Optimization Orientation

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Human Resources Director
# Orientation Agenda

## Important Information
- DIT: What, How and Why
- HR Organizational Chart
- Acceptable Use Policy
- Criminal Record Checks and NDAs
- Social Media Policy
- Telework Policy

## Hot Topics
- Monthly Compensation and Tax Withholdings
- Benefits (Insurances and Investments)
- Time Administration
- Email/NCID/Badges
- Parking

## Mandatory Documents Needed
- Employee Emergency Info Sheet
- Alternate Work Schedules*
- Secondary Employment Form
- Non-Disclosure Agreement
- Payroll Parking Request Forms (Downtown Raleigh)

*Alternate work schedules to be determined at a later date post-transition.
**WHAT we do:** Provide IT services, solutions and support.

**HOW we do it:** Through collaboration, partnership, consolidation of services, strategy, enterprise, governance, security, trust and shared vision of agencies.

**WHY we do it:** To impact outcomes, enable agencies to provide services, enrich the lives of North Carolinians, and provide necessities for day-to-day needs.
Acceptable Use Policy (AUP)

This policy applies to any state employee, contractor or third party who uses any device, whether state-owned or personal, to connect to the State Network. G.S. 143B—1336(a)(5) defines the State Network as “any connectivity designed for the purpose of providing Internet Protocol transport of information for State agencies.” State law also requires the Department of Information Technology (DIT) to manage the state network.

The purpose of this policy is to:

- Establish minimum appropriate and acceptable requirements regarding the use of information resources connected to the State Network.

- Comply with applicable state law and other rules and regulations regarding the management of information resources.

- Educate individuals who may use information resources with respect to their responsibilities associated with computer resource use.

- Establish a process to ensure that users acknowledge and agree to abide by the rules of behavior before gaining access to information resources connected to the State Network.

Violation of this policy could result in disciplinary action, termination, loss of information resources and criminal prosecution.

*Third-party providers are non-state employees, such as vendors, suppliers, individuals, contractors, and consultants, including their employees and agents, responsible for providing goods or services to the state. In order to perform the requested services, a third party may require access to information technology assets and access to agency information determined to be valuable to operations and/or classified as confidential by law.
Criminal Record Checks and NDAs

Criminal Record Check

The State CIO shall require background investigations of any employee or prospective employee, including a criminal history record check, which may include a search of the State and National Repositories of Criminal Histories based on the person's fingerprints. A criminal history record check shall be conducted by the State Bureau of Investigation upon receiving fingerprints and other information provided by the employee or prospective employee. If the employee or prospective employee has been a resident of the State for less than five years, the background report shall include a review of criminal information from both the State and National Repositories of Criminal Histories. The criminal background report shall be provided to the State CIO and is not a public record under Chapter 132 of the General Statutes. (2015-241, s. 7A.2(b); 2015-268, ss. 2.12, 2.13.)

Non-Disclosure Agreements (NDA)

As a DIT employee, an employee of another government agency, or as a third-party provider to DIT or another government agency, an employee agrees by signing the Non-Disclosure Agreement and fully complying with all the terms and conditions are requirements for working at DIT. Further, compliance with this agreement by a third-party provider is material to the performance of the contract between DIT and the third-party provider or the other government agency and its Third-party provider. DIT employees and third-party providers are not permitted to release records or information contained in records that belong to other agencies. Requests for such information must be channeled through the DIT supervisor to the DIT Public Information Officer for action according to DIT policy.

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Monthly Compensation

Effective June 30, 2018, all DOT IT employees will be paid once a month via direct deposit.

Important Facts to Remember:
• Employees will receive their last bi-weekly paycheck from the Department of Transportation on July 13, 2018.
• Once a part of DIT, employees will no longer be paid in arrears; they will instead be paid once a month.
• All state employees on monthly payroll are paid the last working day of each month, except December. Monthly payroll employees will be paid on Dec. 21, 2018.
• Your first monthly payday as a DIT employee will be on July 31, 2018. Any time worked on Saturday, June 30, 2018 will be included in the July 31, 2018 paycheck.
• Federal and state tax withholdings will occur every month.
• Employees should review their direct pay bank accounts and scheduled automatic withdrawals to determine if adjustments are needed to accommodate for the new monthly pay schedule; Employees are encouraged to contact appropriate financial institutions for specific guidance.
• Employees should review pay statements carefully to ensure accurate pay, benefit deductions and leave accruals.
• Employees should review and adjust supplemental retirement contributions, as desired, to reflect monthly pay schedules.
• June longevity payments will be made on June paychecks. July longevity payments will be paid on July 31, 2018.
Core Statewide Benefits

