

Request for Quote – Search Assistance Q&A (#1)

Answers published July 19, 2024

1. **In reference to page 8, section 6.11 – PRICING OPTIONS:** “Specifically, the Successful Contractor shall be responsible for all charges incidental to the routine conduct of business including, but not limited to any and all travel expenses.” Does this only apply to ourselves as the Contractor, or to our candidates as well? We can efficiently complete this search from our offices on the West Coast. However, if for some reason travel becomes necessary, we are willing to cover that cost for ourselves. As for our candidates, travel expenses incurred to meet them are covered by our clients.

The North Carolina State Lottery Commission will pay approved travel costs for prospective, out-of-state candidates it wishes to interview in-person at its Raleigh, NC headquarters.

2. **In reference to the SAMPLE CONTRACT, page 40, item E – OBLIGATIONS OF VENDOR** and the \$500,000 performance/payment bonds, will this section be unquestionably contained within in the final contract? If so, what type of “alternate acceptable security” would be approved by the Commission? Ultimately, it does not make financial sense for us to agree to a \$500,000 performance bond for a search that will produce an approximate fee of \$30,000.

The SAMPLE CONTRACT included in the procurement document at Attachment G contains terms and conditions typically required by the Commission. As noted in Section 6.8 of the RFP, “At the sole discretion of the Commission, certain provisions may be negotiated and modified subsequent to Contract award.” For purposes of this procurement, the Commission is amenable to waiving this contract provision based on the size, relative risk, and potential costs associated with this project.

3. **5.3 Costs / 6.11 Pricing Options Costs Cost Proposal Clarification**

We note in Section 5.3 that we are invited to submit a cost proposal inclusive of all costs associated with completing the scope of work, including travel. However, Section 6.11 states that all travel expenses incident to the routine conduct of business are the responsibility of the Successful Contractor.

Could you please confirm how these two sections should be reconciled?

Consistent with its response to Question 1 above, the Commission is amenable to paying approved travel costs for prospective, out-of-state candidates it wishes to interview in-person at its Raleigh, NC headquarters.

To the extent a bidding contractor anticipates a need for its staff to travel to meet in-person with Commission staff (or otherwise incur the kinds of incidental expenses described in Section 6.11 “Pricing Options”), please include such travel expenses in the budget. Please note, however, that any travel costs/expenses are subject to limitations set by North Carolina law and other state and Commission policies.

4. Appendix A

Position Advertisement

Appendix C

Job Description

Hiring Rate

Flexibility Around Base Salary

Is there flexibility regarding the base salary for the position?

Based on the job description and the specific technical, functional, and geographical requirements, we anticipate identifying candidates who may require a higher salary. We can provide detailed expectations for these levels upon request.

Yes -the base salary for the position may be subject to revision. Typically, the Commission utilizes the services of a separate, outside firm to assist with benchmarking compensation for staff positions. Once the job description is finalized, Commission staff are committed to conducting follow-up benchmarking exercises, informed by the input of the successful contractor.

Notably, the Commission’s expectation is that the successful contractor will collaborate with human resources and the hiring manager to refine the job / position posting in order to (i) better articulate Commission needs and the responsibilities of the position and (ii) identify, attract, and recruit credible candidates with the skills the Commission requires.

5. Candidate

Candidate Background

Is it essential for the selected candidate to have a background in regulation, or is it sufficient for them to have expertise in sports betting compliance?

Human resources and the hiring manager are interested in identifying and interviewing job candidates with relevant skills who can bring value to the organization and fulfill job requirements. As noted in response to Question 4, the Commission will engage in collaborative discussions to refine the job posting. All of this said, candidates’ experience in, familiarity with, and expertise regarding regulation, compliance, and sports wagering will be key to any hiring decisions.

6. Candidate

Background Checks

Could you provide details on the required background checks and the typical duration for completing these checks for this level of position?

NCEL uses an outside firm to conduct background screening on all candidates selected to receive an employment offer. The screening includes work history, education verification, state and federal criminal background, professional references, credit and driving records, drug testing and fingerprinting. Typically, the background check process takes approximately two weeks to complete.

