



# OSC HR/PAYROLL DUAL EMPLOYMENT AGREEMENT

To be completed by Parent Agency			To be completed by Borrowing Agency		
<b>Parent Agency Information</b>			<b>Borrowing Agency Information</b>		
<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:		
<b>Work Schedule</b>		Work Schedule Rule:	<b>Work Schedule</b>		Work Schedule Rule:
Hours Worked Per Week:			Hours Worked Per Week:		
EE Group:	Type of Appt:	Salary:	EE Group:	Type of Appt:	Salary:
<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
<b>Parent Agency Approval</b>		<b>Borrowing Agency Approval</b>
Immediate Supervisor Signature	Date	Immediate Supervisor Signature <span style="float: right;">Date</span>
HR Director Signature	Date	HR Director Signature <span style="float: right;">Date</span>
Chief Fiscal Officer	Date	Chief Fiscal Officer <span style="float: right;">Date</span>
<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.