

<p style="text-align: center;">Division of Human Resources</p> <p style="text-align: center;">Department of Environment & Natural Resources</p> <p style="text-align: center;">SOP MANUAL</p>	<p>Section: 9-C Benefits</p>	<p style="text-align: right;">Page 1 of 2</p>
	<p>Subject: Disability – Short & Long Term</p>	
	<p>Reference: T&SE Retirement Handbook, State Personnel Manual, Section 6</p>	
	<p>Issued Date: 10/17/01</p>	<p>Revision Date: 03/25/2009</p>

PURPOSE: To provide an equitable replacement of income for eligible state employees who become temporarily or permanently disabled from the performance of their duties prior to retirement and to encourage disabled state employees who are able to seek gainful employment after a reasonable period of rehabilitation.

Order of Steps for the Process	Responsible Party	Responsibility/Task
		All disabilities begin with Short-Term Disability (STD).
1	Employee	<ul style="list-style-type: none"> • Complete the following forms if the disability is expected to last longer than 60 days. <ul style="list-style-type: none"> • Disability Income Plan of North Carolina form – 1 (Form 701) Application for Short-Term Disability Benefits. • Disability Income Plan of North Carolina form – 2 (Form NIB) Authorization for Release of Medical and Other Information. • Disability Income Plan of North Carolina form – 3 (Form 703) Employee Request for Payment and Certification of Disability by Physician. • Must have five years of contributing service in the State Retirement System. Apply for preliminary long-term disability. <ol style="list-style-type: none"> 1. Disability expected to last 12 months. 2. Complete Retirement System Form 7A (Form 7A) Doctor's Medical Report. • Note: If approved for Preliminary Long-Term Disability by the state Retirement System, the monthly Form 703 is <u>not</u> necessary. • Submit to Division HRM.
2	Division HRM	<ul style="list-style-type: none"> • Complete the Employer Certification on second page of Disability Income Plan of North Carolina form – 1 (Form 701) Application for Short-Term Disability Benefits. • Obtain employee's current job description. • Submit all forms and a copy of the employee's job description to DENR HR. • Create a Disability file.
3	Division HRM	<ul style="list-style-type: none"> • Evaluate the application request. • Approve or Deny application. • Notify employee in writing STD Letter / STD End Letter of approval or denial. • Send copy of letter to Division HRM. • Retain a copy for file.
4	Employee	<ul style="list-style-type: none"> • Submit Form 703 to Division HR Manager by the 10th of the month. • Submit payment for continued health insurance and optional benefits to Division HRM by the 5th of the month.

Procedure Manual Keeping

LP Steffe



Procedure Manual Keeping:

Finding, Training, and Keeping Great Service Employees 101 Cbse Ollek,2009-06 This book is a detailed how to book on finding the career minded GREAT employees you need to move your organization forward in a positive manner Included in the book are samples of A hiring process manual An employee policy manual Sample job descriptions Using the ideas in this book may just save you a lot of blood sweat and tears No theory here just proven ideas that have WORKED *Statewide Registration Systems* Arthur Young & Company,1978 **The Code of Federal Regulations of the United States of America** ,1988 The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government *Complete Guide to Human Resources and the Law, 2021 Edition* Dana Shilling,2020-08-05 The Complete Guide to Human Resources and the Law will help you navigate complex and potentially costly Human Resources issues You ll know what to do and what not to do to avoid costly mistakes or oversights confront HR problems legally and effectively and understand the rules The Complete Guide to Human Resources and the Law offers fast dependable plain English legal guidance for HR related situations from ADA accommodation diversity training and privacy issues to hiring and termination employee benefit plans compensation and recordkeeping It brings you the most up to date information as well as practical tips and checklists in a well organized easy to use resource *Regulations of U.S. Customs and Border Protection* U.S. Customs and Border Protection,2003

Export/import Procedures and Documentation Thomas E. Johnson,2002 The fourth edition of the reference for export import professionals is revised to include new forms and instructions new US Customs Service checklists and new Automated Export System procedures It overviews the entire export import process and provides ready to use forms with instructions cost saving shortcuts and tips on building a better operation A training manual for new employees is included plus a quick course on advanced techniques for more experienced professionals There is also a glossary of 250 international trade terms New to this edition is a section on e commerce in international marketing listings for export and import software and a list of Web sites for 94 export and import agencies and information sources Johnson is a partner in an international trade law firm Annotation copyrighted by Book News Inc Portland OR **How to Prepare and Maintain a Supervisors' Policy Manual** American Management Association,Eileen Ahern,1947 *Nursing Administration Handbook* Howard S. Rowland,Beatrice L. Rowland,1997 With the recent new and radical developments in the health care field that have been introduced at a breathless pace nurse administrators must work to stay informed of the developments that affect their nursing departments both directly and indirectly The Nursing Administration Handbook has a long track record both as a textbook and as a hands on tool for nurse executives seeking insight and step by step guidance in all aspects of administration The fourth edition of this text surveys the entire field of nursing administration and incorporates the most significant new developments and current practices 2017 CFR Annual Print Title 19 Customs Duties Parts 0 to 140 Office

of The Federal Register,2017-04-01 **Foodservice Manual for Health Care Institutions** Ruby Parker Puckett,2012-11-13 The thoroughly revised and updated fourth edition of Foodservice Manual for Health Care Institutions offers a review of the management and operation of health care foodservice departments This edition of the book which has become the standard in the field of institutional and health care foodservice contains the most current data on the successful management of daily operations and includes information on a wide range of topics such as leadership quality control human resource management product selection and purchasing environmental issues and financial management This new edition also contains information on the practical operation of the foodservice department that has been greatly expanded and updated to help institutions better meet the needs of the customer and comply with the regulatory agencies standards TOPICS COVERED INCLUDE Leadership and Management Skills Marketing and Revenue Generating Services Quality Management and Improvement Planning and Decision Making Organization and Time Management Team Building Effective Communication Human Resource Management Management Information Systems Financial Management Environmental Issues and Sustainability Microbial Chemical and Physical Hazards HACCP Food Regulations Environmental Sanitation and Pest Control Safety Security and Emergency Preparedness Menu Planning Product Selection Purchasing Receiving Storage and Inventory Control Food Production Food Distribution and Service Facility Design Equipment Selection and Maintenance Learning objectives summary key terms and discussion questions included in each chapter help reinforce important topics and concepts Forms charts checklists formulas policies techniques and references provide invaluable resources for operating in the ever changing and challenging environment of the food service industry *Code of Federal Regulations* ,2001

Code of Federal Regulations United States. Department of Agriculture,United States. Department of the Treasury,1994 Special edition of the Federal register containing a codification of documents of general applicability and future effect as of April 1 with ancillaries **Preserving Knowledge** Association of Research Libraries,American Library Association,Commission on Preservation and Access,National Humanities Alliance (U.S.),1990 The publication revises and updates ARL Briefing Package Number 3 entitled the same which was produced in 1988 Pref "Code of Massachusetts regulations, 1991" ,1991 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 "Code of Massachusetts regulations, 1990" ,1990 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 "**Code of Massachusetts regulations, 1992**" ,1992 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 "**Code of Massachusetts regulations, 1989**" ,1989 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 "*Code of Massachusetts regulations, 1993*" ,1993 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 "**Code of**

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