7. Candidate

Personal Indemnity

Can you confirm whether the role exposes the jobholder to any level of personal indemnity?

This is a broad legal question. Various protections available under law, including, for example, governmental immunity, sovereign immunity, and certain statutory immunities, are available to state employees.

8. Candidate

Eligibility of Candidates

Are shortlisted candidates required to be US citizens, or are Green Card holders also eligible for consideration?

The North Carolina State Lottery Commission is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or any other legally protected characteristic.

The Commission knows that its employees are the driving force behind its success. Each individual is committed to our team, and we are committed to building a community that appreciates individuals. We value our differences and strive to create an inclusive workplace where employees with diverse backgrounds are consistently respected and recognized for their performance. Advancing diversity is vital to our success and the Commission remains committed to creating an inclusive workplace community.

9. RemunerationFinancial and Benefits Package

To better understand the wider financial package available, could you share details regarding the benefits and allowances provided alongside the salary? Specifically, information on the benefits package and relocation assistance offered at this level would be valuable.

Please see the attached materials:

- **Exhibit A: Benefits Summary 2024**
- **Exhibit B: Policy 4.19 – Moving Expenses, North Carolina Education Lottery Policies and Procedures Manual**

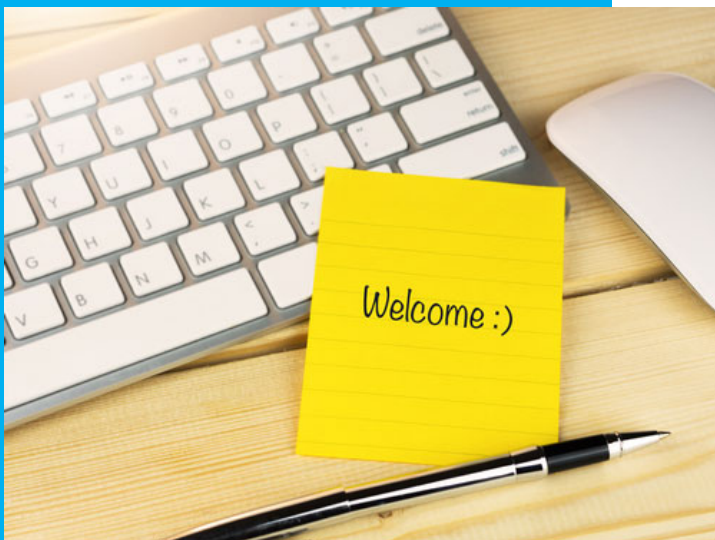
10. RemunerationSign-On and Guaranteed Bonuses

Does your organization provide for sign-on and/or guaranteed bonuses when necessary to secure top candidates?

The North Carolina State Lottery Commission, which is an independent state agency, does not provide sign-on or guaranteed bonuses.

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Exhibit A: Benefits Summary 2024



Benefits Summary 2024

This guide gives you a brief summary of the benefits for which you may be eligible. It is not intended to be a comprehensive list of all benefits, and the summaries included are not a complete description of any plan or policy. Official plan documents, contracts and policies constitute the most accurate source of information. Please contact Human Resources at the North Carolina Education Lottery for specific details about any of the enclosed benefit plans and policies.

Enroll at www.ncel.hrintouch.com

**REMEMBER YOU MUST ENROLL FOR
BENEFITS WITHIN 30 DAYS OF YOUR
START DATE**





STATE HEALTH PLAN

For medical insurance coverage, employees of the Lottery are given the option to enroll in one of two Preferred Provider Organization (PPO) plans. These two PPO plans offer the freedom of choice among in-network providers, lower out-of-pocket costs, and a strong emphasis on preventative health.

Medical benefits are offered under the State Health Plan administered by Blue Cross Blue Shield of North Carolina. Employees who wish to enroll their families can do so and pay the additional cost. Coverage is effective the first day of the month after hire.

