From:	Katie G. Gleason
To:	Kaylee Spruill
Subject:	RE: Memo RE: Work Schedules
Date:	Tuesday, March 11, 2025 11:55:00 AM
Attachments:	image001.png image002.png image003.png image004.png image005.png

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He sent it to me as well.

Katie Gleason, CPA (she/her/hers)
Performance Audit Director
North Carolina Office of the State Auditor
Phone: 919-807-7563
20601 Mail Service Center, Raleigh, NC 27699
Web: https://www.auditor.nc.gov/
Email: katie.gleason@ncauditor.gov

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From: Kaylee Spruill <kaylee.spruill@ncauditor.gov>
Sent: Tuesday, March 11, 2025 11:51 AM
To: Katie G. Gleason <Katie.Gleason@ncauditor.gov>
Subject: FW: Memo RE: Work Schedules

Katie… please scroll down and see Brent's response to Demietric…

Kaylee Spruill, CPA
Performance Audit Manager
North Carolina Office of the State Auditor
Phone: 919-807-7655
20601 Mail Service Center, Raleigh, NC 27699
Web: https://www.auditor.nc.gov/
Email: Kaylee.Spruill@ncauditor.gov

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From: Demietric Burch <Demietric.Burch@ncauditor.gov>
Sent: Tuesday, March 11, 2025 11:43 AM
To: Kaylee Spruill <kaylee.spruill@ncauditor.gov>
Subject: FW: Memo RE: Work Schedules

If you have time, could you please see the response that Brent sent me when I voiced my concerns about my number being sent out.

Thanks,

Demietric Burch,
Investigative Auditor II
NC Office of the State Auditor
Office: (919) 807-7778
20601 Mail Service Center
Raleigh, NC 27699
Demietric.Burch@ncauditor.gov
Pronouns: he/him

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From: Brent Woodcox <brent.woodcox@ncauditor.gov>
Sent: Tuesday, March 11, 2025 10:27 AM
To: Demietric Burch <Demietric.Burch@ncauditor.gov>
Cc: Nick Angel <Nick.Angel@ncauditor.gov>; Beth Ray <beth.ray@ncauditor.gov>; Andrew Lull <andrew.lull@ncauditor.gov>
Subject: RE: Memo RE: Work Schedules

Demietric,

I will use this information in such a way that prioritizes the needs and mission of this agency. If you don't agree with my decisions in that regard, you may avail yourself of the opportunity to resign. When you don't work here anymore, we will not call you. In fact, I promise that you won't so much as cross my mind ever again.

Thanks,
Brent

From: Demietric Burch <Demietric.Burch@ncauditor.gov>
Sent: Tuesday, March 11, 2025 7:26 AM
To: Brent Woodcox <brent.woodcox@ncauditor.gov>
Cc: Nick Angel <Nick.Angel@ncauditor.gov>; Beth Ray <beth.ray@ncauditor.gov>; Andrew Lull

<andrew.lull@ncauditor.gov>
Subject: RE: Memo RE: Work Schedules

Good morning,

For emergency contact, that is understandable but all of our numbers where on the spreadsheet sent out to the office. Administration having our personal number is fine and reasonable. Administration sending our personal contact information to the entire office, I do not understand and had already expressed my uncomfortableness of sharing this information to others without my consent. By providing our numbers to the office, the administration in my opinion, has already used the information by disseminating it for a non-emergency cause.

Thank you,

Demietric Burch,
Investigative Auditor II
NC Office of the State Auditor
Office: (919) 807-7778
20601 Mail Service Center
Raleigh, NC 27699
Demietric.Burch@ncauditor.gov
Pronouns: he/him

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WARNING: Email correspondence to and from The Office of the State Auditor will be subject to the North Carolina Public Records Law and may be disclosed to third parties.

From: Brent Woodcox <brent.woodcox@ncauditor.gov>
Sent: Monday, March 10, 2025 4:46 PM
To: Demietric Burch <Demietric.Burch@ncauditor.gov>
Cc: Nick Angel <Nick.Angel@ncauditor.gov>; Beth Ray <beth.ray@ncauditor.gov>; Andrew Lull <andrew.lull@ncauditor.gov>
Subject: RE: Memo RE: Work Schedules

Demietric,

The contact information will be used for emergency situations and when there is a time sensitive need for contact with an employee for the sake of the office.

Thanks,
Brent

From: Demietric Burch <Demietric.Burch@ncauditor.gov>
Sent: Monday, March 10, 2025 1:31 PM
To: Brent Woodcox <brent.woodcox@ncauditor.gov>

Cc: Nick Angel <Nick.Angel@ncauditor.gov>; Beth Ray <beth.ray@ncauditor.gov>; Andrew Lull <andrew.lull@ncauditor.gov>
Subject: RE: Memo RE: Work Schedules

Good afternoon, Brent,

I hope you are doing well. On the 'Hybrid work schedule attachment 2025' in the memo from a few moments ago, our personal cell phone numbers were in that spreadsheet and sent out to the office. To my understanding, which may be incorrect, the email we received from Judy Jefferson on February 5th stated the information that we sent, our personal phone numbers, would only be available at the front desk. With today's email, our personal phone numbers were included, and they are now available to everyone in our office. Additionally, my understanding of having our individual work phone numbers is so that we can be reached by that line specifically and that our personal numbers were to be used in the need of an office emergency.

Going forward, should we expect our personal numbers to be given out in this manner? If so, would it be possible to disclose what the office plans to do with the personal information we are mandated to provide?

Thank you,
Demietric Burch,
Investigative Auditor II
NC Office of the State Auditor
Office: (919) 807-7778
20601 Mail Service Center
Raleigh, NC 27699
Demietric.Burch@ncauditor.gov
Pronouns: he/him

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NC OSA Office of the State Auditor

WARNING: Email correspondence to and from The Office of the State Auditor will be subject to the North Carolina Public Records Law and may be disclosed to third parties.

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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