

<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"> Disability expected to last 12 months. Complete Retirement System Form 7A (Form 7A) Doctor's Medical Report. <p>Note: If approved for Preliminary Long-Term Disability by the state Retirement System, the monthly Form 703 is <u>not</u> necessary.</p> <ul style="list-style-type: none"> 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.

Writing Procedure Manual Template

**Jeanne Isabel, Patricia Ellinger, Dana
Griffin**



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Operating Policies and Procedures Manual for Medical Practices Elizabeth W. Woodcock, Bette A. Warn, 2006 This popular bestseller is an easy to use manual complete with customizable medical office policies Covering more than 100 of today's most pressing events this manual helps practice administrators and managers set procedures and policies for managing operational financial and risk issues as well as personnel disaster planning and exposure control

Accounting Policies and Procedures Manual Steven M. Bragg, 2012-06-19 Now in a fifth edition *Accounting Policies and Procedures Manual A Blueprint for Running an Effective and Efficient Department* is a how to guide on creating an effective and efficient accounting department policies and procedures manual Written by Steven Bragg the foremost authority in accounting and controllership issues the new edition includes A new complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual More coverage of accounting procedures including inventory billing cash receipts pricing order entry credit collections sales returns capital budgeting cash forecasting payroll and closing the books *Accounting Policies and Procedures Manual* is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry

Creating and Updating an Employee Policy Manual: Policies for Your Practice American Dental Association, 2016-06-01 This resource helps dental practices develop an office policy manual Includes sample policies forms and worksheets to help craft the perfect policy for your dental employee handbook With 99 sample dental office policies sample dental job descriptions templates for forms worksheets and checklists and explanations of at will employment Also offers information on dental staff training including OSHA and HIPAA

Technical Writing Process Kieran Morgan, Alison Pickering, Amanda Butler, Caity Cronkhite, Felicity Brand, John New, Steve Moss, Swapnil Ogale, 2024-02-29 From the basics to advanced skills the *Technical Writing Process* is your comprehensive guide to the art and science of crafting technical documentation With eight core steps Plan Design Write Edit Review Translate Publish and Manage this guide integrates both classical writing principles and the transformative potential of modern tools like AI This book is more than a guide it's an invitation to embrace the art of writing instructions with the mentorship of our experienced technical writers Whether you're a novice writer or an industry stalwart aiming to refine your technical communication skills this book offers a blend of tried and true methods with the power of new age tools AI as a significant element of the modern toolkit receives special attention helping readers stay ahead of the curve Features Insights from industry experts around the world Real world case studies and examples Comprehensive chapters on techniques and concepts Downloadable templates to support each step in the process For exclusive discounts on our premium content use the coupon code in this book About the Authors Our writing team composed of top notch technical writers translation experts and technical documentation managers from around the world has pooled their experience and insights to help you succeed in your technical writing career Praise for the First Edition Every aspiring author tech writer in

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Fundamentals of Sleep Technology Teofilo Lee-Chiong, M.D.,2012-06-01 Fundamentals of Sleep Technology provides a thorough understanding of the use of polysomnography and other technologies in the evaluation and management of sleep disorders Coverage includes in depth reviews of the neurophysiology and cardiopulmonary aspects of sleep along with the pathophysiology of sleep disorders Detailed sections on polysomnography include recording procedures identifying and scoring sleep stages and sleep related events and report generation Chapters discuss therapeutic interventions including positive airway pressure supplemental oxygen surgical and pharmacologic treatments and patient education A section focuses on pediatric sleep disorders and polysomnography Also included are chapters on establishing and managing a sleep center and accrediting a sleep program Fundamentals of Sleep Technology is endorsed by American Association of Sleep Technologists AAST AAST committees oversaw the development of this book defining the table of contents recruiting the Editors and providing most of the contributors **CONTENT**

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Quality Assurance and Quality Improvement Handbook for Human Research Leslie M. Howes, Sarah A. White, Barbara E. Bierer, 2019-11-05 Helping human research protection program professionals create implement and evaluate quality assurance quality improvement programs Quality Assurance and Quality Improvement Handbook for Human Research is the first comprehensively designed instructional manual aimed at teaching human research protection program HRPP professionals how to create implement evaluate and improve QA QI programs Geared toward institutions and individuals responsible for establishing new QA QI programs or functions the book offers several organizational models for consideration It also provides practical information for improving and strengthening established programs both big and small Written in a conversational style the book s step by step instructions make it easily accessible to those who may not be well versed in QA QI concepts and fundamentals Developed by the QA QI Subcommittee of the Harvard Catalyst Regulatory Foundations Ethics and Law Program which is committed to designing and strengthening QA QI programs and functions this volume includes contributions by fifteen experts with diverse professional experiences from varied organizations is enhanced with flow charts examples sample forms and templates incorporates model slide presentations and instructional materials discusses the respective benefits and challenges of different organizational models is applicable across many organizational types with a variety of reporting structures and available resources including academic and medical institutions Perfect for both seasoned personnel and newcomers to the field Quality Assurance and Quality Improvement Handbook for Human Research is a needed resource for ensuring investigative accountability Contributors Hila Bernstein MS MPH Barbara E Bierer MD Elizabeth Bowie JD MPH MSc Susan Corl MSW MPH CIP CCRP