More Info @ www.shpnc.org

Preferred Provider Organization (PPO) Plan

Monthly Premiums of PPO Traditional 70/30 Plan	
Type of Coverage	Employee Cost
Employee	\$25.00*
Employee & Child(ren)	\$218.00*
Employee & Spouse	\$590.00*
Employee & Family	\$598.00*

Monthly Premiums of PPO 80/20 Plan	
Type of Coverage	Employee Cost
Employee	\$50.00*
Employee & Child(ren)	\$305.00*
Employee & Spouse	\$700.00*
Employee & Family	\$720.00*

*If you complete tobacco attestation, you pay this lower cost.

Note: The state of NC quotes monthly rates. The NC Education Lottery deducts insurance premiums from the first two paychecks of the month (24x/year).



NCFLEX STATE INSURANCE PLANS

NCFlex provides a variety of supplemental plans to meet the needs of state employees and their families. To be eligible, employees must work 20 hours or more per week in a permanent position. All deductions are withdrawn from your pay on a pre-tax basis, which lowers your taxable income and saves you money. You may enroll in any or all of the following benefit plans.

More info@ www.ncflex.org.

Dental

Taking care of your teeth benefits more than your smile; research shows that good dental health reduces the risk of diabetes, heart disease, and other medical conditions.

NCFlex offers three affordable plan options to fit your health and budget needs. Monthly rates are shown below:

Rate Tier	High Option	Classic Option	Low Option
Employee Only	\$55.40	\$35.90	\$24.18
Employee & Spouse	\$111.12	\$72.00	\$48.74
Employee & Child(ren)	\$119.84	\$78.00	\$52.34
Family	\$196.20	\$123.00	\$83.44

You choose your dentist: in-network or non-network. You can save more money by visiting an in-network provider.

Vision

The NCFlex Vision Plan provided through EyeMed Vision Care, offers a choice of over 4,800 providers, including ophthalmologists, optometrists, and optical companies. Everything is paid at the counter, and there is no need to file claims.

All three NCFlex Vision Plans offer comprehensive eye exams and materials. The core wellness plan is available to you at no cost (however, you **MUST ENROLL**) and covers an annual comprehensive eye exam with a \$20 copay and has a lens allowance.

Monthly rates are shown below:

Plans	Employee Only	Employee & Family
Core Wellness Exam	No charge	N/A
Basic Plan	\$4.50	\$11.66
Enhanced Plan	\$8.00	\$20.52

SPENDING ACCOUNTS

Health Care Spending Account

The Health Care Flexible Spending Account (HCFSAs) is a special account that allows you to set aside a portion of your pretax income to pay for certain out-of-pocket health care costs. You never have to pay taxes on the money you receive from your HCFSAs for qualified expenses.

With HCFSAs, you may use an NCFlex Convenience Card, which works like a credit or debit card when paying for these health care expenses. HCFSAs are simple and easy to use for qualified medical expenses not covered by a medical, dental and/or vision plan.

When determining how much pretax income to set aside in your HCFSAs, plan carefully by writing down all the medical expenses you know you will have during the plan year. You can roll over up to \$610 of unused funds into the next plan year, as long as you have a minimum balance of at least \$25. You may contribute as little as \$120 per plan year or as much as \$3,050 per plan year to your HCFSAs. If your spouse is also a state employee, he/she may also contribute as much as \$3,050 per plan year.

Dependent Day Care Spending Account

Similar to the Health Care Flexible Spending Account, you may contribute pre-tax funds to be used for child care and adult day care. You may contribute between \$120 and \$5,000 per household, per plan year. You can use the NCFlex Convenience Card to pay for eligible dependent day care expenses, up to the balance in your DDCFSA account.

Group Term Life Insurance

This plan pays a benefit to your beneficiary(ies) if you die while covered under the policy. Please note that this is strictly a Term Life Policy with no cash value.

Your Age	Monthly Rates*/Per \$1,000 Coverage	Monthly Cost for Sample Coverage		
		\$20,000	\$50,000	\$100,000
0-24	0.04	0.80	2.00	4.00
25-29	0.05	1.00	2.50	5.00
30-34	0.07	1.40	3.50	7.00
35-39	0.08	1.60	4.00	8.00
40-44	0.09	1.80	4.50	9.00
45-49	0.13	2.60	6.50	13.00
50-54	0.22	4.40	11.00	22.00
55-59	0.40	8.00	20.00	40.00
60-64	0.64	12.80	32.00	64.00
65-69	1.27	25.40	63.50	127.00
70-74	2.06	41.20	103.00	206.00
75+	2.06	41.20	103.00	206.00

*The monthly costs are per covered person (employee/spouse) for the benefit amount you elect.

