



North Carolina Department of Public Safety

Emergency Management

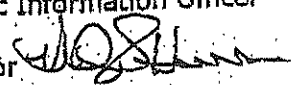
Beverly Eaves Perdue, Governor
Reuben F. Young, Secretary

H. Douglas Hoell, Jr., Director

March 19, 2012

MEMORANDUM

To: Mike Sprayberry, Deputy Director/Operations Section Chief
Steve Sloan, Assistant Director/Logistics Section Chief
Elaine Wathen, Assistant Director/Plans Section Chief
Emily Young, Assistant Director/Recovery Section Chief
John Dorman, Geospatial and Technology Management Section Manager
Julia Jarema, Public Information Officer

From: Doug Hoell, Director 

Subject: Hiring policy for North Carolina Emergency Management (NCEM)

A review of NCEM's process in the recruitment of reservists has raised some issues and prompted procedural changes. To ensure EM adheres to State Personnel Policy, and does not give the perception of unfair hiring practices, NCEM will initiate the following steps:

1. NCEM will not hire a relative (as defined in the NC Administrative Code 01H.0633 on the Employment of Relatives) of any employee in a supervisory position, or in a position to have influence over the other member's promotion, salary administration, or other personnel considerations.
2. NCEM will fully utilize the services of Temporary Solutions, meaning Temporary Solutions will handle the advertising, recruitment, screening, and recommendation of candidates for our temporary employment needs.
3. Anyone seeking employment with NCEM should be directed to the Department of Public Safety Human Resources Office, or to the Temporary Solutions office.
4. NCEM Management will schedule a meeting with Temporary Solutions to ensure we have proper position descriptions on file, and to further ensure we are following proper procedure in the utilization of the services offered by Temporary Solutions.
5. Attached is a copy of the State's policy and NC Administrative Code 01H.0633 on the Employment of Relatives (Nepotism).

As the Director of NCEM, it is my job to ensure we are carrying out our responsibilities in accordance with established State policy. These steps will be implemented immediately and before any future disaster event occurs.

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