



JANUARY 2024

# LABOR N.C.

*For all NCDOL Employees*

## FROM THE COMMISSIONER

The month of December was quite a busy month for me. The Christmas season was in full swing at the N.C. Department of Labor. My schedule was filled with events, parties and activities. I was blessed to travel and see many of our employees that work across the state in our regional offices. I was also very happy for the time to spend the holidays with my family and friends.

The N.C. Department of Labor held its 25th consecutive Toys for Tots drive benefiting the Marine Toys for Tots Foundation on Dec. 13. Thanks to our partners and our regional offices in Raleigh, Charlotte, Asheville, Winston-Salem and Wilmington, we had our overall best year ever! We collected 2,121 toys, which included 10 bicycles/trikes and had \$5,000 in monetary donations. Christmas time is the season of giving and I am so happy to participate in the Toys for Tots campaign. It makes my heart happy to know that hundreds of children will wake up on Christmas morning with new toys under the tree.

Jan. 2 marks my final year as Labor Commissioner. It is hard to believe that I only have one year left. 2023 has been another great year of learning, traveling the state and meeting great people. I am thankful for your continued support and encouragement, and I am looking forward to the new opportunities to come in 2024.

I hope everyone's 2024 is filled with many blessings, opportunities, peace, love and joy.

*Josh Dobson*

# EMPLOYEE NEWS

## NEW HIRES

- Stephen Marshall, Elevator and Amusement Device, elevator inspector, Gaston County
- Jessica Aldana Barrera, Wage and Hour, wage and hour investigator I, Charlotte
- Brian Penner, Elevator and Amusement Device, elevator inspector, Mecklenburg County
- Brian Price, Wage and Hour, administrative specialist II, Raleigh

## PROMOTIONS

- David Gary, Wage and Hour, wage and hour investigator II, Charlotte
- Joseph Davis, ETTA, safety standards officer, Raleigh
- Teresa West, Financial Services, procurement specialist III, Raleigh

## SEPARATIONS

- Indira Jagdeo, OSH East, OSHA industrial hygienist I, Wilmington
- David Lyle, OSH West, OSHA safety officer I, Winston-Salem



Congratulations to Kelli Fisk, Financial Services, on her retirement and for receiving The Order of the Long Leaf Pine. Thank you for your service to our department and our state!

## January Birthdays!

2 Gregory Greene  
2 Brian Lampe  
3 Samantha Case  
3 Michael Snowden  
5 Roberto Santana  
6 Elnora Fields  
7 Kirby Atwood  
10 Amanda Murphy  
12 Elma Garcia

12 Gerald Miller  
14 Danny Mattfield  
15 Brandon Carter  
15 Carlene Harris  
16 Denise Ball  
17 Amber Hartis  
18 Jerry Midyette  
21 Paul Sullivan

25 Daisy Graziano  
25 Karissa Sluss  
26 Lori Burns  
26 George Calvery  
27 Laticia Stepney  
29 Thomas Leggett  
31 Margaret Ness  
31 Francisco Rodriguez  
31 Michelle Schmitt



# HUMAN RESOURCES UPDATE

## **2024 is Here!**

*By Angela Hamilton, Human Resources*

Let's welcome the new year and commit to starting it off right! You may already have resolutions in mind, or you might still be pondering what changes you'd like to make with this fresh start. Don't forget to check out the resources available to you through the EAP. Whether you are looking for better finances, healthier habits or better work-life balance, your EAP is here to help!

Your EAP administered by MYgroup is available to all NCDOL employees. This service is free and confidential. It is available 24 hours a day and can help in all areas of life. It includes up to three free counseling sessions for NCDOL employees and family members, as well as referrals for other specialized services.

Just call or log on to get started.

TOLL-FREE: 888-298-3907

WEBSITE: [www.mygroup.com](http://www.mygroup.com)>My Portal Login>Work-Life

USERNAME: nclabor

PASSWORD: guest

## **Interim Review Task**

*By: Angela Hamilton, Human Resources*

The midpoint of the performance cycle is right around the corner. The task will be launched in NCVIP on Tuesday, Jan. 16, starting with individual employees. The interim task is a three-step process that will start with the employee, move to the manager, then end with the employee. This is a time to address any performance issues and provide both positive and constructive feedback for continued success. I encourage all employees to be active participants in your performance management. Be on the lookout for instructive emails leading up to the task launch date. If you have any questions about your performance plan or the interim review, contact me at 919-707-7734 or at [angela.hamilton@labor.nc.gov](mailto:angela.hamilton@labor.nc.gov).



# Raising the Bar

## I Signed What?!?

Recently the HR Division sent out a policy acknowledgment form for all employees to complete. This column will give a brief refresher about some of the policies and address some questions employees may have on why the form was needed, and what is the need for certain policies.

As always, if you have questions please ask your supervisor or HR, or call Legal Affairs.