For spouse coverage, the amount of premium will depend on the employee's age.

Child(ren) Coverage:

- \$0.68 for \$5,000
- \$1.36 for \$10,000

Core Accidental Death & Dismemberment

This insurance plan pays a benefit of up to \$10,000 to you or your beneficiary upon death or if certain disabling injuries occur as the result of a covered accident. If you plan on traveling 100 miles from home, you may access the services of Voya Travel Assistance.

Core Accidental Death & Dismemberment is a benefit that covers employees only and it is available at NO COST to you. All you have to do is enroll.

Accidental Death & Dismemberment

This insurance plan pays a benefit if you suffer a loss or certain disabling injuries as a result of a covered accident. If you and your spouse are both eligible to elect this coverage, you may both elect employee coverage, but only one of you may elect employee plus family coverage.

Monthly premium rates are as follows:

Principle Sum	Employee Only	Employee & Family
\$50,000	\$0.90	\$1.30
\$100,000	\$1.80	\$2.60
\$150,000	\$2.70	\$3.90
\$200,000	\$3.60	\$5.20
\$250,000	\$4.50	\$6.50
\$300,000	\$5.40	\$7.80
\$350,000	\$6.30	\$9.10
\$400,000	\$7.20	\$10.40
\$450,000	\$8.10	\$11.70
\$500,000	\$9.00	\$13.00

If you plan on traveling 100 miles from home, you and/or your family may access the services of Voya Travel Assistance.

Accident Plan

Have you ever dislocated a joint or gotten a deep cut? How about something more severe, like a concussion or broken bone? The Accident Plan can help relieve some of the financial stress that results from an accidental injury. You have an option to elect Accident Plan coverage to meet the needs of you, your spouse, and/or children. The plan can help pay for medical expenses, home healthcare cost and everyday expenses, like utilities, childcare, housecleaning, and groceries. Benefits are paid directly to you and pay in addition to any other insurance you may have.

NCFlex offers two plan options. Both plans include a wellness benefit for eligible health screening tests for everyone covered on your plan. The Voya Travel Assistance Services is included with both plans.

Coverage Level	Classic Option	Enhanced Option
Employee Only	\$6.94	\$15.98
Employee and Spouse	\$11.50	\$28.46
Employee and Child(ren)	\$13.64	\$31.26
Employee and Family	\$18.20	\$43.72

Cancer and Specified Disease Insurance

This plan pays cash benefits for cancer and 29 other specified diseases. Choose among three plan options depending on your needs. All three-plan options offer the same type of benefits and/or services. In most cases, however, the amount of coverage differs. The monthly premium you pay for cancer coverage is based on the plan you choose and whether you choose to cover only yourself or yourself plus your family.

This benefit also pays an annual wellness benefit for you and your family. The benefit amount depends on the type of coverage selected.

Plan	Employee Only	Employee & Family
Low Option	\$6.06	\$10.02
High Option	\$14.42	\$23.90
Premium Option	\$19.26	\$31.84

Critical Illness

This insurance policy pays a benefit in the event of critical illnesses, such as heart attack, stroke, Type 1 diabetes, and more. The coverage pays a lump sum benefit of up to \$15,000, \$25,000 or \$40,000 per diagnosis. You can use your benefit as you see fit.

This plan includes a wellness benefit for eligible health screening tests for everyone covered on your plan.

Critical Illness monthly premium rates are based on the benefit amount, your age, and whom you cover:

Employee/ Spouse

Age	\$15,000	\$25,000	\$40,000
<25	\$0.90	\$1.50	\$2.40
25-29	\$1.20	\$2.00	\$3.20
30-34	\$2.10	\$3.50	\$5.60
35-39	\$2.70	\$4.50	\$7.20
40-44	\$4.20	\$7.00	\$11.20
45-49	\$7.80	\$13.00	\$20.80
50-54	\$10.80	\$18.00	\$28.80
55-59	\$15.90	\$26.50	\$42.40
60-64	\$29.70	\$49.50	\$79.20
65-69	\$42.00	\$70.00	\$112.00
70+	\$49.80	\$83.00	\$132.80

Dependent children – If you choose coverage for yourself, you may also elect coverage for your dependent children under age 26 at no additional cost.

