	$0.00	$-1.75
	Total	$-1.75	$0.00	$0.00	$-1.75

Payments	$
Overpayments	$0
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$0.00

Duplin County Settlement
July 01, 2021 to June 30, 2022

07/13/2022 03:44 PM

Type: Town Of Magnolia

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$166,906.38	$0.00	$166,906.38	$154,419.86	$12,486.52
2020	$0.00	$0.00	$0.00	$0.00	$0.00
2019	$0.00	$0.00	$0.00	$0.00	$0.00
	Total	$0.00	$166,906.38	$154,419.86	$12,486.52

Payments	$152,025.77
Releases	$2,373.14
Refunds	$-337.68
Returned Checks	$-24.56
Adjustments	$-0.12
Fine and Forfeitures	$0
Discounts	$1,381.05
Overpayments	$0
Cost	$0.00
Interest	$-997.74
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$154,419.86

Duplin County Settlement
July 01, 2021 to June 30, 2022

07/13/2022 03:44 PM

Type: Town Of Rose Hill

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$495,401.54	$0.00	$495,401.54	$477,885.78	$17,515.76
2020	$0.00	$0.00	$0.00	$0.00	$0.00
2019	$0.00	$0.00	$0.00	$0.00	$0.00
	Total	$0.00	$495,401.54	$477,885.78	$17,515.76

Payments	$474,637.23
Releases	$32,637.25
Refunds	$-31,715.22
Returned Checks	$-703.95
Adjustments	$-1.72
Fine and Forfeitures	$0
Discounts	$4,724.80
Overpayments	$0
Cost	$0.00
Interest	$-1,692.61
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$477,885.78

Duplin County Settlement
July 01, 2021 to June 30, 2022

07/13/2022 03:44 PM

Type: Town Of Teachey

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2020	$0.00	$0.00	$0.00	$0.00	$0.00
2019	$0.00	$0.00	$0.00	$0.00	$0.00
	Total	$0.00	$0.00	$0.00	$0.00

Payments	$
Overpayments	$0
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$0.00

Duplin County Settlement
July 01, 2021 to June 30, 2022

07/13/2022 03:44 PM

Type: Town Of Wallace

Year	Original Levy	Beginning Balance	Additions	Collections	Ending Balance
2021	$1,459,823.77	$0.00	$1,459,823.77	$1,405,192.93	$54,630.84
2020	$0.00	$0.00	$0.00	$0.00	$0.00
2019	$0.00	$0.00	$0.00	$0.00	$0.00
Total		$0.00	$1,459,823.77	$1,405,192.93	$54,630.84

Payments	$1,386,522.88
Releases	$7,181.34
Refunds	$-730.19
Returned Checks	$0.00
Adjustments	$-3.21
Fine and Forfeitures	$0
Discounts	$16,751.45
Overpayments	$0
Cost	$0.00
Interest	$-4,529.34
Penalty	$0.00
Prepayments 2021	$0
Prepayments 2022	$0
Prior Year Collections	$
Total	$1,405,192.93

TAX YEAR	CALENDAR YEAR	PROPERTY ACCOUNT GARNISHMENTS	VEHICLE ACCOUNT GARNISHMENTS	TOTAL GARNISHMENTS	GROWER ATTACHMENTS # OF ACCOUNTS	BANK ATTACHMENTS # OF ACCOUNTS	VENDOR ATTACHMENTS # OF ACCOUNTS	UNCLAIMED CASH ATTACHMENTS
2021	2022	1089		1089	100	97	9	77
2020	2021	1000		1000	33	88		10
2019	2020	884		884	34	64	4	
2018	2019	2169	1	2170	125	68	10	
2017	2018	1855	3	1858	106	149	55	
2016	2017	2467	18	2485	124	198	41	
2015	2016	2342	622	2964	111	203	40	
2014	2015	1922	1898	3820	9	264	10	
2013	2014	1887	1779	3666	146	180	9	
2012	2013	2509	1770	4279	170	226	13	
2011	2012	2160	1981	4141	145	86	20	
2010	2011	2721	2866	5587	174	36		
2009	2010	1677	2681	4358	58	9		
2008	2009	2184	4588	6772	160	36		
2007	2008	1770	4234	6004	145	115		
2006	2007	1935	2748	4683	157	163		
2005	2006	1647	3126	4773	71	99		
2004	2005	1649	1568	3217	94	46		
2003	2004	1663	723	2386	88	44		

DEBT SET-OFF COLLECTIONS (July 2021 - June 2022)

PROPERTY TAX	$67,702.76
VEHICLE TAX	$54.71

BANKRUPTCY (July 2021 - June 2022)

8 Taxpayers Filed

FORECLOSURE (July 2021 - June 2022)

Sold At Auction	22
Sold at Auction to Duplin County	0
Paid Out by Owner	23
Property Deleted / Taxes Released	0
Accounts Turned Over for Foreclosure	20

	Property Tax Collection Rate		Motor Vehicle Tax Collection Rate		Overall Collection Rate	
2021	96.8800	2021		2021	96.8800	
2020	96.6200	2020		2020	96.6200	
2019	96.0300	2019		2019	96.0300	
2018	97.0517	2018		2018	97.0517	
2017	96.6888	2017		2017	96.6888	
2016	96.7749	2016	100.0000	2016	96.7749	**
2015	96.8616	2015	97.8997	2015	96.8616	*
2014	97.1097	2014	86.0064	2014	97.1093	
2013	96.4181	2013	80.1137	2013	95.8929	
2012	96.4582	2012	80.0554	2012	94.8473	
2011	96.4660	2011	79.7169	2011	94.8928	
2010	96.0574	2010	80.1992	2010	94.5496	
2009	95.7906	2009	79.4499	2009	94.2606	
2008	96.4811	2008	77.8273	2008	94.4789	
2007	96.7562	2007	77.2340	2007	94.3641	
2006	96.6418	2006	78.5057	2006	94.2367	
2005	96.4898	2005	77.3290	2005	94.1514	
2004	95.5665	2004	77.7785	2004	93.5876	
2003	95.1519	2003	76.9408	2003	93.2843	
2002	94.6656	2002	71.7739	2002	92.6999	
2001	95.5959	2001	73.1616	2001	93.3909	
2000	95.4498	2000	73.3232	2000	92.2587	
1999	96.2658	1999	74.5504	1999	93.1117	
1998	95.8267	1998	77.2620	1998	93.0056	
1997	96.0615	1997		1997	93.2217	

*six months of motor vehicles billed under "Tax and Tag" system

**only $13,789.34 billed under county vehicle system

SERVICES FOR THE AGED
REPORT OF SERVICES

PROGRAM	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22
NUTRITION/CONGREGATE							
Units of Service	1052	1228	1454	1286	1352	1334	1068
Clients Served	91	105	108	103	127	117	113
Wellness Checks/Community Outreach	0	15	32	29	18	17	6
# of volunteers	15	14	16	16	22	21	21
# of volunteer hrs.	170	190	218	197	228	224	177
HOMEBOUND MEALS							
Units of Service	1615	1240	1305	1370	1610	1210	1225
Clients Served	71	65	67	72	68	59	64
Waiting List	0	0	0	0	0	0	0
# of volunteers	26	22	21	20	28	20	24
# of volunteer hrs.	34	26	25	19	32	24	26
GENERAL TRANSPORTATION							
Units of Service	218	292	362	300	343	358	316
Clients Served	7	10	11	11	13	12	12
IN HOME AIDE							
Units of Service	487	541	650	604	528	539	549
Clients Served	93	95	99	103	100	88	90
Waiting List	47	37	39	38	41	44	40
ENSURE							
# of cases	141	149	131	162	123	136	118
Clients Served	82	87	71	84	72	76	67
HOUSING & HOME IMPROVEMENT							
Units of Service	0	0	2	0	0	1	1
Waiting List	2	2	0	0	1	2	2
# of volunteer hrs.	0	0	13	0	0	11	11
# of volunteers	0	0	11	0	0	55	55
FAMILY CAREGIVER PROGRAM							
Persons served w/vouchers	0	2	1	2	2	2	0
INCONTINENCE SUPPLIES							
Units of Service	0	0	0	4	0	7	0
Clients Served	0	0	0	1	0	2	0
FAN PROGRAM							
Fans given away	0	0	0	0	20	11	0
SENIOR CENTER PROGRAM							
Units of Service	57	83	94	121	99	108	114
Clients Served	13	17	23	20	21	25	24
# of volunteers	7	2	2	13	9	5	7
# of volunteer hrs.	13	4	4	22	23	16	14
TELEPHONE REASSURANCE PROGRAM							
Units of Service	434	424	398	454	523	309	515
Clients Served	22	21	21	20	22	22	24
INFORMATION & REFERRAL							
Units of Service	9	16	21	8	19	13	13
Clients Served	9	9	20	8	19	12	13
TRAINING - EMPLOYEE (QUARTERLY)							
Number of hours	0	0	32	0	0	33.5	0
Number of staff	0	0	13	0	0	12	0
INCOME TAX VOLUNTEER PROGRAM							
Number of hours	176	262	303	159	0	0	0
Number of staff	9	9	9	9	0	0	0
MEAL COST							
Meals Prepared	2497	2545	3305	2700	3033	3098	2514
Total Expenditures	$ 16,567.92	$ 16,794.08	$ 20,391.24	$ 17,677.12	$ 19,503.41	$ 19,444.96	$ 17,947.62
Price per meal	$ 6.64	$ 6.60	$ 6.17	$ 6.55	$ 6.43	$ 6.28	$ 7.14
FAMILY CAREGIVER - SUPPORT GROUP							
Persons served	3	2	4	4	5	8	3