State Health Plan and NCFlex

- SHP & NCFlex coverage will not change.
- Employees will receive new State Health Plan medical cards with the new ITS Group No. S19014.
- Employees are expected to receive new cards by early August at the mailing address designated in BEACON.
- Employees will continue to use current SHP cards until the new cards are issued.
- Half premiums for the SHP and NCFlex will be deducted on the July 13, 2018 (bi-weekly) and July 31, 2018 (monthly) paychecks, respectively.
- Full premiums will be deducted on a monthly basis beginning August 31, 2018.
- **NOTE:** SHP premiums are paid a month in advance (Example – Premiums paid in July are for coverage beginning in August). NCFlex benefit premiums are paid monthly for the current month.
Agency Specific Benefits

Department of Transportation

• The last deductions for DOT-specific benefits will be made in the June 15, 2018, paycheck.

• Kerry Proctor (DOT benefits specialist) will delimit these benefits in BEACON on June 15, 2018.

• No agency-specific deductions will be taken from the June 29, 2018, paycheck.

Department of Information Technology

• The first deductions for DIT-specific benefits will be made in the July 31, 2018, paycheck.

• Janet Perry (DIT benefits specialist) will enroll employees into DIT-specific benefits effective July 18, 2018 (except for Colonial Life/Disability).
Agency Specific Optional Benefits

All Humana Dental participants have been contacted and assisted.

**Humana Dental Participants**

Only those employees currently participating in Humana Dental Insurance have the following options:

- Keep **Humana Dental**, but under COBRA guidelines (*requires manual enrollment by Kerry Proctor*). Premiums will not be deducted from payroll.
- Enroll in **NCFlex Dental** provided by MetLife (*requires manual enrollment by Kerry Proctor*).
- Enroll in **Doug Sutton**, DIT’s agency-specific dental plan (*requires manual enrollment through Kerry Proctor*).

**Life Insurance**

- **Colonial Life**: DOT contracts will transfer directly to DIT. Cost remains the same with **NO** lapse in coverage.
- **Genworth Life, ReliaStar Life & MetLife Life Insurance**: DOT contracts will convert to individual policies with a *potential cost increase*. Payments will not be automatically withdrawn and must be made by the employee directly to the vendor.

**Additional Benefits**

- **National College Savings**: DOT contracts transfer directly to DIT. Cost remains the same with **NO** lapse in coverage.
- **Employee Assistance Program (EAP)**: No cost to the employee, no change to vendor, and no changes in coverage.

All Humana Dental participants have been contacted and assisted.
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<table>
<thead>
<tr>
<th>NCFlex Dental (MetLife)</th>
<th>DOT-Specific Supplemental Dental (Humana)</th>
<th>DIT-Specific Supplemental Dental (Doug Sutton)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NC Flex MetLife</strong></td>
<td><strong>Humana Dental</strong></td>
<td><strong>Doug Sutton Insurance Services</strong></td>
</tr>
<tr>
<td><strong>Low Option</strong></td>
<td><strong>Employee Only</strong></td>
<td><strong>Employee Only</strong></td>
</tr>
<tr>
<td>$21.22</td>
<td>$36.52</td>
<td>$35.40</td>
</tr>
<tr>
<td><strong>Employee/Child(ren)</strong></td>
<td><strong>Employee &amp; Child(ren)</strong></td>
<td><strong>Employee &amp; Child(ren)</strong></td>
</tr>
<tr>
<td>$42.78</td>
<td>$73.02</td>
<td>$70.62</td>
</tr>
<tr>
<td><strong>Employee/Spouse</strong></td>
<td><strong>Employee/Spouse</strong></td>
<td><strong>Employee/Spouse</strong></td>
</tr>
<tr>
<td>$45.94</td>
<td>$80.36</td>
<td>$75.30</td>
</tr>
<tr>
<td><strong>Family</strong></td>
<td><strong>Family</strong></td>
<td><strong>Family</strong></td>
</tr>
<tr>
<td>$73.22</td>
<td><strong>$116.88</strong></td>
<td><strong>$121.90</strong></td>
</tr>
<tr>
<td><strong>$73.22</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NC Teachers and State Employees Retirement (TSERS, 401k and 457) Plans

**TSERS**

- Your share of the retirement contributions is currently 6% of your pay, and is automatically deducted from your monthly paycheck.
- The state bases its contributions on calculations prepared by an actuary. The state contribution rate from July 1, 2017, to June 30, 2018, is 17.13% of all members’ salaries to pay for the benefits for you and other members.
- Your contributions are deducted from your pay before taxes are calculated. You pay taxes on these contributions only when you begin receiving monthly retirement benefits, or if you elect a refund of your contributions.
- Printable TSERS statements are available by signing into the ORBIT portal. Click on “View Account History” for a snapshot of your creditable service and account balance, or click on “View Annual Benefits Statement” for the prior year’s year-end statement.