TRICARE Supplement Plan

If you currently have TRICARE Select, Prime, or TRR benefits offered through the military community, you may be eligible for this plan, which pays a benefit for costs not covered by TRICARE. TRICARE and the TRICARE Supplement Plan work together to maximize your benefits and minimize your out-of-pocket expenses.

Coverage Tier	Monthly Cost
Employee Only	\$60.50
Employee + Child(ren)	\$119.50
Employee + Spouse	\$119.50
Employee + Family	\$160.50

Combined Disability Program

NCFlex offers a combined Short-Term Disability (STD) and Long-Term Disability (LTD) plan, which can replace part of your paycheck if you can't work because of an illness, injury or pregnancy. The STD covers days 15-60 of disability and pays 66 2/3% of earnings up to \$750 a week, while the LTD begins on day 61 of disability and replaces up to 66-2/3% of your eligible earnings, up to a maximum benefit of \$12,500 per month. Benefits may last until your Social Security Normal Retirement Age, provided you continue to meet the definition of disability.

Monthly Premium Rates	
Age as of last January 1	Rate per \$100 of Covered Monthly Payroll
Less than age 25	\$1.01
25-29	\$0.92
30-34	\$1.02
35-39	\$0.90
40-44	\$0.92
45-49	\$1.20
50-54	\$1.52
55-59	\$1.83
60-64	\$2.02
65-69	\$1.78
70+	\$2.49

Use this formula to estimate your monthly premium payment:

$$\frac{\text{Monthly Earnings*}}{\text{(Yearly base salary divided by 12)}} \times \frac{\text{Your rate from the table}}{\text{}} \div 100 = \frac{\text{Monthly Premium Estimate}}{\text{}}$$

Colonial Life

In addition to the above benefits offered through the State of North Carolina, the Lottery offers a comprehensive portfolio of voluntary, personal insurance products designed to supplement your coverage. Employees pay for these benefits with post-tax dollars and the coverages are portable. Some of these products include universal life insurance, short term disability and hospitalization insurance. See Human Resources for details on these programs.

TIME OFF/ LEAVE BENEFITS

Paid Time Off (PTO)

Lottery employees receive paid time off (PTO) to use for vacation, illness, family member illness, or other reasons. PTO is credited to employee leave banks monthly, according to level and tenure with the organization.

Non-Director PTO Accruals:

Under this policy, a specific amount of PTO, as noted in the chart below, will be credited to an employee's PTO account on the first day of each month. PTO may be taken as it is earned. Employees will accrue PTO as follows:

PTO Eligibility – Non-Director	PTO Amount
0 - 3 Years	24 Days Per Year, or 16 hours per month
> 3 Years < 5 Years	27 Days Per Year, or 18 hours per month
> 5 Years < 10 Years	31 Days Per Year, or 20.67 hours per month
> 10 Years < 20 Years	35 Days Per Year, or 23.33 Hours Per Month
> 20 Years	39 Days Per Year, or 26 hours per month

Director Level or Above PTO Accruals:

Under this policy, every year on January 1st, a specific amount of PTO, as noted in the chart below, will be credited to an employee's PTO bank, based on the employee's NCEL tenure. Newly hired employees will accrue PTO based on their anticipated percentage of time worked during the calendar year, in which they were employed (i.e., a newly hired full-time employee who is anticipated to work 35% of the year will earn 35% of their eligible accrual amount). PTO may be taken as it is earned. Employees will accrue PTO as follows:

PTO Eligibility – NCEL Service Years	PTO Amount
0 - 3 Years	30 Days
> 3 Years < 5 Years	35 Days
> 5 Years < 10 Years	38 Days
> 10 Years +	42 Days

Personal Day

Full time employees are eligible for one personal day (8 hours) per anniversary year. Newly hired employees earn a personal day following three (3) months of employment; subsequently, personal days are earned on each employment anniversary date. Personal days must be taken prior to an employee's anniversary date or will be forfeited.

