

From the Commissioner

During the summer months in North Carolina, our agency warns employers and employees of the dangers of working in the hot and humid weather. This warning also applies to many of you, our own NCDOL employees, who work outdoors conducting various necessary inspections during the summertime heat.

While we have experienced periods of slight respite from the heat this July, we still have a couple of months left in the summer season and it will likely heat back up.

If you are working in extreme heat, please pay close attention to the heat between noon and 3 p.m. when the sun is the strongest. To stay hydrated, drink plenty of water—up to 1 cup every 15 minutes—and avoid alcoholic and caffeinated beverages. As we strive to carry out our mission to keep the public safe, we should heed our own advice when working in the heat.

I am pleased that the General Assembly included a 2 percent raise for state employees in the recently passed state budget. The raise became effective July 1 and will be reflected in today's July 31 paycheck. The budget also granted a one-time five days (40 hours) of Special Annual Leave Bonus, effective July 1.

The leave does not expire, but has no cash value and is not eligible for cash-in. If not used prior to separation or retirement, the bonus leave will be forfeited. Renathe Cotten answers additional questions you might have about the Special Annual Leave Bonus on page 4 of this edition of *Labor N.C.*



Employee News

- Our condolences to Sandra Allen, ETTA, on the death of her nephew, Greg Forrester, on July 12.
- Our condolences to the friends and family of Lee White, whose daughter passed away on July 7. White was the former deputy HR director, leaving the department in 2013.
- Our condolences to the friends and family of Oscar A. Keller, Jr., who passed away on July 22. Keller served as chairman of the OSH Review Commission for 14 years.
- Congratulations to Carrie Shortt, Elevator, who passed the QEI (Qualified Elevator Inspector) exam on July 25. Shortt becomes the first female in NCDOL history to be QEI certified.

New Hires

- Donna Lindsay, accountant I, Financial Services, Raleigh
- Dwight Currence, elevator inspector, Elevator, Mecklenburg County
- Jeffery Pahulik, elevator inspector, Elevator, Durham County
- Elizabeth Heath, administrative specialist II, Wage and Hour, Raleigh
- Carla Delgado, processing assistant IV, ASH, Raleigh
- Caitlin Wood, administrative associate I, OSH East, Raleigh

Promotion

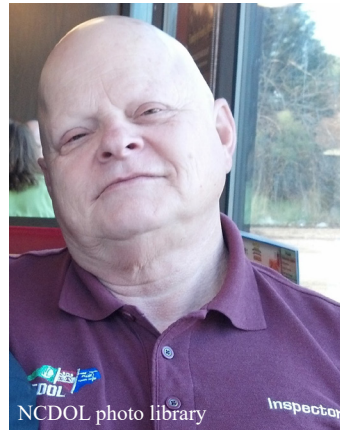
- Jacopo Wiggins, health compliance officer II, OSH East, Raleigh

Separation

- Julia Appling, administrative associate I, OSH East, Raleigh

Retirement

- Rusty Jones, elevator inspector, Elevator, Raleigh



Rusty Jones, Elevator, retires from NCDOL with 11 years and 8 months of service.



The pictures above show CSHO II Mark Rasdall, OSH East, performing hands on training along side a Buckner Steel employee. NCDOL employees throughout the state participated in a class room and onsite hands-on training for steel erection. The two-day training was provided by Buckner Steel in Graham. The class was held May 30–31, 2018. The course provided an advanced study of the Steel Erection Standard, 29 CFR 1926, Subpart R. Topics included site preparation, cranes, tools of the trade, structural stability, metal buildings and overhead hazards.

Upcoming Birthdays

8-1 Andrew Ellis

8-2 Stephanie Alsay

8-2 Richard Kraemer

8-2 Brian Kemppainen

8-4 Gregory Davis

8-4 Beth Rodman

8-5 MaLee Vertucci

8-5 Adriana Jordan

8-6 James Snuffer

8-6 Anne Weaver

8-6 Mike Daniels

8-6 Mia Pearson

8-7 James Cook

8-9 Carter Grimes

8-10 Julie Martin

8-11 Michael Hayward

8-11 Courtney Phillips

8-13 Tena Clark

8-13 Taneka Sanders

8-13 Natalia Beckers

8-14 Ric Schumann

8-15 Kay Knezevich

8-17 Avery Horton

8-19 Jeff Cole

8-19 Cornelius Lloyd

8-20 Marcy Collyer

8-20 Chris Ray

8-20 Robert Maedje

8-20 Elizabeth Heath

8-21 Britne Becker

8-21 Chris Oberst

8-23 Austin Geisler

8-27 Tammy Higgins

8-27 Jennie Cagle

8-27 Dennis James

8-28 Tara Payne

8-29 John Luckado

8-29 Tim Hogan

HUMAN RESOURCES

NEWS FLASH

Getting on the Right Track - Working Your Goals

BY TERRI R. HARRIS, EMPLOYEE RELATIONS/EEO OFFICER

What new personal goals have you set for yourself recently? To eat healthier? To spend more time with family? To take time for yourself? Are you still on track with your goals? We may have every intention on meeting our personal goals but later may wonder why they didn't happen. It's not because you didn't really want them. Sometimes we set a goal, but did not create a plan or strategy to track progress on our goal. Having a plan gives us clear direction on where we want to be and how we are going to get there.

We are at the onset of the 2018-2019 performance management cycle. This is a great time to review employee performance goals and tasks to ensure they are aligned with the organizational goals, they are understandable and clear, and that there are effective tracking mechanisms in place to measure how well the goals were met. Again, how will you know you have achieved a goal unless you have something to determine if it was done and how well it was done.

Remember, we own our job performance and are accountable for the outcomes that we deliver. Continuous dialogue throughout the cycle to discuss progress towards your goals is imperative to individual and organizational success. And don't forget to update progress in the system as you go along.