Month End Report

July 2022

DUPLIN COUNTY AIRPORT

Airport Staff	Airport Commission Members		
George Futrelle	Jack Alphin, Chair	Roger Davis	Scotty Kennedy
Josh Raynor	Joe Bryant	Larry Debose, Vice Chair	Vacant
A.J. Warren & Payne Bryan	A.J. Connors	Dexter Edwards	Jerry Tysinger

Hours of Operation

Year-Round Schedule Effective July 1, 2021

Sunday	1:00 pm – 6:00 pm
Monday - Friday	7:00 am – 6:00 pm
Saturday	8:00 am – 6:00 pm

Closed Thanksgiving and Christmas Day Only

FY 22/23	$ SALES			# of Gallons			Previous FY Gallons
	Av-Gas	Jet-A	Total	Av-Gas	Jet-A	Total	
July	$18,724.04	$89,912.77	$108,636.81	3,087.79	15,858.93	18,946.72	11,380.67
August			$0.00			0.00	17,200.50
September			$0.00			0.00	8,794.85
October			$0.00			0.00	17,103.94
November			$0.00			0.00	16,590.34
December			$0.00			0.00	13,361.45
January			$0.00			0.00	10,453.82
February			$0.00			0.00	18,529.79
March			$0.00			0.00	28,408.33
April			$0.00			0.00	23,216.58
May			$0.00			0.00	12,909.18
June			$0.00			0.00	18,412.86
TOTAL	$18,724.04	$89,912.77	$108,636.81	3,087.79	15,858.93	18,946.72	196,241.82

Products Sold		July	YTD
Hangar/Shop Rental	4530-34547	$9,025.00	$9,025.00
Oil Sales	4530-34548	$20.10	$20.10
Call Out Fees	4530-34533	$600.00	$800.00
Ramp Fees	4530-34534	$0.00	$0.00
Vending	4530-34532	$0.00	$0.00
Tiedown Fees	4530-34535	$0.00	$0.00
Ground Lease	4530-34536	$3,811.50	$3,811.50
Misc Revenue	4530-38390	$0.00	$0.00
Fuel Sales	4530-34548	$108,272.81	$108,272.81
Total Sales- All Products	4530-34548	$121,729.41	$121,729.41

Projects	Project #	$ Amount
Master Plan	7548	$200,000.00
Drainage Assess	7549	$100,000.00
AWOS Tree Clear	7551	TBD
Total Project $		$300,000.00

Recent Project Activity & Updates

July 2022 fuel sales were great with almost 19,000 gallons sold. Recently ended FY 21/22 best year since FY 97/98

Aux Jet Tank purchased from NC Forest Service up and running now alleviating fuel capacity issue

Airport Master Plan / ALP Update has been approved by NCDOA and submitted to FAA for their review and approval-no word yet

Airfield infield drainage structure failure repair assessment 90% report completed. $57,000 remaining for next phase - Repairs

Land Use/Height Restriction Ordinance completed. AWOS Critical Area Clearing Project nearing completion. Winds back on by FAA

New T-hangars fully occupied. One legacy T-hangars available. Limited space available in Community Hangar

Still working on long-term lease for NCFS. Assisting with other county special projects-Commons Master Plan/Events Center paving

Av-Gas Sales So Far This Fiscal Year	
Percentage of Total Fuel Sales	16%
Percentage sold to Trans Customers	40%
Percentage sold to DPL Based	60%
Average Avgas Gallons Sold Per Month = 3,088	
Jet-A Sales So Far This Fiscal Year	
Percentage of Total Fuel Sales	84%
Percentage sold to Trans Customers	15%
Percentage sold to DPL Based	85%
Average Jet-A Gallons Sold Per Month = 15,859	

Operations YTD Totals	# Aircraft	# Operations	# Passengers
Jul	303	590	798
Aug			
Sept			
Oct			
Nov			
Dec			
Jan			
Feb			
Mar			
Apr			
May			
Jun			
Totals	303	590	798
Avg/Mth	303.0	590.0	798.0

Other Miscellaneous Information

Airport Commission meets 4th Tuesday's at 7PM

Check us out on Facebook-Duplin County Airport

DPL Total Economic Impact is $64,800,000.00

2022 Based Aircraft Value is $36,779,577.00

Based Aircraft values up $11.3 million over last year

Over $14.5 million in airport grant projects since 2018

Runway Widen/Overlay, T-hangars, NCFS Hangars

DUPLIN COUNTY ANIMAL SERVICES

Jul-22

CANINE ADOPTION FEE	$	125.00
RESCUE DOG TRANSFER FEES	$	1,925.00
FELINE ADOPTION FEE	$	75.00
RESCUE CAT TRANSFER FEE	$	200.00
LONNIE'S ANGELS 72-22065		
HORSE/GOAT FEE		
RODENT/PIG/RABBIT/GUINEA PIG		
FIRST OFFENSE CITATIONS 76-24402	$	150.00
SECOND OFFENSE CITATION 76-24402		
THIRD OFFENSE CITATION 76-24402		
DUTY TO CONTROL 1ST	$	50.00
RUNNING AT LARGE 1ST		
PUBLIC NUISANCE 1ST	$	50.00
DOG AT- LARGE PROHIBITED 1ST	$	50.00
CANINE VOUCHER	$	1,200.00
FELINE VOUCHER	$	400.00
RABIES CLINIC VACCINE	$	340.00
RABVAC	$	220.00
BORDETELLA	$	125.00
DURAMUNE MAX 5	$	145.00
FELINE FELOCEL CVR-C	$	55.00
BITE INVESTIGATION	$	500.00
BOARDING FEE	$	60.00
BUILDING FUND 71-3438-381	$	70.00
POTENTIALLY DANGEROUS ANNUAL	$	400.00
DANGEROUS ANNUAL		
GENERAL DONATION		
JUDGEMENTS 4380-34347		
MISC 10-3438-410		
OWNER SURRENDER EUTHANASIA	$	50.00
OWNER SURRENDER FEE 10-3438-410	$	60.00
OWNER SURRENDER PER LITTER		
OWNER SURRENDER TRANSPORT		
RECLAIM FEE	$	50.00
MICROCHIP	$	300.00
RECLAIMLIVESTOCK FEE		
VET FEES		
TOTAL AMOUNT	$	6,600.00

SIGNATURE

SIGNATURE

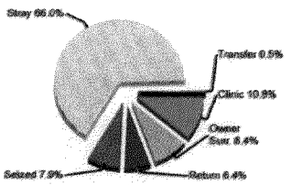
PetPoint
DATA MANAGEMENT SYSTEM

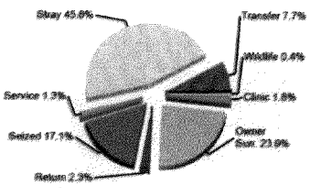
Shelter Statistics - Intake

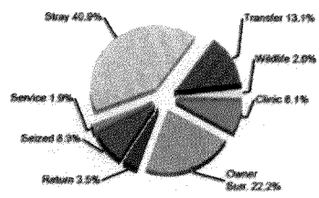
Start Date: July 01, 2022
End Date: July 31, 2022

USNC100
Duplin County Animal Services

	Your Shelter					North Carolina (68 organizations) *does not include your shelter's data*					United States (1437 organizations) *does not include your shelter's data*				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
Intakes That were:															
Previously Altered	0	9	0	6	0	72	409	90	269	3	4,646	14,975	6,420	10,654	224
Totals by Intake															
Clinic	1	15	0	6	0	14	84	1	16	0	2,138	4,031	3,068	4,232	104
Owner Surrender	4	7	6	0	0	289	357	513	370	36	5,590	9,204	11,899	8,452	2,138
Return	12	1	0	0	0	22	75	15	38	0	1,004	2,524	921	1,400	100
Seized	8	8	0	0	0	140	429	206	321	22	1,980	6,357	2,059	2,361	1,141
Service	0	0	0	0	0	12	27	13	30	0	226	973	578	1,286	71
Stray	29	23	37	45	0	414	755	1,096	699	25	9,045	18,736	24,785	14,924	1,259
Transfer	1	0	0	0	0	170	95	199	41	1	7,301	5,354	6,366	2,724	245
Wildlife	0	0	0	0	0	0	0	0	0	29	0	0	0	0	3,394
Total	**55**	**54**	**43**	**51**	**0**	**1,061**	**1,822**	**2,043**	**1,515**	**113**	**27,284**	**47,179**	**49,676**	**35,379**	**8,452**







Earliest entry: 7/1/2022
Latest entry: 7/31/2022

Daily Use Date: 11/2/2013
Run Date: 8/3/2022 8:33:28 AM

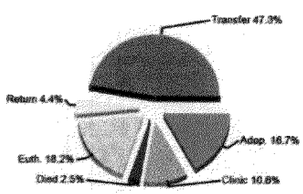
PetPoint
DATA MANAGEMENT SYSTEM

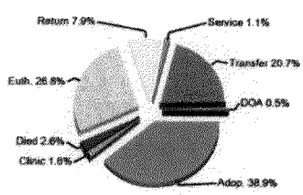
Shelter Statistics - Outcome

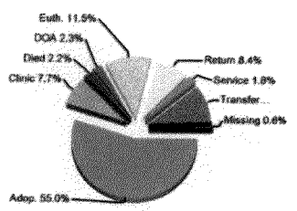
Start Date: July 01, 2022
End Date: July 31, 2022

