From:	Rachel Mateo
To:	Brent Woodcox
Subject:	RE: Memo RE: Work Schedules
Date:	Monday, March 10, 2025 4:29:02 PM
Attachments:	image001.png image002.png image003.png image004.png image005.png

---

My number is 9198077709.

Rachel Mateo, CPA
Staff Auditor II

North Carolina Office of the State Auditor
Phone: 919-807-7709
PO Box 3017, Greenville, NC 27836
Web: https://www.auditor.nc.gov/
Email: rachel.mateo@ncauditor.gov

UNBIASED. IMPACTFUL. IRREFUTABLE.
NCOSA 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

North Carolina Office of the State Auditor
Office: 919-807-7654
Mobile : 919-610-8788
20601 Mail Service Center, Raleigh, NC 27699
Web: https://www.auditor.nc.gov/
Email: brent.woodcox@ncauditor.gov