## Motor Fleet Management (State Vehicle Use Policy)

Employees of NCDOL have the benefit of using vehicles from the Motor Fleet Management (MFM) Division of the N.C. Department of Administration (NCDOA). Prior to being approved to drive a MFM vehicle, a review process was established. Legal Affairs performs a driving history check to confirm there are no violations such that an employee may be prohibited from driving a MFM vehicle. Legal Affairs performs a review when an employee is initially hired and again on an annual basis. The State Vehicle Use Policy establishes guidelines for the use of the MFM vehicles and those vehicles owned by NCDOL. The policy ensures that employees are provided full notice of the requirements for use of a state-owned vehicle to include those violations of state policy that may result in the loss of the ability to drive a state-owned vehicle. You are informed by your supervisor of your status and authorization to drive a state vehicle upon hire. This notice includes reference to the NCDOA MFM policy, which controls the actual use of MFM vehicles. As a reminder, all state-owned vehicles shall only be used for official state business and NOT for any personal use, to include having family or friends as passengers. The Internal Auditor may access data such as the GPS location and speed of vehicles when necessary for auditing purposes. NCDOL requires that NCDOL perform random audits of NCDOL employee use of MFM vehicles. Misuse of the privileges may subject an employee to disciplinary action, up to and including, dismissal.

**FAQ:** *I was driving my personal car on State business, just doing my job, and I got a ticket for speeding. What do I need to do?*

**Answer:** Notify your immediate supervisor and LAD (via [dol.legalaffairs@labor.nc.gov](mailto:dol.legalaffairs@labor.nc.gov)) within 10 days of ANY motor vehicle offense (speeding ticket or other moving citation, crash [whether you are at fault or you were hit], etc.). Please specify that nature, the date, and if applicable, the date and location of any scheduled court date. If there is a court date, please also follow up with LAD about the status within 10 days of your court date. If you receive a citation you must inform us regardless of whether you were driving your personal vehicle or the state-owned vehicle.



## Social Media Policy

This policy reminds employees to be cognizant of their social media presence and act in a professional manner. Your personal life and your professional life can, and often are, interpreted by the public to be one and the same on social media. Yes, the First Amendment provides for your freedom of speech, but there are limits for state government employees in relation to the positions they hold. Any state government employee may speak as a private citizen on matters of public concern. This agency recognizes your right to speak as a private citizen. However, the agency must preserve efficient governmental functions. The social media policy was implemented not to remove any rights, but to remind employees to be aware of the public's perception of social media posts. Please think twice when posting anything that may reflect either the N.C. Department of Labor or on you as an employee of this agency.

**Hypothetical:** You see a comment on Next Door that faults the OSH Division with the reason barricades are up around a building going up in the downtown area. {An actual recent post.} You immediately respond that it is not the fault of NCDOL or the OSH Division that the barriers are causing traffic obstruction. The neighbor on Next Door (who may know you or at least know where you work), then retorts with a personal comment that maybe you were not doing your job as an inspector. This conversation has no good conclusion. If you respond, even trying to educate them, it will not have a good outcome. We simply are asking that you think about the consequences of any comments on social media that may reflect on the agency.

**Not permissible:** Commenting on any open or active investigation; divulging confidential details about any inspection/investigation; expressing your personal opinion in such a way that it appears to be the opinion of the Commissioner.

**Best:** Ignore the post. Everyone has an opinion. The NCDOL Communications Division is very proficient and will make sure the public is aware of any requirements or corrections to media news or social media posts that reflect on the agency.





# Toys for Tots 2023



Another successful year in the books! Thanks to all who donated!



# Door Decorating Contest

Andy Sterlen,  
ETTA  
1st Place



Edgar Starnes,  
Governmental  
Affairs  
2nd Place

Legal Affairs,  
3rd Place



# What's New @Your Library

## Online Resources

- **Aging Workers.** CPWR webpage.
- **Approaches to Safe 3D Printing: a Guide for Makerspace Users, Schools, Libraries and Small Businesses.** NIOSH report.
- **Bloodborne Pathogen Exposures Continue in Operating Room Settings.** NIOSH blog post.
- **Evaluation of Occupational Exposures to Illicit Drugs in Forensic Laboratories.** NIOSH HHE Report.
- **NIH News in Health.** December 2023 issue.
- **Nanomaterials in Construction...** Recorded CPWR webinar and slides.
- **Preventing Fires on Vessels.** OSHA brochure in English and Spanish.
- **Protecting Personal Identifiable Information (PII).** OSHA Fact Sheet.
- **Safety + Health.** December 2023 issue.
- **Safety Helmets in the Workplace.** OSHA Safety and Health Information Bulletin.
- **Seasonal Flu.** OSHA webpage.
- **Structure Fires Started by Hot Work.** NFPA report.
- **Winter Weather.** OSHA webpage.

## Online Resources Cont.

- **Workplace Violence Hazard Alert.** Oregon Institute of Occupational Health Sciences publication.

## Periodical Issues

- *OH&S.* November-December 2023 issue. 1105 Media Inc., 2023.
- *Safety + Health.* December 2023 issue. National Safety Council, 2023. Donated by Wanda Lagoe, OSH - ETTA.

## Books

- *Safe Handling of Compressed Gases in Containers.* CGA P-1--2022. Compressed Gas Association, 2022.
- *Test Method for Measuring the Wet SCOF of Hard-Surface Walkways.* NFSI B101.1--2020. The National Floor Safety Institute, 2020.



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