USNC100
Duplin County Animal Services

	Your Shelter					North Carolina (68 organizations) *does not include your shelter's data*					United States (1437 organizations) *does not include your shelter's data*				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
Person															
A) Have Email Address	4	7	3	0	0	387	537	892	336	37	17,020	23,350	38,271	17,178	2,901
B) Have Phone Number	6	27	8	12	0	564	1,061	1,123	477	62	20,001	34,393	43,705	22,075	3,882
C) Have ZipCode	5	24	11	21	0	558	1,062	1,097	443	60	19,763	34,045	43,229	21,584	3,797
Totals by Outcome															
Adoption	4	9	11	10	0	482	616	1,098	391	57	16,427	19,884	40,078	15,994	3,268
Clinic	1	15	0	6	0	14	81	0	14	0	2,221	3,916	3,053	4,039	82
Died	0	0	0	5	0	27	9	102	35	2	344	332	2,064	792	318
DOA	0	0	0	0	0	2	9	1	8	2	75	1,194	133	1,235	1,298
Euthanasia	2	19	0	16	0	63	462	481	778	38	1,046	7,014	3,736	6,351	1,808
Missing	0	0	0	0	0	1	0	1	2	0	19	36	35	37	0
Return To Owner	1	3	0	5	0	67	378	28	59	4	1,359	10,846	562	1,660	189
Service	0	0	0	0	0	8	19	11	40	0	193	419	642	1,767	24
Transfer	43	14	24	15	0	287	355	315	300	149	4,268	4,985	4,477	3,859	850
Wildlife	0	0	0	0	0	0	0	0	0	6	0	0	0	0	914
Total	**51**	**60**	**35**	**57**	**0**	**951**	**1,929**	**2,037**	**1,627**	**258**	**25,952**	**48,626**	**54,780**	**35,734**	**8,751**







Earliest entry: 7/1/2022
Latest entry: 7/31/2022

Daily Use Date: 11/2/2013
Run Date: 8/3/2022 8:33:28 AM

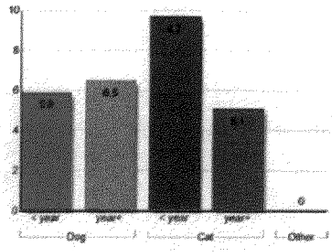
PetPoint
DATA MANAGEMENT SYSTEM

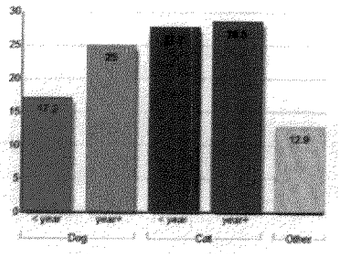
Shelter Statistics - Avg Length of Stay by Intake Type

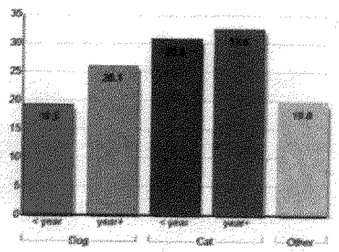
Start Date: July 01, 2022
End Date: July 31, 2022

USNC100
Duplin County Animal Services

	Your Shelter					North Carolina (68 organizations) *does not include your shelter's data*					United States (1437 organizations) *does not include your shelter's data*				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
Intake Type															
Clinic	0	0	0	0	0	0	0	0	0	0	2.5	1.7	1.4	1.8	0.5
Owner Surrender	2.9	3.4	7	0	0	15.8	30.1	27.6	50.6	11.3	20.2	27.2	29.9	37.8	28.4
Return	5.2	6.8	0	0	0	11.2	60.2	8.6	33.4	2	12	42.5	8.9	47	32.1
Seized	16	10.3	0	0	0	27.9	21.1	32.1	14.8	29.1	18.1	24.3	33.9	30.5	39.9
Service	0	0	0	0	0	5.7	7.1	7.6	9.6	0	6.5	8.8	13.3	4	19.8
Stray	5.2	9.4	9.8	5.7	0	14	22.4	26.9	20.9	16.1	22.3	23.9	35.2	33.6	27.8
Transfer	12	0	0	0	0	26.8	36.7	29.3	28.9	0	22.3	46	31.7	58.3	57.3
Wildlife	0	0	0	0	0	0	0	0	0	0.3	0	0	0	0	1.2
Total															
	5.9	**6.5**	**9.7**	**5.1**	**0**	**17.2**	**25**	**27.7**	**28.6**	**12.9**	**19.3**	**26.1**	**30.8**	**32.6**	**19.8**







Earliest entry: 7/1/2022
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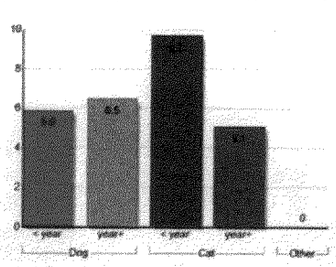
PetPoint
DATA MANAGEMENT SYSTEM

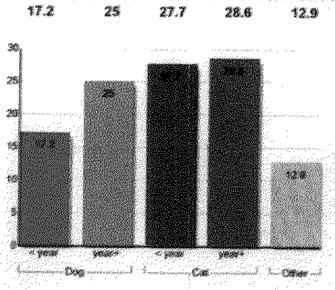
Shelter Statistics - Avg Length of Stay by Outcome Type

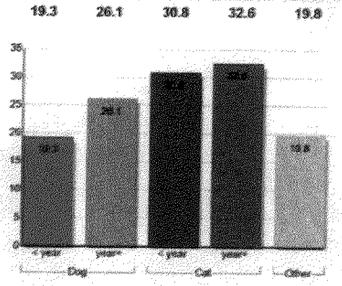
Start Date: July 01, 2022
End Date: July 31, 2022

USNC100
Duplin County Animal Services

	Your Shelter					North Carolina (68 organizations) *does not include your shelter's data*					United States (1437 organizations) *does not include your shelter's data*				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
Outcome Type															
Adoption	14.7	8.4	7.2	4.1	0	21.6	49.1	37.1	57	17.4	24.1	44.9	37.2	54.2	39.6
Clinic	0	0	0	0	0	0	0	0	0	0	2.3	2.1	1.5	2.5	0.5
Died	0	0	0	3.8	0	18.7	152.8	19.9	23.1	26.5	16.2	146.4	20.4	86.3	30.4
Euthanasia	5.9	9.1	0	3.1	0	10.4	12	11.8	8.4	0.7	12.6	20.6	11.2	15.2	1.7
Missing	0	0	0	0	0	41.1	0	55.9	8.1	0	84.2	172.6	44.9	250.8	0
Return To Owner	2	5.4	0	0.2	0	1.8	3.5	13.2	5.4	1	3.5	3.4	8.4	9	9
Service	0	0	0	0	0	0.4	0.1	1.6	4.8	0	2.4	10.1	7.6	5.9	7.4
Transfer	5.3	9	10.8	12.1	0	15.9	27.4	24	54.9	15.1	17.3	25.2	22	22.8	32.1
Wildlife	0	0	0	0	0	0	0	0	0	0.2	0	0	0	0	2.5
Total															
	5.9	**6.5**	**9.7**	**5.1**	**0**	**17.2**	**25**	**27.7**	**28.6**	**12.9**	**19.3**	**26.1**	**30.8**	**32.6**	**19.8**







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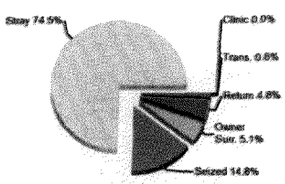
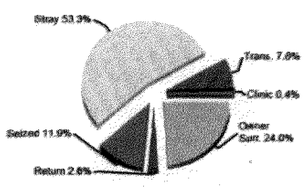
PetPoint DATA MANAGEMENT SYSTEM

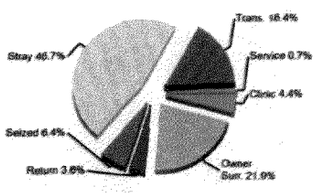
Shelter Statistics – Animal Care Days by Intake Type

Start Date: July 01, 2022
End Date: July 31, 2022

USNC100	Your Shelter					North Carolina (68 organizations) *does not include your shelter's data*					United States (1437 organizations) *does not include your shelter's data*				
Duplin County Animal Services	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
Intake Type															
Clinic	0	0	0	0	0	31	122	175	72	0	68466	183335	62294	75377	944
Owner Surrender	12	24	39	0	0	14199	18481	28357	19824	2447	261319	450188	657729	482034	91658
Return	62	9	0	0	0	785	5485	338	2327	95	31725	164271	24449	96427	4017
Seized	40	85	0	0	93	5293	15969	11126	7939	1161	71720	222334	116647	107911	51841
Service	0	0	0	0	0	126	211	326	229	0	2940	15121	9623	8462	3006
Stray	201	249	409	245	0	18002	71021	60560	34670	1204	478056	894510	1757189	946019	69523
Transfer	12	0	0	0	0	6672	8365	9342	2478	287	338792	451214	415905	219733	27886
Wildlife	0	0	0	0	0	0	0	0	0	63	0	0	0	0	21092
Total															
	327	**367**	**448**	**245**	**93**	**45108**	**119653**	**110224**	**67538**	**5257**	**1253018**	**2380973**	**3043837**	**1935964**	**269965**







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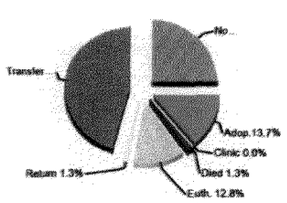
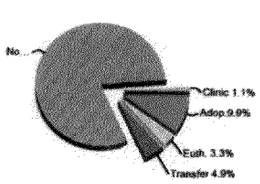
PetPoint DATA MANAGEMENT SYSTEM

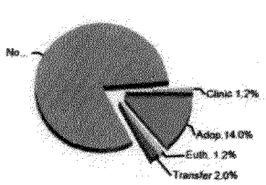
Shelter Statistics – Animal Care Days by Outcome Type