Personal Observance Day

Full time employees are eligible for one personal observance day (8 hours) per calendar year. This time is intended (not required) for use on days of cultural, religious or personal significance. Personal observance days are earned on January 1st of each calendar year and must be taken by December 31st or they will be forfeited. New hires are eligible upon hire.

Holidays

Full time employees receive 12 paid holidays per year. When a holiday falls on a Saturday or Sunday, the holiday will be observed on the preceding or next business day, as designated by the NCEL.

Holidays Observed:

New Year's Day	1/1/24
Martin Luther King Jr. Day	1/15/24
Good Friday	3/29/24
Memorial Day	5/27/24
Fourth of July	7/4/24
Labor Day	9/2/24
Veteran's Day	11/11/24
Thanksgiving Day (2 days)	11/28 - 11/29/24
Christmas (3 days)	12/24, 12/25 and 12/26/24

Sick Leave Bank (SLB)

Every December 31st, accrued PTO leave in excess of 240 hours is rolled into an employee's sick leave bank (SLB). These hours may accumulate indefinitely and can be used for periods of illness or converted to creditable service by the Teachers' and State Employees' Retirement System ("TSERS"). The maximum amount of SLB hours TSERS will accept for creditable service will be determined by the State Retirement Plan.

Paid Time Off Annual Payout Option

Every year, full time employees may elect to receive a payout of their unused available PTO balance, up to a maximum of hundred and twenty (120) hours, subject to certain requirements.

Paid Parental Leave

Employees with one year of service who have worked at least 1,040 hours within the past 12 months are eligible to receive paid time off for bonding. Employees who have given birth will receive eight weeks of pay at 100% of salary. Four weeks of pay at 100% are available to employees to care for and bond with a newborn or recently adopted, foster, or otherwise legally placed child. Paid parental leave runs concurrently with FMLA whenever possible.

Voluntary Shared Leave (VSL)

Lottery employees may donate leave to another NCEL employee who has been approved to receive voluntary shared leave. This leave can be requested by an employee who has exhausted leave due to a qualifying FMLA event, except for FMLA due to birth, adoption, foster care or other legal placement of a child.

Family Medical Leave

Employees with at least one year of current service who have worked at least 1,250 hours within the past 12 months are eligible to receive up to 12 weeks of unpaid leave in any given 12-month period for a qualified family medical event. This may include the birth of a child, the care of a family member who has a serious health condition, or a serious health condition the employee is experiencing.

Military Leave

Employees who are in the Uniformed Service will receive up to one hundred twenty (120) hours of paid leave each calendar year for:

- Active duty for training (annual training or special schools); and/or
- Inactive duty training (which may occur during an employee's regular work schedule (usually drills scheduled on the weekends).

PROFESSIONAL DEVELOPMENT

Educational Assistance

All full-time employees with a minimum of six (6) months service are eligible for this benefit. Employees may pursue a degree or take individual courses at approved and accredited educational institutions under this program, provided the course of study is related to the employee's current position or probable future assignment and the NCEL approves the course(s). Expenses eligible for reimbursement under this policy are limited to \$5,250 per calendar year and include tuition, registration and required fees such as building use, lab fees, etc. Employees must secure a passing grade of "B" or better to apply for reimbursement.

Professional Certifications

The Lottery supports the attainment of professional certifications and/or designations that are directly related to the employee's duties and responsibilities and/or will enhance an employee's scope of knowledge in his/her current position. Full time employees may apply for reimbursement of up to \$3,000 per fiscal year.

Professional Development

All full-time employees are encouraged to pursue continuing education and training to enhance their knowledge in their role. Professional development

includes seminars, symposia, workshops, courses and other nonacademic educational opportunities. The maximum benefit is up to \$2,000 per fiscal year.

Professional Memberships and Dues

The Lottery supports professional memberships in organizations that support the employee's job performance. Full-time employees are eligible for a maximum benefit of up to \$400 per fiscal year.

