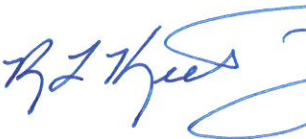




STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

DATE: April 19, 2021  
TO: Division Engineers  
FROM: Ronnie Keeter, PE   
Chief Engineer  
SUBJECT: CEI Employees that Elect to Change Firms

This memo provides clarification regarding the Department's business practices related to CEI staff that change employers within the industry while tasked with performing work for the Department. While CEI technicians, engineers, and other consultant employees have the right to seek employment as they choose, the Department must maintain consistency regarding how resulting vacancies are addressed. When a firm is tasked to provide CEI services, the number of staff, project assignments, and the durations that we anticipate needing the staff are established. While there may be a desire to retain the specific CEI employee in their current role with their new firm because of project related knowledge, the Department must first consider the original firm tasked with the CEI services and give that firm the opportunity to provide replacement staff on the task order.

In the event that a CEI employee changes firms, the Department shall provide the firm originally tasked for CEI services a minimum of two(2) weeks to submit qualified candidates to replace the employee. These candidates should meet the qualifications for the vacated position. The Division staff should promptly review the submitted staff and give strong consideration to those that meet these requirements. If qualified candidate(s) are rejected, there must be adequate justification as to why they could not fulfill the need on the task order. If the firm is unable to provide qualified candidates within the allotted timeframe, or the candidates are deemed unsuitable, other firms may be solicited to fill the staffing need.

Any deviation from the business practices described above shall be approved by the State Construction Engineer.