Let's plan for a great year of meeting or exceeding our goals!

Back to School - Employee Assistance Program (EAP)

So, it's back to school time, which probably makes a lot of parents happy. Whether you're happy, anxious, sad, or confused, the EAP is here to help in more ways than you could imagine. At this time of year, you could think of EAP as **E**xtra **A**ssistance for **P**arents.

End of summer parent issues:

- Latch key situation – children old enough to now come home from school alone
- Social and emotional adjustment to school (kindergarten, middle school, high school)
- Safety with mobile phones
- After school care
- Special needs
- Etc., the list goes on

Take advantage of the free resources and articles that are available on the Parenting tab of Work-Life page of the McLaughlin Young Group website. Remember the EAP is a voluntary, confidential program designed to assist you and your family members.

Employees usually think that EAP is only for very specific and discrete problems like substance abuse or depression, it's a one-stop shop where employees can seek out help no matter what the challenge is.

www.mygroup.com

User: nclabor

Password: guest

1-800-633-3353

Special Annual Leave Bonus

BY RENATHE COTTEN, HR DIRECTOR

Session Law 2018-5 (Appropriations Act) granted a one-time 5 days (40 hours) of Special Annual Leave Bonus effective July 1, 2018, to eligible state employees.

Things to Remember:

- It never expires.
- It is accounted for separately with code 9719.
- Cannot be converted to sick leave.
- It can be used just like vacation leave except it cannot be donated to someone on voluntary shared leave.

240+ vacation rollover folks—**pay close attention**

If you normally end each year with more than 240 hours of vacation leave and roll the excess hours to sick leave each year HR advises you to **not** use this special annual bonus leave until you are in your last year of employment with the state.

If you use this leave and have rollover hours the system will deduct the amount of Special Annual Bonus leave from your rollover amount.

Example:

12/31 Vacation leave balance=300 hours
Special bonus leave used 40 hours

Instead of rolling over 60 hours to sick leave you will only rollover 20 hours.

For employees who are not in a rollover situation at the end of the year, go ahead and use these days (with supervisor approval of course) and enjoy your time off.

For those in a rollover situation, save them for a year that you will not have rollover, or use them in the year you separate/retire. Doing this will maximize your ability to truly take the days off without it affecting your rollover in any way.

What's New @ Your Library

BY NICK VINCELLI, LIBRARIAN

Please note my new phone number, 919-707-7880, if you wish to call the library. You may also send an email: dol.library@labor.nc.gov.



New Print Titles

- *Active Shooter/Hostile Event Response (ASHER) Program* (NFPA 3000(PS)-2018) National Fire Protection Association, 2018.
- *Commodity Specification for Air* (CGA G-7.1—2018) Compressed Gas Association, 2018.
- *For Automotive Lifts- Safety Requirements for the Construction, Testing, and Validation* (ANSI/ALI ALCTV: 2017) Automotive Lift Institute, 2017.
- *Forged Eyebolts* (ASME B18.15-2015) American Society of Mechanical Engineers, 2015.
- *Guide to Classification and Labeling of Compressed Gases* (CGA C-7—2014) Compressed Gas Association, 2014.
- *The Lighting Handbook* (10th ed.) Illuminating Engineering Society, 2011.

- *Mobile Crane Safety Manual* Association of Equipment Manufacturers, 2014.
- *Reduction of Musculoskeletal Problems in Construction* (ANSI/ASSP A10.40-2007(R2013)) American Society of Safety Professionals, 2013.
- *Roller Compactor Safety Manual* Association of Equipment Manufacturers, 2014.
- *Safety of Machinery* (ANSI B11.0—2015) B11 Standards, 2015.
- *Scrap and Material Handlers...* (ASME B30.25-2013) American Society of Mechanical Engineers, 2013.
- *Selection, Care, and Maintenance of Life Safety Rope and Equipment for Emergency Services* (NFPA 1858-2018) National Fire Protection Association, 2017.
- *Slings* (ASME B30.9-2018) American Society of Mechanical Engineers, 2018.

Online FYIs

- *How to Design and Hold Great Safety Meetings* (ASSP on-demand webinar)
<https://vimeo.com/276949287>
- *Hurricane Season is Here...* (ICC)
<https://www.iccsafe.org/building-safety-journal/bsj-dives/hurricane-season-is-here/>
- *NIH MedlinePlus the Magazine* (July 2018)
<https://medlineplus.gov/magazine/>
- *NIOSH Confronts Opioid Crisis*
<https://www.cdc.gov/niosh/topics/opioids/default.html>
- *NIOSH Research Rounds* (July 2018)
<https://content.govdelivery.com/accounts/USCDC/bulletins/1ff8212>
- *OSHA Occupational Chemical Database*
<https://www.osha.gov/chemicaldata/>
- *Professional Firefighters of North Carolina*
<https://www.pffnc.org/>
- *Protecting Workers from Lead Hazards at Indoor Firing Ranges*
<https://www.osha.gov/Publications/OSHA3772.pdf>
- *Safety + Health* (July 2019—NSC)
<http://www.safetyandhealthmagazine.com/publications/3-safety-health>
- *Significant Changes to the 2018 International Codes* (ICC)
<https://www.iccsafe.org/building-safety-journal/bsj-technical/significant-changes-to-the-2018-international-codes-2/>
- *Skin Cancer* (CPWR Hazard Alert)
<https://www.cpwr.com/sites/default/files/publications/Skin-Cancer-Hazard-Alert.pdf>
- *Temporary Worker Initiative: Noise Exposure... & Respiratory Protection* (OSHA)
<https://www.osha.gov/Publications/OSHA3952.pdf>
<https://www.osha.gov/Publications/OSHA3953.pdf>