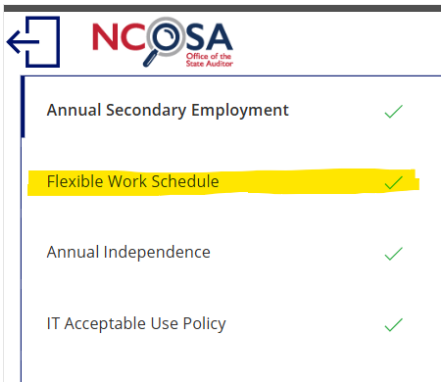
From: Lauren Eiswirth
To: Brent Woodcox; Everyone in OSA
Subject: RE: Memo RE: Work Schedules
Date: Tuesday, March 11, 2025 10:21:04 AM
Attachments: image001.png
image002.png
image003.png
image004.png
image005.png
image006.png

In support of the new changes to work schedules offered, the electronic forms have been updated. If you need to make updates to your Work Schedule, please follow the directions below:

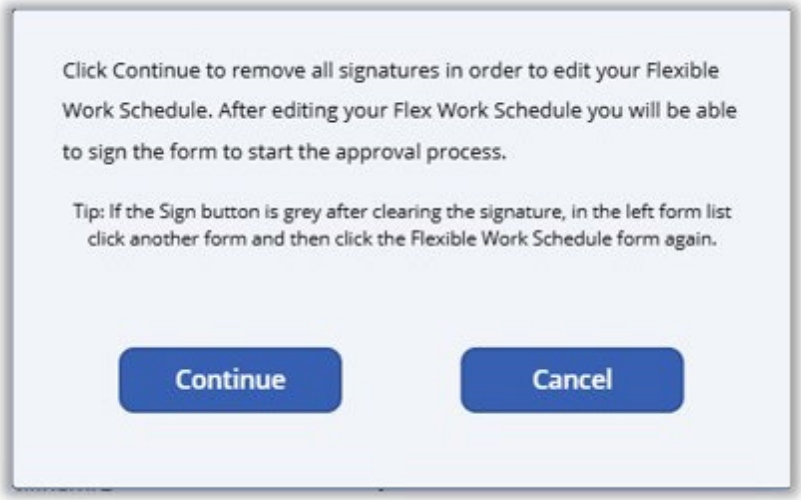
1. Click ➡ **2025 ANNUAL FORMS** ⬅

2. Click Flexible Work Schedule



3. Click Clear Signature, Correct Form and Re-sign

4. Click Continue



5. If the form signatures are grey, you can click on any of the other forms from the left form list and then click Flexible Work Schedule form again to edit the form.

Thanks,

Lauren Eiswirth
Manager, Human Resources

North Carolina Office of the State Auditor
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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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