


NC DIVISION OF PARKS AND RECREATION

September 5, 2014

E-MEMORANDUM

TO: Division Human Resources Staff, District Superintendents, District Maintenance Staff,
Park Superintendents

FROM: Carol Tingley, Acting Chief of Operations 

SUBJECT: Law Enforcement Housing Transfer Notification Form

The division is conducting a legal review of its housing policy to provide improved clarity and standardization for staff. The HR section and the division's Housing Policy Committee have proposed the attached Housing Transfer Notification form for division tracking purposes. This form applies to transfers statewide, and within individual park units.

The Housing Transfer Notification form must be completed and approved/signed by the PASU, and emailed to the DISU for approval/signature. The district office will be responsible for scanning and uploading the form, and emailing a copy to the HR section, Chief of Operations, Chief of Maintenance, and PACR. Questions regarding the transfer process or rental deductions should be directed to the appropriate division HR representative.

This housing policy procedure is effective immediately. Staff will be notified upon final legal review and approval by DENR.

The housing database is being updated to reflect the proposed changes, and is accessible by all staff. The database will include a section for housing status comments to be added by the PASU, DISU and OPS section.

Your cooperation with this procedure is appreciated.

CAT/vdw

Attachment: Housing Transfer Notification Form

cc: Jerry Howerton, Facility Maintenance Manager
Rosilyn McNair, Human Resource Manager
Tom Howard, Database Consultant
Bryan Dowdy, Chief Law Enforcement Officer
Maria Cucurullo, Housing Accounting Section Assistant

Signed copy retained by Denise Williams, Operations Section Administrative Assistant