



OSC HR/PAYROLL DUAL EMPLOYMENT AGREEMENT

To be completed by Parent Agency			To be completed by Borrowing Agency		
Parent Agency Information			Borrowing Agency Information		
<input type="checkbox"/> Permanent Asgnmt	<input type="checkbox"/> Temp Asgnmt		<input type="checkbox"/> Permanent Asgnmt	<input type="checkbox"/> Temp Asgnmt	
Parent Agency Name:			Borrowing Agency Name:		Date Asgnmt Begins:
Employee Name (Last Name First):					
Personnel #:			Position #:		Date Asgnmt Ends:
Position #:			Job Title:		
Job Title:			FLSA Classification:		
FLSA Classification:		Work Schedule Rule:	FLSA Classification:		Work Schedule Rule:
Work Schedule			Work Schedule		
Hours Worked Per Week:			Hours Worked Per Week:		
EE Group:		Type of Appt:	EE Group:		Type of Appt:
<input type="checkbox"/> EPA	<input type="checkbox"/> Probationary		<input type="checkbox"/> EPA	<input type="checkbox"/> Probationary	
<input type="checkbox"/> SPA	<input type="checkbox"/> Trainee		<input type="checkbox"/> SPA	<input type="checkbox"/> Trainee	
<input type="checkbox"/> Judicial	<input type="checkbox"/> Permanent		<input type="checkbox"/> Judicial	<input type="checkbox"/> Permanent	
<input type="checkbox"/> Suplmntl Staff	<input type="checkbox"/> Time-Limited		<input type="checkbox"/> Suplmntl Staff	<input type="checkbox"/> Time-Limited	
<input type="checkbox"/> LEO	<input type="checkbox"/> Temporary		<input type="checkbox"/> LEO	<input type="checkbox"/> Temporary	
	<input type="checkbox"/> Intermittent			<input type="checkbox"/> Intermittent	
Percent Indicates Amount Funded by Parent Agency			Percent Indicates Amount Funded by Borrowing Agency		
Benefits <input type="text"/> %	Retirement <input type="text"/> %		Benefits <input type="text"/> %	Retirement <input type="text"/> %	
OT Immediate Payout	<input type="checkbox"/> Yes <input type="checkbox"/> No		OT Immediate Payout	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Leave Accrual Eligible	<input type="checkbox"/> Yes <input type="checkbox"/> No		Leave Accrual Eligible	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Employee Signature		Date
Parent Agency Approval		Borrowing Agency Approval
Immediate Supervisor Signature	Date	Immediate Supervisor Signature Date
HR Director Signature	Date	HR Director Signature Date
Chief Fiscal Officer	Date	Chief Fiscal Officer Date
<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove

This form acknowledges that two state agencies using OSC HR/Payroll, or a state agency using OSC HR/Payroll and serving as a parent agency and a North Carolina University, have entered into an agreement for an employee of the State to be employed dually. The agency that first hired the employee will be known as the **Parent Agency** and the second agency, where the dual employment will be rendered, will be known as the **Borrowing Agency**. The Parent Agency HR should submit this form to the BEST HR section after all information and signatures are complete.