**401k/457 Plans**

- Contributions and loan repayment plans are deducted every month effective August 1, 2018. Your contributions will reflect on your July 13 and July 31 pay statements for bi-weekly contributions.
- Your plan overview will convert from Department of Transportation to Information Technology Services in your account login automatically.
- You may change or stop your contributions at any time.
- Employees should review their Account Summary online for detailed plan information.
- Employees with a designated % contribution will not need to do anything if they want to keep the same % contribution. Employees with a set bi-weekly amount may want to revise the designated amount based on monthly pay.
- Changes in 457 contributions will be processed monthly, and changes in 401K contributions will be processed weekly.

**Helpful Links and Contacts**

**Retirement Information:**
http://myncretirement.com/
https://orbit.myncretirement.com/ORBIT.Internet.SS/

For more information, contact the NC State Treasurer at (919) 814-4000 or through the options below:

**Retirement Systems Division:**
1-877-NCSECURE (1-877-627-3287)
8:00 a.m. - 5:30 p.m.
Email: nc.retirement@nc treasurer.com

**Prudential Benefits Information:**
Call 866-NCPlans (866-627-5267) toll free, or visit www.NCPlans.prudential.com

Self Service account access for Prudential:
https://ssologin.prudential.com/app/retirementrba/Login.fcc
Time Administration

• Due to changes affecting some employee data as the result of optimization, (e.g., activity types, employee groups and subgroups, etc.), **any time entered for dates after June 29, 2018, will be automatically deleted on June 30, 2018.**

• Employees who work on June 30, 2018, must record their work time after July 2, 2018.

• If employees are on vacation the week of June 30 through July 6, 2018, they should enter their time when they return.

• The same applies for travel and expense reimbursements.

• Work completed on June 30 will be reflected in the July 31 paycheck.
Time Administration

Employees will continue to record time via SAP and release submitted time for supervisors’ approval on a weekly basis. *Overtime should be approved prior to an employee working the overtime.*

<table>
<thead>
<tr>
<th>Vacation Accruals - 5 year service increments</th>
<th>Monthly</th>
<th>Biweekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 5 yrs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly Rate</td>
<td>Decimal</td>
<td>BW Rate</td>
</tr>
<tr>
<td>9 hrs 20 min</td>
<td>0.33</td>
<td>4.31</td>
</tr>
<tr>
<td>12 months</td>
<td>9.33</td>
<td>111.96</td>
</tr>
<tr>
<td></td>
<td></td>
<td>112.06</td>
</tr>
<tr>
<td>5 yrs but less than 10 yrs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly Rate</td>
<td>Decimal</td>
<td>BW Rate</td>
</tr>
<tr>
<td>11 hrs 20 min</td>
<td>11.33</td>
<td>5.23</td>
</tr>
<tr>
<td>12 months</td>
<td>11.33</td>
<td>135.96</td>
</tr>
<tr>
<td></td>
<td></td>
<td>135.98</td>
</tr>
<tr>
<td>10 but less than 15 yrs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly Rate</td>
<td>Decimal</td>
<td>BW Rate</td>
</tr>
<tr>
<td>13 hrs 20 min</td>
<td>13.33</td>
<td>6.15</td>
</tr>
<tr>
<td>12 months</td>
<td>13.33</td>
<td>159.96</td>
</tr>
<tr>
<td></td>
<td></td>
<td>159.90</td>
</tr>
<tr>
<td>15 but less than 20 yrs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly Rate</td>
<td>Decimal</td>
<td>BW Rate</td>
</tr>
<tr>
<td>15 hrs 20 min</td>
<td>15.33</td>
<td>7.08</td>
</tr>
<tr>
<td>12 months</td>
<td>15.33</td>
<td>183.96</td>
</tr>
<tr>
<td></td>
<td></td>
<td>184.08</td>
</tr>
<tr>
<td>20+ yrs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly Rate</td>
<td>Decimal</td>
<td>BW Rate</td>
</tr>
<tr>
<td>17 hrs 20 min</td>
<td>17.33</td>
<td>8.00</td>
</tr>
<tr>
<td>12 months</td>
<td>17.33</td>
<td>207.96</td>
</tr>
<tr>
<td></td>
<td></td>
<td>208.00</td>
</tr>
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</table>