Start Date: July 01, 2022
End Date: July 31, 2022

USNC100	Your Shelter					North Carolina (68 organizations) *does not include your shelter's data*					United States (1437 organizations) *does not include your shelter's data*				
Duplin County Animal Services	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
Outcome Type															
Adoption	20	63	80	41	0	6308	6681	16227	4594	742	196647	231691	570665	201929	39594
Clinic	0	0	0	0	0	0	1	0	0	0	3140	3670	4104	5120	43
Died	0	0	0	19	0	449	65	1221	425	22	3357	2682	20422	6822	1295
Euthanasia	19	131	0	40	0	463	3163	3512	4236	25	9151	44813	23512	26237	1656
Missing	0	0	0	0	0	21	0	27	7	0	576	864	817	656	31
Return To Owner	10	8	1	0	0	155	1015	107	217	4	4449	25009	2650	6816	810
Service	0	0	0	0	0	5	1	18	123	0	464	1765	3380	6220	76
Transfer	221	94	241	125	0	3001	4018	3808	5349	928	42680	48283	47509	31820	5640
Wildlife	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1912
No Outcome	58	72	127	19	93	34705	104708	85304	52586	3534	992553	2022196	2370777	1650343	218908
Total															
	327	**367**	**448**	**245**	**93**	**45108**	**119653**	**110224**	**67538**	**5257**	**1253018**	**2380973**	**3043837**	**1935964**	**269965**







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PetPoint
DATA MANAGEMENT SYSTEM

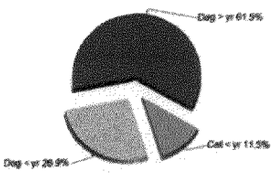
Shelter Statistics - Fees and Revenue

Start Date: July 01, 2022
End Date: July 31, 2022

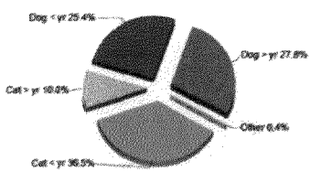
USNC100
Duplin County Animal Services

	Your Shelter					North Carolina (68 organizations) (does not include your shelter's data)					United States (1437 organizations) (does not include your shelter's data)				
	Dog		Cat		Other	Dog		Cat		Other	Dog		Cat		Other
	< year	year+	< year	year+		< year	year+	< year	year+		< year	year+	< year	year+	
Intake Revenue															
Fees															
Avg Fees ($)	10	30	0	0	0	0	30	40	23	20	52	65	41	56	34
Total Revenue ($)	10	60	0	0	0	0	150	160	186	20	28,019	135,863	28,650	91,109	10,801
Adoption Revenue															
Fees															
Avg Fees ($)	18	10	15	0	0	116	92	69	58	19	224	118	104	63	45
Total Revenue ($)	35	80	15	0	0	16,457	18,006	23,660	6,463	230	1,527,737	1,138,690	1,702,889	448,582	61,014

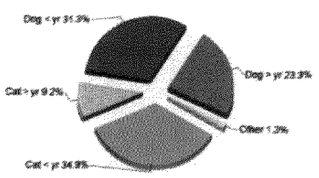
Total Adoption Revenue



Total Adoption Revenue



Total Adoption Revenue



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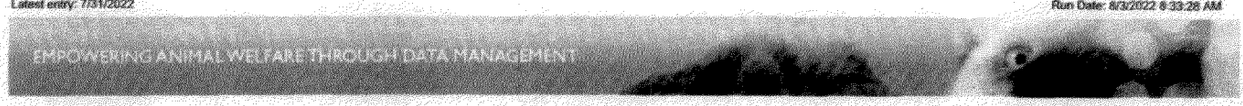


DUPLIN COUNTY BUILDING INSPECTIONS ACTIVITY FEBRUARY 2022 TO JULY 2022	February-22	March-22	April-22	May-22	June-22	July-22
NUMBER OF INSPECTIONS	727	843	708	791	901	717
NOTES	FLORENCE RECOVERY	FLORENCE RECOVERY	FLORENCE RECOVERY	FLORENCE RECOVERY	FLORENCE RECOVERY	FLORENCE RECOVERY
BUILDING PERMITS ISSUED						
NEW RESIDENCE	18	7	7	9	5	6
RESIDENTIAL ADDITION/RENOVATION/ALTERATIONS	5	7	11	12	4	8
COMMERCIAL/MULTI FAMILY NEW CONSTRUCTION	0	0	1	1	2	1
COMMERICAL ADDITION/RENOVATION/UPFIT	14	10	7	7	8	9
MANUFACTURED/MODULAR HOMES	25	33	34	30	33	31
SIGNS/ABC/DAYCARE/POOL/OTHER	11	8	11	10	7	6
STORM DAMAGE RENOVATION	0	0	0	0	0	0
RELOCATED BUILDING	1	0	1	0	0	1
STORAGE BLDG./DECK/PORCH	4	3	1	7	13	1
ELECTRICAL PERMITS ISSUED						
GENERAL ELECTRICAL	127	135	126	144	137	112
POULTRY/SWINE HOUSES	3	6	0	14	8	0
POOL BONDING	1	0	0	1	0	1
MECHANICAL PERMITS ISSSUED						
MECHANICAL	62	69	58	86	88	66
PLUMBING PERMITS ISSUED						
PLUMBING	57	61	52	66	64	51
GAS PIPING	9	10	12	9	13	12
INSULATION PERMITS ISSUED						
INSULATION	0	3	0	1	0	2
FEES COLLECTED	35,720.56	32,870.62	31,367.28	37,021.50	40,042.02	34,819.44

DUPLIN COUNTY COMMUNICATIONS	2022	2022	2022	2022	2022	2022
	July	June	May	April	March	February
TOTAL # OF ADDRESSING RECORDS	48,742	48,723	48,688	48,663	48,627	48,596
TOTAL # OF ROADS, LANES & STREETS	2082	2080	2080	2080	2080	2079
TOTAL # TELEPHONE CO RECORD CHANGES	NA	NA	NA	NA	93	146
KEYING ACTIVITY REPORT	26	57	79	50	100	124
DAILY AVERAGE DOWNLOAD FROM CENTURYLINK	NA	NA	NA	NA	8	4
NEW ADDRESS ASSIGNED	25	28	69	40	44	43
RESIDENTIAL	18	24	66	36	36	41
BUSINESS	0	1	1	2	0	1
FARMS	2	1		0	1	0
OTHER	5	2	2	2	7	1
FIELD VERIFIED ADDRESS FOR PHONE CO/USPS	13	4	1	1	3	3
ADDRESS CHANGED	1	0	31	1	4	3
ROAD SIGNS INSTALLED OR REPAIRED	165	101	139	95	87	101
ROAD SIGNS MADE IN HOUSE	52	29	37	14	37	25
POST TAKEN FROM INVENTORY	14	3	6	4	8	2
AT NUMBERS (INTERSECTIONS)	61	47	63	42	36	43
MAPS MADE IN HOUSE	1	0	5	1	4	3
CENTERLINE WORK	44	6	3	8	47	6
ADDRESS POINTS	130	64	31	35	54	42
NUMBER OF 911 CALLS	7860	8266	8465	8560	7867	6748
Submitted by Melissa B Kennedy, August 1, 2022						

NC COOPERATIVE EXTENSION

N.C. A&T STATE UNIVERSITY | NC STATE UNIVERSITY

DUPLIN COUNTY CENTER

Duplin County Center
PO Box 949
Kenansville, NC 28349

Website: http://duplin.ces.ncsu.edu
Duplin County Center-NCCE Facebook: https://go.ncsu.edu/agcrcqa
4-H Facebook: https://go.ncsu.edu/om3pco

Phone : 910.296.2143
Fax: 910.296.2191

The Cultivator

A Review of June 2022

Amanda Hatcher
County Extension Director, Livestock

Wanda Bell
Administrative Assistant Director, 4-H, Family & Consumer Sciences

Wanda Hargrove
Support Specialist: Agriculture, Livestock, Facilities Coordinator

Walter Adams
Agriculture & Natural Resources Technician NC A&T State

James Hartsfield
Area Specialized Agent, Farm Management NC A&T State

Jessica Hall
Livestock and Forages

Della King
Agriculture, Field Crops

Tom Hroza
Horticulture

Bridget Huffman
4-H Youth Development

Charmae Kendall
4-H Program Assistant, Youth Agriculture/ Livestock

Jasmine Williams
4-H Prevention Coordinator

Notes from the Director ..... Amanda Hatcher

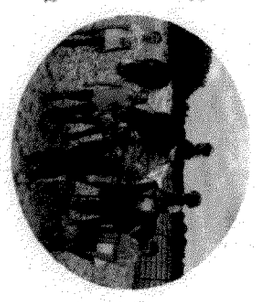
- Met with Agrimedicine Institute for program planning
- Attended Southeast District Administrative Extension meeting
- Assisted with 4-H Farm to Table program
- Conducted employee evaluations
- Conducted staff meeting and gave extension and county updates
- Attended Duplin Agribusiness Council tour at Optima KV site
- Assisted in planning field day with Duplin Soil & Water
- Attended ECU Health Duplin Hospital Foundation Board meeting

Livestock ..... Amanda Hatcher, Livestock and Forages

- Assisted 23 farmers in nutrient management, 9 farmers in crop management, and 6 farmers in farm management
- Face-to-face contacts: 117, Non face-to-face contacts: 128

Livestock ..... Jessica Hall, Livestock and Forages

- Attended Annual State Ag Agents' Meeting
- Participated in 4-H Farm to Table summer workshop, carried 4-Hers to NC State Dairy Unit and Powell Livestock Company
- Hosted Horse and Pony Fun Show
- Assisted with 4-H District Activity Day
- Hosted two 4-H "Horsing Around" summer workshops (see pictures)
- Attended and took producers to Sheep Grazing Field Day in Roxboro
- Visited producers to assist with livestock and forage management
- Face-to-face contacts: 174, Non face-to-face contacts: 9,293



Field Crops ..... Della King, Field Crop Agent

- Planted an On-Farm Soybean Foliar Fungicide Test
- Assisted Growers with Field Crop Issues as requested
- Scouted crops for issues as requested
- Conducted Drought Reporting
- Attended grains Agronomic Program Team Zoom
- Attended the NC Ag Agents State Conference, where I also serve on the State Board
- Farmworker Program Team Meetings (Weekly)
- Face-to-face contacts: 68, Non face-to-face contacts: 243

Britt Building Monthly Usage

June Total number of events: 43

Total attendance for the events: 2428

Public events: 41

Private events: 1

North Carolina State University and North Carolina A&T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age, veteran status or disability. In addition, the two Universities welcome all persons without regard to sexual orientation. North Carolina State University, North Carolina A&T State University, U.S. Department of Agriculture, and local governments cooperating.

Horticulture ..... Tom Hroza, Horticulture

- Most crops in Duplin County are in dire need of some rain.
- We went to Cottle Farms and picked Strawberries and Blueberries for our Farm to Table class. It's great when these farms allow us to actually see where our food is grown and the things we have to do to get it to our table.
- Our 4-H flower garden is coming along nicely after much irrigation.
- I attended the State Ag Agents meeting in Nags Head. Our Tour was to Black Gold Potato farm in Currituck County to see them dig and grade potatoes for potato chips. One of the amazing facts we learned was that from the time they dig the potato, it is only 6 hours until it is in the bag ready for the grocery store.
- Face-to-face contacts: 103, Non face-to-face contacts: 825

Small Farms ... James Hartsfield, Farm Management (Duplin/Sampson)

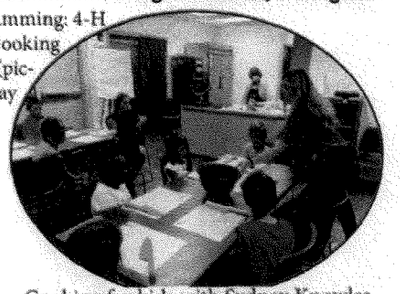
- Completed news article on Safety Tips for Your Farm and Garden.
- Visited farmers to provide NC A&T Cooperative Extension publication on high tunnel farming (see picture) and assisted farmers with Risk Management Marketing Plans.
- Attended NCACAA state meeting in Kill Devil Hills, NC.
- Attended NC A&T Small Farms Field Day in Greensboro, NC.
- Face to face 32 and Non face to face contacts 1,250

Agriculture & Natural Resources ..... Walter Adams, Tech. (Duplin/Lenoir)

- Assisted a home gardener with weed control questions
- Assisted several farmers with pesticide licensing and exam registration
- Face-to-face contacts: 6, Non face-to-face contacts: 40

4-H and Youth Development ..... Bridget Huffman, 4-H Agent

- Kicked off our 4-H summer programming: 4-H Farm to Table Camp (next page), Cooking For Kids (ages 5-9 and ages 10-18) (picture right), District 4-H Activity Day (presentations), and 4-H HEART Smart Camp. (See picture next page)



Cooking for kids with Sydney Knowles

District Activity Day (DAD)

- Worked with 4-H'ers on 4-H presentations for District Activity Day (DAD) that was held on June 24 at Lenoir Community College. (See Picture on left)

- Attended, county staff updates, 4-H updates and trainings, reports, and State Extension updates were held in person and via Zoom.

Shawn Miller instructing Zumba 4-H Heart Smart

Farm to Table 2022

- Face-to-face contacts: 265, Non face-to-face contacts: 6,869

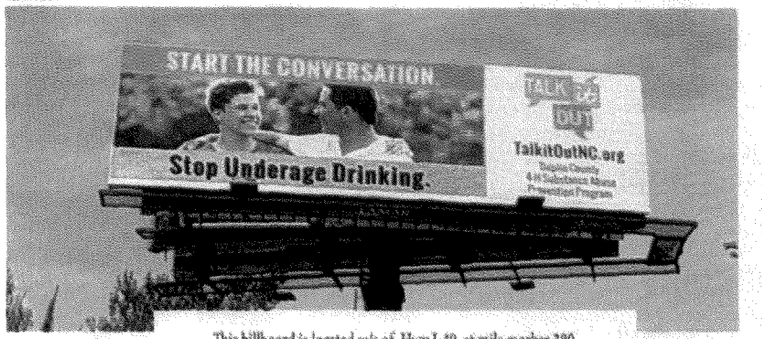
Charmae Kendall, 4-H Agriculture/Livestock Program Assistant

- Led two NC State campus tours, Learn Grow Eat Go, NC State Livestock Skillathon and Judging Clinics, and Hubbs Farm tour with summer workshops
- Assisted 7 youth in preparation for the Coastal Plains Chicken Show (see picture) and worked with committee to coordinate the event in Kinston
- Held weekly Livestock Skillathon & Judging Practices & took teams to Jammin in June Competition
- Attended Small Ruminant Field Day in Roxboro
- Attended NC Ag Agents Conference in Kill Devil Hills
- Assisted with District Activity Day Presentations in Kinston
- Assisted with Horse Fun Show at Duplin Livestock Facility
- Face-to-face contacts: 405, Non face-to-face contacts: 3,873

Chicken Show

Jasmine Williams, 4-H Prevention Coordinator

- Attended coalition/collaborative meetings - Duplin County MDT Case Review, and Duplin County Substance Use Coalition
- Attended The Neuroscience of CBD oils and Delta 8 THC training
- Participated and assisted in 4-H event: District Activity Day
- Collaborated with 919 marketing, Talk It Out NC and Lamar Advertising to post an informational billboard on underage drinking (see picture below)
- Continued monthly SYNAR/Merchant Education activities in Duplin, Sampson, and Wayne counties.



This billboard is located w/s of Hwy I-40, at mile marker 380.
Anticipated reach is 76,000.

NC COOPERATIVE EXTENSION

N.C. A&T STATE UNIVERSITY | NC STATE

DUPLIN COUNTY CENTER

The Cultivator

A Review of July 2022

Duplin County Center
PO Box 949
Kenansville, NC 28349

Website: http://duplin.ces.ncsu.edu
Duplin County Center-NCCE Facebook: https://go.ncsu.edu/zgvcr9a
4-H Facebook: https://go.ncsu.edu/om3spco

Phone : 910.296.2143
Fax: 910.296.2191

Amanda Hatcher
County Extension Director, Livestock

Wanda Bell
Administrative Assistant Director, 4-H, Family & Consumer Sciences

Wanda Hargrove
Support Specialist: Agriculture, Livestock, Facilities Coordinator

Walter Adams
Agriculture & Natural Resources Technician NC A&T State

James Hartsfield
Area Specialized Agent, Farm Management NC A&T State

Jessica Hall
Livestock and Forages

Della King
Agriculture, Field Crops

Tom Hroza
Horticulture

Bridget Huffman
4-H Youth Development

Charmae Kendall
4-H Program Assistant, Youth Agriculture/ Livestock

Jasmine Williams
4-H Prevention Coordinator

Notes from the Director ..... Amanda Hatcher

- Met with the new farmworker educator assigned to Duplin
- Attended Dean candidate listening sessions
- Worked with county maintenance, ECA and Duplin staff to convert an unused office to ECA workroom
- Finalized mid year reports and drafted FCS agent job description

Livestock ..... Amanda Hatcher, Livestock and Forages

- Wrapped up details from June class and planned for the next August Animal Waste Class
- Met via zoom to plan upcoming virtual animal waste trainings
- Assisted 2 farmers in nutrient management, 1 farmers in crop management, and 4 farmers in farm management
- Face-to-face contacts: 16, Non face-to-face contacts: 77

Livestock ..... Jessica Hall, Livestock and Forages

- Assisted with State 4-H Horse Show in Raleigh
- Worked with 4-H Junior Skillathon kids to prepare for state contest (see pictures)

- Assisted with State Livestock Judging Contest in Raleigh
- Worked with Coastal Carolina Cattle Alliance producers to prepare for August sale
- Attended the Southern Pasture and Forage Crop Improvement Conference in Asheville, NC
- Provided technical assistance in forage variety selection, weed management, hay and baleage production, equine management, and cattle marketing.
- Face-to-face contacts: 68, Non face-to-face contacts: 243

That's a Wrap for Skillathon

Field Crops ..... Della King, Field Crop Agent

- Assisted Growers upon request with field crop issues/concerns
- Continued to monitor/evaluate Corn Test plots and Soybean Test Plots
- Attended Flue-Cured Tobacco Field Day, Kinston Research Station
- Attending Duplin County Farmworker Health Fair Planning Zooms, every Wednesday

Britt Building Monthly Usage

July Total number of events: 25

Total attendance for the events: 745

Public events: 21

Private events: 4

North Carolina State University and North Carolina A&T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age, veteran status or disability. In addition, the two Universities welcome all persons without regard to sexual orientation. North Carolina State University, North Carolina A&T State University, U.S. Department of Agriculture, and local governments cooperating.

