From:	Anecia Jacobs
To:	Shawnda Banton
Subject:	FW: Memo RE: Work Schedules
Date:	Monday, March 10, 2025 1:48:00 PM
Attachments:	image001.png image002.png image003.png image004.png image005.png

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FYI

Thank you,

Anecia Jacobs, MBA
Budget Manager

North Carolina Office of the State Auditor
Phone: (919)-807-7754
20601 Mail Service Center, Raleigh, NC 27699
Web: https://www.auditor.nc.gov/
Email: anecia.jacobs@ncauditor.gov

Please use the following e-mail to contact OSA Business Operations with non-budget related questions or requests for assistance: businessops@ncauditor.gov.

UNBIASED. IMPACTFUL. IRREFUTABLE.

NC OSA Office of the State Auditor

From: Brent Woodcox <brent.woodcox@ncauditor.gov>
Sent: Monday, March 10, 2025 1:15 PM
To: Anecia Jacobs <anecia_jacobs@ncauditor.net>
Subject: RE: Memo RE: Work Schedules

Anecia,

Thanks for your questions.

1. That is correct. The hybrid work schedule is no longer in effect as of March 17.
2. If there are special circumstances that require an employee to work remote for one day or part of one day, I will generally want them to work that out with their supervisor or take leave under our leave policy. If anyone in Business Ops has any needs in this regard prior to Sarah Dozier coming on as CFO on March 25, that person should please direct them to me.
3. No. If someone does elect to give up their station, then we will allow the employee one remote day per week to be assigned after that decision is communicated to their

supervisor.

Please let me know if I can answer any other questions.

Thanks,
Brent

From: Anecia Jacobs <anecia_jacobs@ncauditor.net>
Sent: Monday, March 10, 2025 1:03 PM
To: Brent Woodcox <brent.woodcox@ncauditor.gov>
Subject: RE: Memo RE: Work Schedules

Hi Brent,
I have some questions for myself & teammates:

1. The email doesn't advise about admin staff such as Business Ops, IT, etc in regards to the rotation of the 1 remote day. Are we no longer allowed to work remotely & come in 2 days a week like we are currently?
2. What if we have kids that are out of school on a weekday (teacher workday, spring break, etc). Are we suppose to take leave or can we work from home?
3. For the permanent stations, if we elect to give up our station, does that mean we can work remote & just come in when needed?

Any feedback would be greatly appreciated.

Thank you,

Anecia Jacobs, MBA
Budget Manager

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NC OSA Office of the State Auditor

From: Brent Woodcox <brent.woodcox@ncauditor.gov>
Sent: Monday, March 10, 2025 12:09 PM

To: Everyone in OSA <osa@ncauditor.onmicrosoft.com>
Subject: Memo RE: Work Schedules

To: All Employees of the Office of State Auditor
From: Brent Woodcox, Chief of Staff
RE: Work Schedules

I write today to inform you of changes being made to work schedules at OSA. All of these changes will be **effective Monday, March 17.**

1. **We will be adopting only options 1 through 3 of the current work schedule policy going forward.**

The three options will be:

- Five 8 hour days
- Four 8.5 hour days, One 6 hour day
- Four 9 hour days, One 4 hour day

Please let your supervisors know by the end of the week if you plan to make a change to your regular work schedule.

2. **All employees with permanent assignments will be in the office regularly everyday unless they are working on site at an audit location or taking leave.**

Anyone who elects to give up their permanent assignment in light of this change can hotel going forward. Please let your supervisors know by the end of the week if you will be giving up your permanent assignment.

3. **Remote work days will be as follows going forward.**

Monday (Information Systems team and Investigations team)
Tuesday (All Financial team employees reporting to Jordan Chippewa)
Wednesday (Week 1: All Financial team employees reporting to Jordan Chippewa, Week 2: All Financial team employees reporting to Ray Whitby)
Thursday (All Financial team employees reporting to Ray Whitby)
Friday (Performance team and Data Analytics team)

The purpose of these changes are to return to the original design of our Raleigh office space as articulated by those who designed it to suit our work flow—To allow our teams to come in to work collaboratively in person to suit the needs of the agency.

4. **Send your contact information, including a phone number, for your remote days directly to me as a response to this email if you are not already on the attached list. This is MANDATORY.**

Please direct any questions regarding this memo to me.

Brent Woodcox
Chief of Staff

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