

JULY 2020

# LABOR N.C.

*For all NCDOL Employees*

**FROM THE COMMISSIONER**

I hope each of you has a  
safe and healthy Fourth  
of July celebration with  
your family and friends.

*Cherie*



# EMPLOYEE NEWS

- Congratulations to Ushang Desai, OSH West, who passed his Certified Industrial Hygienist exam.
- Congratulations to Andrew Gunto, Boiler Safety Bureau, who received his National Board Authorized Inspector Supervisor "B" endorsement.
- Our condolences to the family and friends of Charlotte Gardner, who died on June 10. Charlotte worked for NCDOL as the director of Research and Policy. **Link to obituary.**

## NEW HIRES

- Shannon Utley, Information Technology, user support analyst, Raleigh
- Jennifer Busick, OSH West, safety compliance officer, Winston-Salem

## SEPARATIONS

- Manuel Alvarez Murcia, OSH West, wage and hour investigator, Charlotte

## RETIREMENTS

- Terri Burns, Information Technology, user support analyst, Raleigh

# CONGRATULATIONS

*On Friday, May 29, Gary Franks, director of information technology, presents Terri Burns with an NCDOL Certificate of Appreciation signed by Commissioner Berry. She was with the state more than 37 years.*



# July Birthdays!

1 Joey Hazelrigg

1 Emily McGill

1 Nick Vincelli

2 Jo Ann Bell

2 Dennis Brown

3 Carla Delgado

4 Carey Creech

5 Dawn Eason

8 Angela Richardson

10 Beth Benson

10 Nicole Brown

10 Sheldon Joseph

11 Angela Leon

15 Caitlin Wood

17 Dwight Currence

19 Karen Bogner

21 Joey Godfrey

21 Mildred Rivera

25 Deena Dickinson

25 Robert Tipton

26 Jeremy Smith

27 Jennifer Busick

27 Dianne Daniels

27 Christina Morales-Bebrin

28 Shannon Council

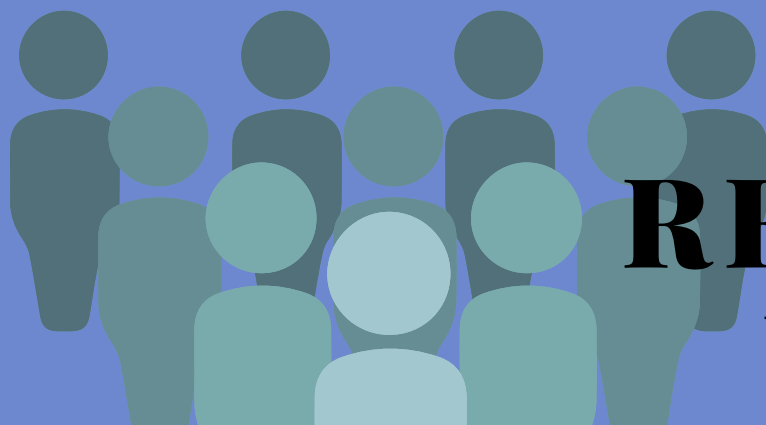
28 Nelson Edwards

29 Kathy Capps

30 Randall Raborn

31 Amanda Keyes





# HUMAN RESOURCES UPDATE

The current 2019-2020 performance management cycle ends June 30. The Annual Performance Evaluation (APE) task launched back on Monday, June 15, at Step 1, for employees to complete their self-evaluation and proposed rating. The APE task is a five-step process and there is a 15-day hard stop at each step in which the task will remain available until midnight on the 15th day when the task automatically moves to the next step in the process. This configuration helps with planning, time management and decreases the number of emails sent and received at each step. The NCVIP system will generate an initial email at the start of each step and a reminder email will be sent seven days prior to the due date of the task. As of June 30, we are at Step 2: Direct manager evaluation. The APE workflow is attached and outlined below:

- Step 1: Employee self-evaluation  
June 15–29
- Step 2: Direct manager evaluation  
June 30–July 14
- Step 3: Indirect manager review  
July 15–July 29
- Step 4: Direct manager and employee discussion  
July 30–Aug. 13
- Step 5: Employee final sign-off  
Aug. 14–Aug. 28

Please contact Doris Kester if you have any questions or need help navigating through the APE process.

## Keep Calm and Carry On

Maintaining Your Composure Amidst the Pandemic Panic

### WEBINAR

- Strategies to tackle feelings of anxiety and stress
- Practical techniques for working from home
- Ways to address signs of panic in the workplace
- When to reach out for further help and support

## Available starting March 21

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

Username: nclabor

Password: guest

Toll-free: 888-298-3907



**MYgroup**

McLAUGHLIN YOUNG

a service of the N.C. Employee Assistance Program

# INSIDE NC LABOR

Be sure to check out NCDOL's *Inside NC Labor*, a podcast designed to inform and educate North Carolina citizens on the role that the Department of Labor plays in state government.