- Assisted our New Farmworker Educator to learn the area and meet farmers.
- Monitoring Corn Earworm and Stink Bug flights by utilizing a light trap. This helps growers with making insect management decisions concerning Cotton, Corn and Soybeans.
- Face-to-face contacts: 78, Non face-to-face contacts: 183

Horticulture ..... Tom Hroza, Horticulture

- Most Crops in Duplin County are in dire need of some rain.
- Our Demonstration Flower Garden is gorgeous, please take the time to come visit it and take some flowers to someone that needs a little love today.
- Pecans are growing nicely, but need a little water. Lack of water is the one thing that keeps the pecan from filling out fully.
- Plant your fall garden now so that you can enjoy fresh produce into the fall and early winter. Tomatoes, pepper, squash, cucumbers, cabbage, collards, broccoli, brussel sprouts, spinach, etc. can be planted now.
- The Bee Club moved the Bee Yard to make way for the new transportation complex.
- Face-to-face contacts: 85, Non face-to-face contacts: 1,475

Small Farms ... James Hartsfield, Farm Management (Duplin/Sampson)

- Visited with farmers to provide information on USDA-NRCS cost share high tunnel and FSA microloan programs
- Attended national agriculture agents' conference in West Palm Beach, FL.
- Visited farmers to provide NC A&T Cooperative Extension publication on high tunnel farming and assisted farmers with production and marketing Risk Management Plans.
- Completed July news article
- Face to face 22 and Non face to face contacts 12,050

Agriculture & Natural Resources — Walter Adams, Tech. (Duplin/Lenoir)

- Helped a home gardener with herbicide selection
- Helped several growers with pesticide exam registration & licensing questions
- Face-to-face contacts: 8, Non face-to-face contacts: 45

4-H and Youth Development ..... Bridget Huffman, 4-H Agent

State 4-H Winner

- Assisted 4-H'ers on presentations for the state 4-H competitions that was held on July 16 at NCSU.
- Attended county staff updates, 4-H updates and trainings, reporting, and State Extension updates.
- Escorted ten Duplin County 4-H'ers to attend the 2022 NC 4-H Congress held at NCSU July 16-19. Activities consisted of presentations, workshops, voting of state officers, awesome speakers, night events, a dance, and community service. Duplin County 4-H also had one of their 4-H'ers installed as a district officer for 2022-2023 on the last night. (picture right)

- Continued 4-H summer workshops with cloverbud crafts and two sewing workshops.

Cloverbud crafts

Learning to Sew

Sewing Projects

- Face-to-face contacts: 288, Non face-to-face contacts: 6,514

Charmae Kendall, 4-H Agriculture/Livestock Program Assistant

- Led weekly Livestock Judging & Skillathon Practices
- Took youth to the State Livestock Judging, Skillathon, and Quiz Bowl Contest in Raleigh
- Prepared for Lamb Project & had Kick-off with 22 youth and families (see picture right)
- Assisted area youth with taking DNA samples for NC State Fair
- Conducted an acres of Adventure Agriculture Activities summer workshop
- Attended 4-H Congress in Raleigh with 10 youth
- Face-to-face contacts: 432, Non face-to-face contacts: 1,982

Jasmine Williams, 4-H Prevention Coordinator

- Attended coalition/collaborative meetings - Duplin County MDT Case Review, and Duplin County Substance Use Coalition
- Attended The Neuroscience of CBD oils and Delta 8 THC training
- Continued monthly SYNAR/Merchant Education activities in Duplin, Sampson, and Wayne counties.

Duplin County Center P O Box 949 Kenansville, NC, 28349 (910) 296-2143 FAX (910) 296-2191

DUPLIN COUNTY COOPERATIVE EXTENSION
EDUCATIONAL EVENTS

For more information on any of these educational opportunities, please call the Duplin County Cooperative Extension Service at 296-2143. Contact person is listed in parenthesis.

August 2022

DATE	
01	Flower Arranging Workshop – 10:00 am – Ed Emory Auditorium – Lois G. Britt Agricultural Service Center – (Charmae Kendall – Tom Hroza)
01	Lamb Practice – 6:00 pm – Duplin Livestock Facility – (Charmae Kendall)
01/03	State Livestock Agent Training – Raleigh – (Jessica Hall)
01/05	4-H Camp – Eastern 4-H Center – Columbia – (Bridget Huffman)
02	Ag Agents Training – NCSU – Raleigh – (Charmae Kendall)
02	Agribusiness Council – 7:00 pm – Large Conference Room – Lois G. Britt Agricultural Service Center – (Amanda Hatcher)
02	Coastal Carolina Cattle Alliance (CCA) Video Sale – 1:00 pm – (Jessica Hall)
03	Duplin County Farmworkers' Health Fair Planning via Zoom – (Della King)
04	Duplin County Department Head Meeting – 8:30 am – Duplin County Finance Office – (Amanda Hatcher)
04	Lamb Practice – 4:30 pm - Livestock Facility – (Charmae Kendall – Jessica Hall)
06/07	Jr Beef Round-Up – Fletcher – (Charmae Kendall)

08 CES Staff Meeting – 9:00 am – Large Conference Room – Lois G. Britt Agricultural Service Center – (Amanda Hatcher & staff)

08 Lamb Practice – 6:30 pm - Livestock Facility – (Charmae Kendall – Jessica Hall)

10 CCCA Board Meeting 6:30 pm – Ed Emory Auditorium – Lois G. Britt Agricultural Service Center – (Jessica Hall)

10 Duplin County Farmworkers' Health Fair Planning via Zoom – (Della King)

10/12 NC A&T Faculty Staff Institute – Greensboro – (Walter Adams)

11 Animal Waste Class – 2:15 pm – Ed Emory Auditorium – Lois G. Britt Agricultural Service Center – (Amanda Hatcher)

11 Forage Training Webinar – 3:00 pm – (Jessica Hall)

11 Lamb Practice – 4:30 pm - Livestock Facility – (Charmae Kendall – Jessica Hall)

11 Duplin County Beekeeper Meeting – 6:00 pm – Ed Emory Auditorium Lois G. Britt Agricultural Service Center – (Tom Horza)

12/13 AGR Show – Smithfield – (Charmae Kendall)

14 Agriculture Farm Workers Festival – 3:00 pm – Duplin Event Center Fairground Drive – (Della King)

15 Lamb Practice – 6:00 pm – Duplin Livestock Facility – (Charmae Kendall)

15 4-H Shooting Sports Tournament Meeting via Zoom – 4:00 pm – (Bridget Huffman – Amanda Hatcher)

16 4-H Shooting Sports Tournament Committee Meeting via Zoom – 10:00 am (Bridget Huffman – Amanda Hatcher)

16 Grains Agronomic Program Team Meeting via Zoom – (Della King)

16 SED4-H Horse Council Zoom Meeting – 7:00 pm – (Jessica Hall)

17 NRCS Program via Zoom 6:00 pm - (Walter Adams)

17 NC A&T Meeting via Zoom – 11:00 am – (Amanda Hatcher)

17 Coastal Plains Livestock & Show Sale Project Book Meeting via Zoom 2:00 pm – (Bridget Huffman)

17 Poultry Meeting via Zoom – 12:00 pm – (Jessica Hall)

18 State Livestock Meeting via Zoom – 9:00 am – (Jessica Hall)

18 Lamb Practice – 4:30 pm – Livestock Facility – (Charmae Kendall)

18 Friends of Horticulture – 6:00 pm – Large Conference Room – Lois G. Britt Agricultural Service Center – (Tom Horza)

19/21 Jones County Livestock Show – Trenton and Kinston – (Jessica Hall)

21 Lenoir Pig Show – Kinston – (Charmae Kendall)

22 Lamb Practice – 6:00 pm – Duplin Livestock Facility – (Charmae Kendall)

22 Duplin County Partnership For Children Board Meeting – 12:00 pm – Duplin County Partnership For Children Office – (Bridget Huffman)

23 4-H Shooting Sports Tournament Committee Meeting via Zoom – 10:00 am (Bridget Huffman – Amanda Hatcher)

25 Lamb Practice – 4:30 pm – Duplin Livestock Facility – (Charmae Kendall)

26/28 East Region 4-H Shooting Sports Tournament Committee Meeting via Zoom 10:00 am (Bridget Huffman – Amanda Hatcher)

27 Lenoir Livestock Show – Kinston Livestock Arena – (Charmae Kendall)

29 Lamb Practice – 6:00 pm – Duplin Livestock Facility – (Charmae Kendall)

North Carolina State University and North Carolina A& T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age, or disability. In addition, the two Universities welcome all persons without regard to sexual orientation. North Carolina State University, North Carolina A&T State University, U. S. Department of Agriculture, and local governments cooperating.