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ISO 9001:2000 Quality Registration Step-by-Step Fred Dobb, 2013-04-03 Review of previous edition I recommend this book to all those who are thinking about implementing ISO 9000 because you will enjoy reading it and will as Dobb writes save yourself a lot of money QUALITY WORLD This is a tried and tested hands on manual with detailed steps to success and simple explanatory notes The accompanying companion website contains the text of a complete quality manual along with all necessary operating procedures The book explains why and how to achieve or upgrade to ISO 9001 2000 The proven successful straightforward approach will initially save you money in consultancy fees and will also help you bypass the trial and error stages In addition to a successful registration or upgrade you will continually achieve savings by putting in place effective efficient and economical management systems Fred Dobb is a Regional Director of CQA one of the oldest accredited certification bodies specializing and with particular expertise in the construction industry but also covering the whole range of manufacturing service and other industrial and business sectors He is a Registered Lead Assessor with experience in a plethora of situations this practical experience is brought to bear in this essentially practical guide

Planning, Writing and Reviewing Medical Device Clinical and Performance Evaluation Reports (CERs/PERs) Joy Frestedt, 2024-09-19 A Practical Guide to Planning Writing and Reviewing Medical Device Clinical Evaluation Reports guides readers through clinical data evaluation of medical devices in compliance with the EU MDR requirements and other similar regulatory requirements throughout the world This book brings together knowledge learned as the author constructed hundreds of CERs and taught thousands of learners on how to conduct clinical data evaluations This book will support training for clinical engineers clinical evaluation scientists and experts reviewing medical device CERs and will help individual writers teams and companies to develop stronger more robust CERs Identifies and explains data analysis for clinical evaluation of medical devices Teaches readers how to understand and evaluate medical device performance and safety in the context of new regulations Provides analysis of new clinical evaluation criteria in the context of medical device design as well as in hospital deployment and servicing

SEC Docket United States. Securities and Exchange Commission, 2008

The Fundamentals of Business Writing: Claudine L. Boros, Leslie Louis

Boros,2012-04-02 to follow *Action Research From Concept to Presentation: A Practical Handbook to Writing Your Master's Thesis* Peter K. Lynch EdD, Ryan C. Welch,MS,2014-07-03 Perhaps the most daunting graduate school requirement is the development of an action research Master s thesis This capstone task requires unprecedented amounts of time energy and verbiage Designed to take stress out of the thesis writing equation this student friendly comprehensive handbook glides the reader through a 28 step process from developing a focal topic to defending a scholarly thesis Framing each chapter as a one week action assignment the authors have broken down the process into manageable chunks to enable students writers to achieve an immediate sense of completion at every step By using this scaffolding approach the the authors encourage the student researcher to focus on one part of the process rather than the total sometimes overwhelming final product With the exception of the Review of the Literature section which takes several weeks to complete all other thesis sections can and should be timed out for seven days The Authors primary objective was to empower the student researcher to accomplish each of the steps in the process while never losing sight on the product that will help the children in their classrooms Whether developing an Abstract or writing in text citations student researchers are guided throughout the nuances of the Publication Manual of the American Psychological Association's 6th Edition *Mastering the Instructional Design Process* William J. Rothwell,Bud Benscoter,Marsha King,Stephen B. King,2015-12-29 A comprehensive framework for effective real world instructional design Mastering the Instructional Design Process provides step by step guidance on the design and development of an engaging effective training program The focus on core competencies of instructional system design helps you develop your skills in a way that s immediately applicable to real world settings and this newly updated fifth edition has been revised to reflect the new IBSTPI Competencies and Standards for Instructional Design With a solid foundation of researched and validated standards this invaluable guide provides useful insight and a flexible framework for approaching instructional design from a practical perspective Coverage includes the full range of design considerations concerning the learners objectives setting and more and ancillaries include design templates PowerPoint slides lecture notes and a test bank help you bring these competencies to the classroom Instructional design is always evolving and new trends are emerging to meet the ever changing needs of learners and exploit the newest tools at our disposal This book brings together the latest developments and the most effective best practices to give you a foolproof framework for successfully managing instructional design projects Detect and solve human performance problems Analyze needs learners work settings and work Establish performance objectives and measurements Deliver effective instruction in a variety of scenarios Effective training programs don t just happen Instructional design is a complex field and practitioners must be skilled in very specific areas to deliver a training program that engages learners and makes the learning stick Mastering the Instructional Design Process is a comprehensive handbook for developing the skillset that facilitates positive training outcomes Implementing Quality in Laboratory Policies and Processes Donnell R. Christian Jr.,Stephanie Drilling,2009-11-24 In order to gain accreditation every

laboratory must have a superior quality assurance program The keys to a successful program are the operational and technical manuals and associated documents which define the program and its various components Written by experts with global experience in setting up laboratories Implementing Quality in Labora

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