RETIREMENT BENEFITS



North Carolina Retirement Systems

If you are a permanent full-time employee and work at least 30 hours per week for nine months per year, you automatically contribute six percent of your compensation to TSERS (Teachers' and State Employees' Retirement System) on a pre-tax basis. As a result, your taxable income is lowered and the amount of your annual taxes are reduced. The state also pays a percentage of your compensation to TSERS. All contributions are invested by the Department of State Treasurer.

You are vested in TSERS after you have five years of retirement membership service. This means that once you meet retirement eligibility requirements, you may apply for a guaranteed monthly lifetime benefit based on the retirement formula.

Death Benefit

If you die and you were an active state employee with one year of retirement contributing membership service, your beneficiary will receive a lump sum payment equal to your salary of no less than \$25,000 but no higher than \$50,000. This benefit is paid out by the retirement system.

NC Total Retirement Plans

You can also elect to contribute to the NC 401(k) and/or NC 457 plans. Each of these supplemental plans, along with your pension, and any additional outside assets, will help you achieve a more comfortable retirement.

The NC 401(k) and NC 457 are defined contribution plans. Under these plans, you control your investments. The benefit you receive at retirement is based on your contribution and the investment performance of the plan you choose.

More info @ nctreasurer.com

DISABILITY BENEFITS

Lottery employees are eligible for state disability benefits in the event they become disabled while employed. Eligibility is subject to certain requirements.

Short-Term Disability

In order to qualify for this benefit, you must have at least one year of contributing retirement membership service earned within 36 calendar months preceding your disability, and meet all plan requirements.

Benefits are paid after a 60-day waiting period and provide monthly income (before offsets) equal to 50% of one-twelfth of your annual base salary. This benefit is payable up to 365 calendar days.

Extended Short-Term Disability

An additional period of short-term disability may be approved, not to exceed 365 days, and must be approved by the plan's medical board.

Long-Term Disability

To be eligible for long term disability (LTD), employees must have five years of contributing retirement membership service earned within the 96 calendar months immediately prior to becoming disabled, or the date of completion of uninterrupted salary continuation payments. If you meet all the requirements, LTD pays a monthly income (before offsets) equal to 65% of one-twelfth of your annual base salary. You must be approved by the plan's medical board in order to qualify for LTD payments.

More Info @ nctreasurer.com

OTHER BENEFITS

Employee Assistance Program

Employees may face a variety of personal, legal or financial issues. As a part of our commitment to employees, the Lottery offers a confidential employee assistance program (EAP) at no cost to employees and their families. This program offers valuable resources and referral in times of need.

Alternative Work Schedule (AWS)

The Lottery allows employees in good standing to request an alternative work schedule in order to provide flexibility. A variety of schedules are available for exempt and non-exempt employees, with supervisor approval. Employees with 6 months service are eligible.

Wellness

The Lottery participates in the state's worksite wellness program to address the primary components of a healthy lifestyle. See the following site for a list of available healthy living activities and tips.
<https://www.shpnc.org/health-wellness>

IGT Fitness Facility

Lottery employees have access to a fitness facility, M-F, 7 AM to 7 PM. Use the ellipticals, treadmills, peloton bikes, and showers for \$1/day.

RECOGNITION PROGRAMS

Service Anniversaries

The Lottery appreciates and recognizes the exceptional service of valued employees. Employees celebrating milestone service anniversary dates may select the gift of their choice from a catalog.

Longevity

Longevity pay recognizes the service of employees who have achieved a plateau of at least 5 years with combined Lottery/state service. Employees receive an annual lump sum payment based on a percentage of their salary up to 4.5%, during the month in which they began with the Lottery.

Workers Compensation Leave

Workers' compensation leave provides medical benefits, compensation for lost time from work, and compensation for any permanent, total disability, or permanent partial disability that results from a compensable job-related injury.

OTHER SERVICES



Through the savings center, get discounts on such items as: hotels, cars, flights, major appliances, technology, clothing, restaurants, movie tickets and more!

To take advantage of these discounts, go to mygroup.com > My Portal Login > Work-Life. Log in with user name: ncel password: guest. Click on the savings center tab in the right-hand column.