Maintenance Type	TOTALS			Solid Waste Disposal			Water Dept			Transportation		
	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost	Part Cost	Labor Cost	Total Cost
Brakes & Rotors	366.73	272.27	639				57.05	51.86	108.91	26.73	38.9	65.63
Def Refuel	458.85		458.85	327.75		327.75						
Diesel Truck Service	467.85	181.52	649.37									
Diesel Equipment Service												
Garage Road Call	1154.87	64.83	1219.7	354.02	38.9	392.92						
General Repair	3743.99	674.23	4418.22	1420.12	272.27	1692.39				101.59	142.63	244.22
Oil Change/Service	875.07	350.1	1225.17	26.68	38.9	65.58	73.84	116.7	190.54	126.5	194.5	321
Outside Repairs	7816.24		7816.24	7070.17		7070.17						
Alignment Only												
Parts Only	237.94		237.94	34.45		34.45						
State Inspection	12.39	12.97	25.36							0.85	12.97	13.82
Tire Change	8415.9	210.12	8626.02	2067.1	119.33	2186.43	281.28	12.97	294.25			
Tire Repair	650.93	12.97	663.9	641.27	12.97	654.24						
Wrecker Call	150		150				150		150			
Strip Vehicle												
Total	24350.76	1779.01	26129.77	11941.56	482.37	12423.93	562.17	181.53	743.7	255.67	389	644.67

Maintenance Type	COLLECTIONS			EMERGENCY MANAGEMENT		COOPERATIVE EXTENSION		TAX	
	Part Cost	Labor Cost	Total Cost	Part Cost	Total Cost	Part Cost	Total Cost	Parts Cost	Total Cost
Brakes & Rotors	187.59	181.51	369.1						
Def Refuel	89.7		89.7						
Diesel Truck Service	467.85	181.52	649.37						
Diesel Equipment Service									
Garage Road Call	694.98	25.93	720.91						
General Repair	1541.78	350.08	1891.86						
Oil Change/Service									
Outside Repairs									
Alignment Only									
Parts Only	27.79		27.79						
State Inspection								0.85	0.85
Tire Change	2647.94	77.82	2725.76	650.01	650.01				
Tire Repair									
Wrecker Call									
Strip Vehicle									
Total	5657.63	816.86	6474.49	650.01	650.01	0	0	0.85	0.85

Maintenance Type	EMS		ENVIRONMENTAL HEALTH		MAINTENANCE		ANIMAL CONTROL	
	Part Cost	Total Cost	Part Cost	Total Cost	Part Cost	Total Cost	Part Cost	Total Cost
Brakes & Rotors	95.36	95.36						
Def Refuel	41.4	41.4						
Diesel Truck Service								
Diesel Equipment Service								
Garage Road Call								
General Repair	8.98	8.98						
Oil Change/Service	229.62	229.62	19.63	19.63	48.95	48.95		
Outside Repairs								
Alignment Only								
Parts Only								
State Inspection	0.85	0.85	1.7	1.7	0.85	0.85		
Tire Change	1526.28	1526.28						
Tire Repair								
Wrecker Call								
Strip Vehicle								
Total	1902.49	1902.49	21.33	21.33	49.8	49.8	0	0

Maintenance Type	SHERIFF		INSPECTIONS		HOUSEKEEPING		DSS	
	Part Cost	Total Cost	Part Cost	Total Cost	Part Cost	Total Cost	Part Cost	Total Cost
Brakes & Rotors								
Def Refuel								
Diesel Truck Service								
Diesel Equipment Service								
Garage Road Call	105.87	105.87						
General Repair	671.52	671.52						
Oil Change/Service	307.14	307.14					42.71	42.71
Outside Repairs	849.79	849.79						
Alignment Only								
Parts Only								
State Inspection	4.25	4.25			0.85	0.85		
Tire Change	1243.29	1243.29						

Tire Repair	9.08	9.08	0.58	0.58				
Wrecker Call								
Strip Vehicle								
Total	3190.94	3190.94	0.58	0.58	0.85	0.85	42.71	42.71

Maintenance Type	PARKS AND REC		SOIL AND WATER					
	Part Cost	Total Cost	Part Cost	Total Cost	Part Cost	Total Cost	Part Cost	Total Cost
Brakes & Rotors								
Def Refuel								
Diesel Truck Service								
Diesel Equipment Service								
Garage Road Call								
General Repair								
Oil Change/Service								
Outside Repairs								
Alignment Only								
Parts Only								
State Inspection			0.85	0.85				
Tire Change								
Tire Repair								
Wrecker Call								
Strip Vehicle								
Total	0	0	0.85	0.85	0	0	0	0

DUPLIN COUNTY

COWAN MUSEUM OF HISTORY AND SCIENCE

July 2022 (FY23) Monthly Report

Month	Attendance w/ Outreach	$ Cash/ Donations	Volunteer Hrs.
July	138	-	-
Aug			
Sep			
Oct			
Nov			
Dec			
Jan			
Feb			
Mar			
Apr			
May			
June			
TOTAL	**138**		

❖ Buildings and Grounds:

- Ward Family Construction, LLC put the Cowan Museum on the schedule for the tobacco barn project. Work is expected to begin on August 1, 2022.
- Grotke, with the help of the Maintenance Department, prepared the tobacco barn for the renovation project. Artifacts were moved to the blacksmith shop. Staff cleaned, documented, tagged and updated information in the relational database.
- A leak was discovered in the blacksmith shop. Estimates for a new roof are forthcoming. Adam, Craig, Kevin, and Lee from Maintenance secured a tarp onto the roof for the time being.
- Staff prepared buildings, gardens, and galleries for tours.

❖ Tours and Events:

- Farmers from Bedford, Virginia toured the museum and grounds, after viewing how hog waste is converted to energy at Smithfield (25 people).
- Skinner harvested herbs from the kitchen garden to give to visitors after their tours.

❖ Summer Programs/Education:

- **Camouflage Potato Animals activity**

  Kids learned about camouflage through pictures and discussion and creating a critter using natural and man-made materials. Skinner presented the activity in the schoolhouse and garden for:

  - Diversity Nurtures Achievement (DNA) Community Youth Center on 7/6/22 (13 people).
  - 3 home school families on 7/7/22 (9 people).
  - Because Caring Matters Childcare Center on 7/8/22 (7 people).

780

- **Seed Activities**
  Skinner led Seed Activities 1 and 2 for Diversity Nurtures Achievement (DNA) Community Youth Center on 7/21/22 (14 people).

- **Tectonic and Geologic History of NC Program**
  Skinner led the activities for Girl Scout Troop 4301 on 7/23/22 (11 people).

- **Erosion: From the Mountains to the Sea**
  Skinner presented the program to 10 kids ages 8-18 and 4 adults in 4-H on 7/28/22. After the activity, the 4-H organizer asked if the kids could do a community service project at the museum.

❖ Joann Cowan Brown Botanical Garden, Kitchen Garden, Wet Meadow and Ag Garden:
- Staff maintained the museum's gardens during the month of July.
- Tom Hroza of the NC Cooperative Extension planted cotton in a raised bed at the museum.

❖ NC Science Museums Grant Program:
- Grotke completed the book, *A Museum's Garden: Secrets, Wonders, and Delights* and sent it off for printing. It has both an ISBN number and a Library of Congress Control Number. The LC has requested a copy of the book when it's in print.
- Grotke and Skinner met with Darrell Stover, Head of the NC Science Museums Grant Program, during a site visit. He stated the Museum will receive $75,000 for FY23, as well as federal grant money: $150,000 for FY23 and $150,000 for FY24.

❖ Collections and Donations:
- Grotke cleaned the collections storage room and storage racks were moved and organized. Artifacts were checked for pest activity and locations were verified. Various other storage spaces in the museum were cleaned/maintained.
- Artifacts on display were cleaned by Grotke with a brush and vacuum.
- Several exhibit labels were updated.
- Grotke worked on artifact records in the database (PastPerfect).
- Visitor donations were received for the museum's Little Free Library.
- Grotke continued to compile a list of artifacts to deaccession.
- Grotke is still processing items from a large donation of vinyl records.

❖ Professional Outreach and Community Resource Assistance:
- The museum has agreed to provide volunteer opportunities to kids needing to do community service through the Mediation Center/Teen Court.

❖ General/Other:
- Computer files were organized.
- Updates were made to the website and items of interest were posted onto the museum's social media sites (Facebook, Twitter, and Instagram).
- Grotke signed off on P- card purchases and did July's P-Card report.
- Galleries were swept and other janitorial duties were done.
- Grotke shopped for STEM supplies for Skinner's summer programs.

Office of the
DUPLIN COUNTY REGISTER OF DEEDS
Anita Marie Savage, Register of Deeds
Post Office Box 970; 118 Duplin Street, Kenansville, NC 28349
Telephone: (910) 296-2108 Fax: (910) 296-2344
anita.savage@duplincountync.com

MONTHLY REPORT FOR JULY 2022

Recording Fees		$30,661.00
Excise Stamps		$53,662.00
Marriage Licenses		$1,560.00
Marriage Certificates		$490.00
Birth Certificates		$2,030.00
Death Certificates		$2,100.00
UCC's		$735.00
Notary Fees		$140.00
Copies		$211.00
Miscellaneous		$383.25
Gross Monthly Revenues		$91,972.25
Less Escrow Account Total		$420.50
Total Deposit for Period		$91,551.75
Less Escrow Credit		$0.00
		$91,551.75
State Treasurer 161-50.2	$569.03	
NC State Treasurer 161.11.5	$2,585.40	
Children's Trust Fund	$130.00	
Domestic Violence Fund	$780.00	
Excise Stamp/Dept of Revenue	$26,831.00	
State OVS Fees/Expedite Fees	$0.00	
$1.00 Excise Tax Exclusion	$0.00	
VRAS Vital Record Searches/Add'l Fees	$327.00	
VRAS Birth Amendment & Expedite Fees	$0.00	
VRAS Legitimation & Expedite Fees	$0.00	
NCDAVE Vital Record Searches/Add'l Fees	$48.00	
NCDAVE Amendment & Expedite Fees	$0.00	
Subtotal	$31,270.43	
Net Monthly Revenues		$60,281.32