*Inside NC Labor* is now available on YouTube, Spotify, Apple Podcasts, Anchor and Google Podcasts.

Podcasts are recorded over the phone as of March 31, 2020, in accordance with social distancing protocol.



# HUMAN RESOURCES UPDATE

By Renathe Cotten, Human Resources Director

Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, religion, sex or national origin and is enforced by the federal **Equal Employment Opportunity Commission**.

On June 15, 2020, the U.S. Supreme Court issued a decision in *Bostock v. Clayton County*, which originated with two employees who sued their employers after contending they had been fired because they were gay; a third related case was brought by Aimee Stephens who was fired two weeks after she told her employer that she was transgender and would be coming to work as a woman.

The Court held that sexual orientation and gender identity is protected under Title VII of the 1964 Civil Rights Act, even if Congress may not have had in mind discrimination based either on sexual orientation or gender identity when Title VII was enacted in 1964. The 6-3 ruling held Title VII's ban on sex discrimination protects gay, lesbian and transgender employees from discrimination based on sex.

The state Office of Human Resources will be providing more information to agency Human Resources offices in the coming weeks regarding how this U.S. Supreme Court decision may impact state agencies.



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*Inside NC Labor*



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# What's New @ Your Library

## Online Resources

- **Assessing the Impact of Safety Climate Constructs on Worker Performance in the Mining Industry.** NIOSH report of investigations.
- **CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again.** "This document briefly summarizes CDC's initiatives, activities, and tools in support of the Whole-of-Government response to COVID-19."
- **Construction Work.** OSHA webpage on COVID-19 and construction workers.
- **Coronavirus Disease 2019 (COVID-19) and Mining.** CDC webpage.
- **COVID-19 Employer Information for Office Buildings.** CDC fact sheet.
- **COVID-19: Job Site Safety.** Short videos on Builders Mutual Toolbox Talks Video Gallery webpage.
- **COVID-19 Pandemic Operational Guidance for the 2020 Hurricane Season.** FEMA publication.
- **COVID-19: Safe Return to Work.** OSHA Guidance.
- **COVID-19: Safe Return to Worksites FAQs for State Employees.** OSHA Guidance.
- **Demographics, Earnings, and Family Characteristics of Workers in Sectors Initially Affected by COVID-19 Shutdowns.** BLS Monthly Labor Review article.
- **Meat and Poultry Processing Facilities: Key Strategies to Prevent COVID-19 Infection among Employees.** CDC Fact sheet.
- **NFPA Journal.** May-June 2020 issue.
- **NIH News in Health.** June 2020 issue.
- **Protect Rescue Workers and Emergency Responders After an Earthquake.** In English and Spanish. OSHA Alert.
- **Reopening: Guidance for General Office Settings.** AIHA guidance document.
- **Resuming Business Toolkit ... (COVID-19).** CDC document.

- **Safety + Health.** June 2019 issue.
- **What Construction Workers Need to Know about COVID-19.** CDC Fact Sheet.
- **What Employers Should Know About New Paid Leave Requirements.** USDOL blog post.
- **What Waste Collectors and Recyclers Need to Know about COVID-19.** CDC Fact Sheet.

## New DVD

- *Protecting Yourself Against COVID-19... Comprehensive Version (DVD 799e.)* AP Training Solutions/American Training Resources, 16 minutes, 2020.

## New Periodicals

- *Professional Safety.* April-May 2020. American Society of Safety Professionals, 2020. *Donated by Phil Hooper, Standards and Inspections.*
- *Safety+Health.* May-June 2020. National Safety Council, 2020. *Donated by Wanda Lagoe, ETTA.*

# 2020 SILENT AUCTION

As a reminder, you may now upload items to the Silent Auction. **Click here to find this on the Intranet.**

Directions for uploading items were sent out by Sarah Carr and are also listed below. If you have questions you can contact her at **sarahcarr.barnes@labor.nc.gov**.

- Take a picture of the item using your cell phone or camera and save the image to your computer. You may upload the picture directly from your device to your computer, or you may email the image to yourself in order to save it to the computer.

NOTE: You can take up to three different views of the same item. The pictures will need to be saved as .png, .gif, .jpg or .jpeg format.

- After successfully logging into the intranet, click "Create Auction Item" on the right side of the screen.
  1. Create a title for your item
  2. Upload at least one image of your item. Click "choose file" to find your image, and then click "upload." Repeat as necessary for up to three images.
  3. Add a detailed description of your item. Please be as specific as possible.
  4. Add a starting bid amount.
  5. Type your first and last name in the "donated by" field.
  6. Set a minimum increase amount for bidding (must be at least 50 cents).
  7. Select a category for your auction item, such as food, books, home decor, etc.
  8. Change Moderation state from "draft" to "needs review" when you are finished with steps 1-7.
  9. Click the save button. You will receive an email notification that your new item has been submitted for approval.

Once the item has been approved by the administrators, you will receive a second email.