State Employees' Credit Union



State Employees' Credit Union (SECU)

State Employees' Credit Union is a non-profit financial cooperative owned by North Carolina's state and public school employees. SECU provides consumer financial services (banking, mortgage, tax services, etc.). Employees of state government and their families are eligible to become members/owners in SECU. For more information, employees can log on to www.ncsecu.org or call 1-888-732-8562 or 1-800-ASK-SECU.

Please contact HR at the North Carolina Education Lottery for specific details about any of the enclosed benefit plans and policies.



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Exhibit B: Policy 4.19 – Moving Expenses, North Carolina Education Lottery Policies and Procedures Manual

Approved by: Executive Director	Approved on: 5/21/08 Revised on: 5/15/23 Procedural Change: 3/14/17, 2/7/20, 12/1/20	Page 1 of 2
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NORTH CAROLINA EDUCATION LOTTERY POLICIES AND PROCEDURES MANUAL

CHAPTER 4 – HUMAN RESOURCES

4.19 – MOVING EXPENSES

PURPOSE

This policy establishes guidelines for reimbursement of moving expenses; reimbursing such costs contributes to the North Carolina Education Lottery's (NCEL) ability to recruit and hire the most qualified applicants/employees.

POLICY

To support the efforts of the NCEL in hiring qualified new employees, the NCEL may reimburse an employee's moving/relocation expenses in accordance with the following guidelines:

Eligibility

- A. The employee is hired at a Director position level or above or receives approval from the Executive Director to relocate to or within the State of North Carolina. Moving expenses for the position of Executive Director must be approved by the Commission.
- B. The distance of the move is greater than fifty (50) miles from the employee's originating location to Raleigh, North Carolina;
- C. The relocation must occur within ninety (90) days of employment. The Executive Director may extend the deadline due to extenuating circumstances;
- D. The employee must maintain continuous employment with the NCEL for a minimum of one-year*;
- E. The applicant submits their claim of reimbursement for actual moving expenses with original itemized receipts to Human Resources within thirty (30) days of the relocation.

*The employee will be obligated to reimburse the NCEL for all funds expended on their behalf in connection with the relocation if the employee decides to terminate employment with the NCEL or the employee is terminated for cause by the NCEL within one (1) year of hire date.

Reimbursable Expenses

- A. Moving expense reimbursement requests are limited to a maximum of \$15,000 or the actual cost of moving household goods, whichever is less. Moving expenses are taxable per the Internal Revenue Service Publication 521 and will be reported on the employees form W-2. Exceptions must be approved in advance by the Executive Director.
- B. Moving of Household Goods by Common Carrier:
 - Employee must obtain a minimum of three (3) quotes from qualified vendors and submit such quotes to Human Resources. Human Resources will coordinate with Finance and the employee on choosing the vendor and payment. The lowest quote will be accepted unless it is deemed not in the NCEL's best interest.
 - Employee shall be responsible for any additional transit insurance above the

Approved by: Executive Director	Approved on: 5/21/08 Revised on: 5/15/23 Procedural Change: 3/14/17, 2/7/20, 12/1/20	Page 2 of 2
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- carrier's standard coverage.
- C. Self Moving of Household Goods by Rental Truck or Trailer:
- Actual rental and fuel cost for trucks or trailers used for self-moving.
 - A mileage allowance for towing a trailer by personal automobile will be paid at the IRS rate.
- D. Temporary Living Expenses: The NCEL may reimburse the employee for up to three (3) days of temporary living expenses from the date of actual employment, encompassing lodging and per diem meals. Lodging and meals are subject to the State rate. Any exception must be pre-approved by the Executive Director.
- E. Travel and Subsistence:
- Travel expenses are for one direct trip only and may not include delays or detours caused by the employee. The employee has four (4) days to complete the move.
 - Lodging will be reimbursed at the State rate, unless otherwise approved by the Executive Director.
 - Reimbursement for mileage will be paid at the IRS rate.

All facets of moving and/or travel must be the most efficient and economical means. Additional documentation and/or justification may be required to support the reimbursement of expenses claimed.

Upon satisfaction of the above-referenced requirements, the NCEL will issue a reimbursement check to the employee.