Submitted this 1st day of August, 2022

Anita Marie Savage

Register of Deeds

Recorder and Custodian of County Records

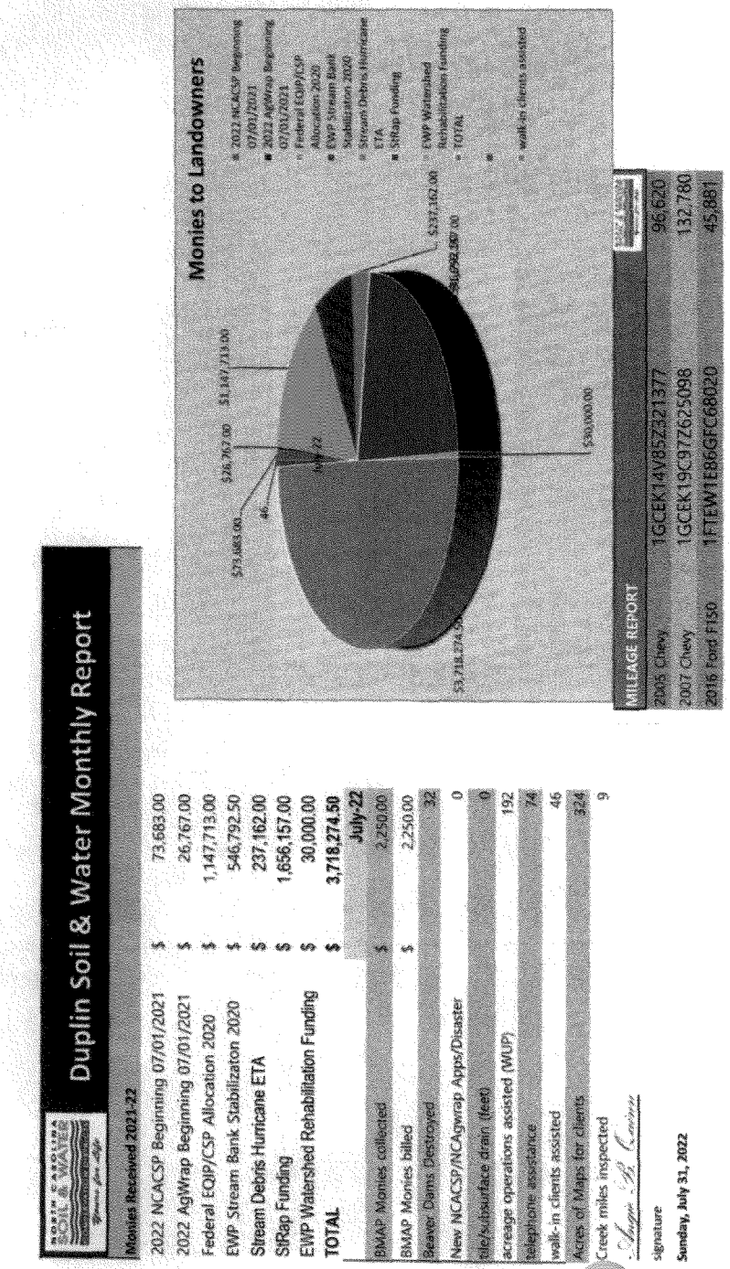
DUPLIN COUNTY REGISTER OF DEEDS ACTIVITY
REPORT FOR JULY 2022

VITAL RECORDS DIVISION

	Current Month	Previous Month
BIRTH RECORDS		
BIRTH CERTIFICATES RECORDED	28	42
BIRTH CERTIFICATES ISSUED	203	161
DELAYED BIRTH CERTIFICATES REGISTERED	0	0
DEATH RECORDS		
DEATH CERTIFICATES RECORDED	37	44
DEATH CERTIFICATES ISSUED	210	229
MARRIAGE LICENSES & RECORDS		
MARRIAGE LICENSES ISSUED	26	20
MARRIAGE CERTIFICATES ISSUED	49	46
MILITARY DISCHARGE RECORDS		
MILITARY DISCHARGES RECORDED	0	0
OTHER VITAL RECORDS SERVICES		
VITAL RECORDS AMENDMENTS PROCESSED	0	0
SCHOOL CENSUS RECORDS ISSUED	0	0
NOTARY PUBLIC OATHS ADMINISTERED	14	24
NOTARY PUBLIC AUTHENTICATION	0	0

PROPERTY RECORDS DIVISION

DEEDS RECORDED	176	218
DEEDS RECORDED WITH EXCISE TAX AFFIXED	107	134
DEEDS OF TRUST RECORDED	88	99
MISC. DOCUMENT TYPES RECORDED	141	128
BUSINESS RECORDS RECORDED	12	16
UCC RECORDINGS	18	18
SATISFACTIONS (CANCELLATIONS)	81	118
MAPS/PLATS RECORDED	31	43



DUPLIN COUNTY SOLID WASTE
MONTHLY CATEGORY TOTALS

JULY '22	Site 1	Site 2	Site 3	Site 4	Site 5	Site 6	Site 7	Site 8	Site 9	Site 10	Site 11	Site 12	Site 13	Site 14	Site 15	Totals
Electronics																0.00
Site Garbage	34.22	22.30	44.87	48.00	34.05	57.54	41.18	39.69	29.11	31.72	33.39	37.47	68.20	10.66	40.01	572.41
Site Bulky	6.98	6.41	18.73	13.11	11.76	15.40	12.00	9.78	7.32	22.77	9.99	29.26	20.17	2.54	34.69	220.91
Mixed Paper	1.47	0.41	0.85	1.20	0.49	0.54	0.35	0.57	0.61	0.95	1.21	0.64	1.03	0.42	0.40	11.14
Glass			3.33			2.10					2.82				2.69	10.94
Cardboard	0.92	0.49	0.48	1.01	0.56	1.84	0.50	1.00		0.50	0.55		0.91		1.02	9.78
Plastics	0.23	0.19	0.25	0.62	0.20	0.19	0.19	0.34	0.18		0.29	0.24	0.45		0.62	3.99
Cans	0.61			0.31	0.44	0.34			0.38		0.32		0.38			2.78
Metal	1.12	0.98	2.61	2.92	1.90	6.65	2.36	1.47	1.82	3.82	2.97	3.93	6.19	1.03	5.91	45.68
Totals	**45.55**	**30.78**	**71.12**	**67.17**	**49.40**	**84.60**	**56.58**	**52.85**	**39.42**	**59.76**	**51.54**	**71.54**	**97.33**	**14.65**	**85.34**	**877.63**
Private Sector							**Citations:**		**140.00**							
Electronics	0.41															
Yard Waste	70.28						**Duplin Commons**									
Concrete	46.36						Paper									
Construction	514.49						Cardboard									
Roadside	0.64						Plastics									
Tires	62.83						No Chge MSW		11.23							
Garbage	1695.90						**TOTAL**		**11.23**							
Mixed Paper																
Glass	0.66															
Cardboard	1.82						CITATIONS ISSUED									
Plastic							CITATIONS PENDING ISSUANCE									
Cans							NOTICES OF VIOLATION									
Metal	3.38						COMPLAINTS CORRECTED BY CLEANUP									
No Chg MSW	4.55						VERBAL WARNINGS									
Mixed Loads	173.25															
TOTAL	**2574.57**															

DUPLIN COUNTY SOLID WASTE
YEAR END CATEGORY TOTALS
2022-2023

CATEGORY	DESCRIPTION	JULY '22	AUG '22	SEPT '22	OCT '22	NOV '22	DEC '22	JAN '23	FEB '23	MAR '23	APR '23	MAY '23	JUN '23	TOTALS
**	GARBAGE	3193.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3193.38
6	SCRAP METAL	49.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49.06
19	YARD WASTE	70.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70.28
20	BRICKS, ETC.	46.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46.36
34	MIXED RECYCLABLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
36	TIRES	62.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62.83
40	MIXED PAPER	11.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.14
42	GLASS	11.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.60
44	CARDBOARD	11.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.60
47	PLASTIC	3.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.99
48	CANS	2.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.78
109	ELECTRONICS	0.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.41
***	STORM GARBAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120	BLOCKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
119/124	YARD WASTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS		3463.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3463.43
	TOTAL MSW	3193.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3193.38

** GARBAGE Includes - Garbage, Site Garbage, Site Bulky, C&D, Roadside, No Chg MSW, Shingles, Banned Materials

*** STORM GARGAGE Includes - Garbage, C&D, Shingles, Materials From

08/07/2022

Solid Waste Enforcement

Monthly Report for July 2022

CITATIONS:	20
CHARGES:	22
WARNINGS:	16
N.O.V.:	04
BAGS PICKED UP:	133
APPLIANCES:	08
FURNITURE:	728 LBS.
TIRES:	41
COMPLAINTS:	38
PHONE:	21
TEXT:	05
ON VIEW:	13

GARBAGE ORIGINATION INVESTIGATIONS: 11

SPILL CLEANUP: 11

ILLEGAL SITE DUMPINGS: 12

INVESTIGATIONS:	19
NEW:	12
ONGOING:	07
CLEARED:	14

THE MONTH OF JULY HAS BEEN STEADY. A LARGE NUMBER OF BAGS CONTINUE TO BE PICKED UP. CHARGES ARE ISSUED WHEN IDENTIFICATION IS FOUND. OF THE 4 MAJOR CLEANUP SITES, ONE HAD BEEN CLEARED TO SATISFACTION BUT NOW IS IN VIOLATION. THE PROPERTY OWNER WILL BE CITED AGAIN. ONE SITE IS NOW IN COMPLIANCE. THE TWO OTHER SITES, WHICH ARE A JOINT INVESTIGATION WITH THE STATE, CONTINUE TO MAKE A LOT OF PROGRESS. THEIR DEADLINE AND REINSPECTION IS SEPTEMBER 01, 2022. THE PROBLEM DUMPING OUTSIDE THE GATES OF TWO SITES SEEMS TO HAVE STOPPED NOW. DIRECTOR WHALEY HAS INSTALLED GATE FACING CAMERAS THAT ARE IN VIEW OF THE PUBLIC. ONE PUBLIC EDUCATIONAL MEETING WAS HELD WITH 23 PEOPLE IN ATTENDANCE.

RESPECTFULLY SUBMITTED
CLAYTON BRYANT, SOLID WASTE ENFORCEMENT OFFICER

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