Sick Leave Accruals

<table>
<thead>
<tr>
<th>Monthly Rate</th>
<th>BW Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.00</td>
<td>3.60</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monthly</th>
<th>Biweekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 months</td>
<td>26 BW periods</td>
</tr>
<tr>
<td>x 8.00</td>
<td>x 3.69</td>
</tr>
<tr>
<td>96.00</td>
<td>95.94</td>
</tr>
</tbody>
</table>

- As DOT employees, you are accustomed to accruing your vacation and sick leave on a biweekly basis.
- As DIT employees, you will instead accrue on a monthly basis. The accrual rates are determined by OSHR, and the table to the left shows how biweekly accruals compare to monthly accruals, depending on LOS (Length of Service).
- After employees are transferred to DIT, BEST Shared Services will review the biweekly accruals received for 2018 at the mid-year point.
- If necessary, BEST Shared Services will adjust your record so that full vacation and sick accruals are granted for the full year of 2018. These adjustments will be very minimal and may not be noticeable. However, if any adjustments are made, employees will be notified.
Email Addresses

- All DOT IT employees will continue to use their ncdot.gov email address.
- All DOT IT employees will be issued an alias nc.gov email address associated with DIT.
- DOT IT will be referred to as DIT Transportation moving forward.
- Beginning June 30, 2018, all email signatures should include the NC DIT logo and disclosure statement. Communication will be forthcoming.
- Employees will receive emails at both addresses at a single DOT inbox and should continue business as normal.

NCID

- All DOT IT employees will continue to use their current NCID user name and password.
- DOT IT SharePoint access will remain the same for DOT IT business purposes.
- DOT IT employees will gain access to DIT’s SharePoint drives.
- DOT IT employees will be added to DIT active directory

Badges

- All DOT IT employees will continue to use their current DOT badges to access DOT facilities and building locations.
- All DOT IT employees will be issued a green DIT badge to access DIT buildings at 3700 & 3900 Wake Forest Road.
- DIT is coordinating with DOT IT to collect employee photos to create DIT badges.
- DOT IT supervisors, managers & directors will be responsible for distributing DIT Transportation badges to their employees.
- Current approved DIT access will not change.
Parking

Benefits-eligible employees assigned to work stations within the Downtown State Government Complex who work at least 30 hours each week have priority for parking assignments. Temporary employees, contractors, pages, and interns are eligible for parking assignments in certain facilities, subject to availability.

**DOT Parking**
- Parking assignments for DOT IT employees will remain the same.
- Employees will continue to have payroll deducted parking fees. The last bi-weekly deduction is July 13.
- State government parking spaces in downtown Raleigh are owned by the Department of Administration and are leased to Department of Transportation.
- DOT employees must complete the Payroll Parking Request Form to have the original parking assignment transferred from DOT to DIT. Contact Chris Kelly, (919) 707-4851, clkelly2@ncdot.gov for more information.

**DIT Parking**
- Susan Chan is DIT’s department parking coordinator. (Susan.chan@nc.gov)
- Completed forms should be sent to Susan Chan for processing and records maintenance.
- Transfers and new hires to DIT Transportation with assigned parking downtown Raleigh must complete the Payroll Parking Request Form.

**DOA Parking Information**
- For more information, contact the State Parking Division: (919) 807-4499 or fax (919) 807-2316, or Parking@doa.nc.gov.
- The division is located at 116 W Jones Street, Raleigh, NC.
- Contact the State Capitol Police at (919) 733-3333 if there is a vehicle parked in your assigned space to have the vehicle towed.
NC DIT Human Resources

Please feel free to contact us with any Human Resources related questions and concerns regarding IT Optimization: DIT.Optimization-HR@nc.gov (General HR Inquiry email)

Additional Useful Links

- https://it.nc.gov/dit-and-dot-together
- https://it.nc.gov/optimization-dates
- https://it.nc.gov/dit-hr-documents
- Payroll Parking Request 2016_0.doc

HR/Payroll Questions:
BEST Shared Services
(919) 707-0707
866-622-3784
Hours: Mon-Fri 8:00 AM - 5:00 PM
best@osc.nc.gov