From:	Keita N. Cannon
To:	Brent Woodcox
Subject:	RE: Memo RE: Work Schedules
Date:	Tuesday, March 11, 2025 11:05:52 AM
Attachments:	image001.png image006.png image007.png

Thanks Brent – I appreciate all three pieces of this good news!

Keita Cannon, SPHR, CPM
Director, Human Resources

North Carolina Office of the State Auditor
20601 Mail Service Center, Raleigh, NC 27699
Web: https://www.auditor.nc.gov/
Email: keita.cannon@ncauditor.gov

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NCOSA Office of the State Auditor

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From: Brent Woodcox <brent.woodcox@ncauditor.gov>
Sent: Tuesday, March 11, 2025 11:00 AM
To: Keita N. Cannon <Keita.Cannon@ncauditor.gov>
Subject: RE: Memo RE: Work Schedules

Approved on your work schedule. Approved on Lauren's remote day. Approved on Lauren's office and I have let her know.

From: Keita N. Cannon <Keita.Cannon@ncauditor.gov>
Sent: Tuesday, March 11, 2025 8:42 AM
To: Brent Woodcox <brent.woodcox@ncauditor.gov>
Subject: RE: Memo RE: Work Schedules

Good morning Brent,

Regarding the email below, I am responding to have the information to you in a timely fashion, as well as a requests from my direct report.

First, I would like to continue to work my regular [redacted] I would respectfully request that those days [redacted]

Lauren has also made a request to [redacted] lease let le know if I am authorized to grant her this exception.

Finally, not work schedule related… apparently there was discussion about Lauren and Dave Foxx switching offices and he initially said yes. I believe Lauren said you were involved in the discussions as well and were fine if they wanted to make the switch. Sadly, David decided yesterday that he not longer wanted to make the switch to keep the space he has for meetings and the like. Lauren has requested she move into the vacant office beside me to not delay the move transition to get Ray back up to the 5th floor with the Financial Division as well as be side by side me for the HR division. I already used my favor in getting her back down to the 4th floor so this request/favor is coming from her. She also said this move saves the office money with the unnecessary need to purchase additional furniture or the Alfred Williams movers to rearrange the space. It makes sense to have us side by side, but I am truly indifferent to the request – whatever you want to do is fine by me. However, I promised I'd make the ask and I keep my word.

Thanks for reading this novel – have a great day!

Keita Cannon, SPHR, CPM
Director, Human Resources

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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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