## NCACC Risk Pools HR Legal Helpline Request Form

***Note: The NCACC Risk Pools HR Legal Helpline is devised to be a legal resource available to members of the NCACC Liability & Property and Workers Compensation Risk Pools. You must be a current Pool member in order to access this service. The purpose of the Helpline is to assist members with BASIC, time-sensitive employment issues. The Helpline is not intended to replace any of the services afforded by statutory/local legal counsel, your HR Department, or HR consulting firms. It is NOT to be used in instances where there is already an active claim filed with the Risk Pools’ claim administrator, Sedgwick CMS.***

***This call back must be directed to your County Manager, HR Director, County Attorney or designated alternate as agreed with the Pools’ Director, Michael Kelly.***

To use the Helpline, complete and return this form and email it back to: [rmhrhelp@ncacc.org](mailto:rmhrhelp@ncacc.org) or you may fax it to 1-919-719-1111. An attorney who is experienced in employment law will contact you by close of business next day, if not sooner.

**Name of county requesting callback:**

The circumstances for which you are seeking legal advice fall under the following general categories: (check all that apply)

Employee disciplinary action

Employee termination

Harassment allegation

Discrimination and or retaliation allegations

FMLA questions/compliance concerns

Civil Service questions/compliance concerns

Other - generally list/define:

Is this an active claim that has already been reported to Sedgwick CMS? YES  NO

Date/Time of request submitted:

Person/Title submitting this form and requesting call back:

County Manager:

HR Director:

County Attorney:

Alternate as agreed w/M. Kelly:

Call back number for person requesting help: