

THE RESOURCE

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SERVING THOSE WHO SERVE NC



Dear State Employees,

It has been my honor and privilege to serve as the State Director of Human Resources over the past two years. Working with the dedicated staff at the NC Office of State Human Resources and the outstanding team of HR Directors across state government, we've made great progress in many areas, including streamlining and improving the employee grievance process, advancing employee recognition programs, improving workplace safety, and implementing processes that have led to greater government efficiency.



Neal Alexander
Director,
Office of State
Human Resources

The improvement in workplace safety is particularly notable. Through increased safety awareness training, hazard recognition programs, and initiatives that create a culture of safety throughout North Carolina state government, we've been able to reduce workplace injuries.

We are currently in the process of implementing a new performance management program called NCVIP – Valuing Individual Performance. This program facilitates regular communication between employees and managers/supervisors and creates opportunities for discussions regarding personal development and career aspirations. You'll learn more about the program as it rolls out this year.

Other key initiatives that are advancing include consolidating Workers' Compensation administration, developing a new market-driven job classification and compensation system, enhancing our benefits offerings, and planning a streamlined service delivery model for HR services statewide.

We are on a path of continuous improvement. North Carolina state government is great place to work and we are determined to make it even more attractive. We even have a new tag line to help us stay focused on our mission: Serving Those Who Serve NC.

Thank you for all you do to serve the citizens of North Carolina!

Best Regards,

Neal Alexander
Director
NC Office of State Human Resources



Governor's Awards for Excellence 2015 Nominations Open

Every day, thousands of State employees conduct acts of excellence across North Carolina. They go out of their way to provide valuable services in all areas of State government. By going above and beyond their normal duties, they help create the kind of society we all want to live in.

These employees seldom seek recognition, but they deserve the spotlight. Now's your chance to nominate them for 2015 Governor's Awards for Excellence, the highest honor that a State employee may receive for noteworthy service to State government and the NC citizens.

Nominations may be made for an individual or a team in seven categories:

- Customer Service
- Efficiency and Innovation
- Human Relations
- Public Service
- Outstanding State Government Service
- Heroism
- Spirit of North Carolina

HIGHLIGHTS IN THIS ISSUE

HAZARD HERO

It's time to make our workplaces safer!

COOL JOBS

State employees don't always work 9-5 hours. Check it out.

REVAMPING

Some big state policies get a face lift.

Are YOU a Hazard Hero?

We're looking for Hazard Heroes! We want everyone to feel empowered to find and report work hazards. As we all know, hazards are accidents waiting to happen. It is everyone's responsibility to identify and report hazards.

We are now in the midst of a three-month Hazard Hunt Competition. This contest will recognize employee/supervisor teams that are able to successfully identify and eliminate or minimize hazards.



HAZARDS TO FIND

Entries should identify all kinds of preventable hazards:

- Slips, trips, and falls hazards
- Physical hazards like frayed wires, unguarded machinery, missing or inadequate signs, etc.
- Ergonomic risks like repetitive bending, pushing, pulling, throwing, and heavy lifting
- Unsafe acts like failure to wear protective gear
- Program issues such as lack of personal protective gear or being assigned a task without training

HOW TO ENTER

Once you have identified a potential workplace hazard, go to hazards.nc.gov and fill out a Hazard Hero form or request a form from your supervisor.

WINNERS

Employee/supervisor teams who entered the competition will be recognized within your agency. There will be monthly winners at the agency level for March, April, and May. All qualifying entries will be entered in a statewide drawing with prizes to be announced soon. Winners will be selected and named during June Safety Month.

Statewide winners will be highlighted in an all-employee OSHR newsletter and on the OSHR website. With permission, winners' photos will be used in training materials.

DEADLINES

The deadline for submitting entries is 11:59 p.m. on the last day of March, April and May 2015.



**Team Registration Ends
March 31, 2015**

**Teams Compete from
April 6 - May 31, 2015**

It's time for you to tap into your inner animal and get active with the Miles for Wellness Challenge 11: Walking on the Wildside, an eight-week Move More statewide initiative that's also fun!

This virtual walking competition, sponsored by WeSave, will track your steps and take you on a virtual tour of some of our nation's best zoos beginning with the North Carolina Zoo, which is celebrating its 40th year. This competition is open to all employees receiving state benefits. Teams should be comprised of 10 people.



For more information or to register your team, go to MilesforWellness.nc.gov or call (919) 807-4800.

For tips and advice for how to improve your health and wellness, go to <http://www.oshr.nc.gov/Support/Wellness/fores.htm>.

Sponsored by:  WeSave Rewards

upcoming events

NC Museum of Natural Sciences

Triangle SciTech Expo

Saturday, April 11, from 9 a.m. – 5 p.m.

Science pros can share the excitement of science and tech!

Dig It! The Secrets of Soil

May 16 – August 16

See the complex world of soil and how this underfoot ecosystem supports nearly every form of life on earth.

naturalsciences.org



OSHR Showcases Cool Jobs in NC State Government



Mark Vander Borgh, an Environmental Biologist with DENR, takes algae samples to test water levels.

opportunities available within North Carolina State Government that allow employees to work in a different environment. We have jobs that let employees build and install exhibits for visitors to see at the museums, study water levels to determine the water's health risk, and make sure animals are properly cared for and well-fed.

OSHR wants to introduce you to some employees with "Cool Jobs" and give you a behind-the-scenes look at what they do in our video series. Follow us on [Facebook](#), [Twitter](#), or [YouTube](#) to watch the videos as they're released.



Ask most people about their perception of government jobs, and they may describe someone working in an office or cubicle. That may be an accurate description for most employees, but there are many

good percentage of our workforce. However, there are unique jobs as well, such as ferry oiler, forensic scientist and forestry pilot. To apply for a job with the state, visit www.oshr.nc.gov.



Stephanie Krueger, an Aviary/Avian Propagations Keeper at the NC Zoo, feeds ducks.



Top Jobs in the State

(Job categories with most employees)

- Correctional Officer
- Health Care Technician I
- Transportation Worker
- Deputy Clerk
- Probation/Parole Officer
- Engineering/Architectural Technician
- Engineer
- Professional Nurse
- Correctional Sergeant
- Processing Assistant IV

Unique Occupations in State Government

- Forestry Pilot
- Bridge Operator
- Ferry Oiler
- Forensic Scientist
- Weed Specialist Count
- Long Distance Truck Driver
- Artist Illustrator
- Travel Information Counselor
- Industrial Hygiene Inspector
- Clinical Chaplain
- Zoo Keeper
- Environmental Biologist
- Exhibit Installation Specialist



Ricky Osbeck, a Production and Fabrication Manager, and Jimmy Chang, an Exhibit Installation Specialist, work on bones for an exhibit at the Museum of Natural Sciences.



OSHR Creates Volunteering Database to Boost Employee Involvement in the Community



No matter how busy his schedule gets, making time to give to the community has always been important for Chad Coggins. He's worked as an Environmental Officer with the Department of Transportation for nine years. He's passionate about programs that provide services to youth as well as the elderly and aging populations. He's also very interested in environment education and stewardship programs. Coggins spends about 20 hours a month volunteering through his church. He's organized food drives for nursing homes, helped with Boy Scouts and removed litter from rivers and streams with North Carolina Big Sweep. For Coggins, volunteering has intangible benefits. Some of his fondest memories and closest friends came from his time volunteering.

North Carolina State Government has a Community Service Leave policy that allows full-time employees up to 24 hours per calendar year to engage in volunteer service. To encourage employees to get more involved in their community, Coggins made a suggestion to NCThinks, the state's suggestion system for state employees.

Coggins suggested that the State of North Carolina create a website and brochure listing names of organizations that need volunteers. Instead of donating money, State employees can turn to the website or brochure to find causes and donate their time. Coggins thinks this will increase the number of community service hours used by state employees, and it in turn would be a great benefit to organizations that need help. Part of his suggestion has been implemented. Working with the State Employees Combined Campaign (SECC), the Office of State Human Resources has compiled a list of organizations seeking volunteers. The list is on OSHR's website at: <http://www.oshr.nc.gov/Reward/benefits/NCVolunteeringMarch2015.xlsx>.

The NCThinks State Review Committee will review Coggins' suggestion for a possible NCThinks award. State employees can submit suggestions at www.ncthinks.nc.gov.

Are you interested in discounts?

WeSave North Carolina is a FREE benefit to all state employees. WeSave offers discounts, rebates, rewards, coupons, and more. Activate your free membership at www.WeSave.com to stay informed.

Share your best savings tips, and you will be entered in a drawing for an iPad Mini! Email your tip to news@wesave.com. The prize drawing will be July 4, 2015.

Ask merchants if they offer a WeSave discounts. If not, refer them to news@wesave.com.



Text
WESAVE
to **22828**

To enroll, scan this QR Code or text.



SECC Aims to Surpass Giving Milestone in 2015

The North Carolina State Employees Combined Campaign (SECC) is on track to reach a milestone this year, thanks to the generous support of thousands of state employees.

Since 1985, the SECC has raised more than \$95 million from state employees for non-profits and charities. This year, the SECC expects to surpass \$100 million.

As the only charitable campaign permitted in the state workplace, the SECC provides state employees the chance to plan and pay for contributions to over 1,000 NC charities through payroll deductions.

Last year, more than 18,000 state employees donated nearly \$3.8 million to the SECC. The top agencies that raised the most money in 2014 were The University of North Carolina at Chapel Hill which raised \$809,553, followed by North Carolina State University which raised \$546,704 and the Department of Public Safety which raised \$372,053.

Governor McCrory appointed Neal Alexander, Director of the Office of State Human Resources, to serve as the SECC State Chair this year. Secretary Donald van der Vaart from the Department of Environment and Natural Resources will serve as the Vice-Chair. They're responsible for motivating employees to donate and volunteer for the SECC.

Donations to the SECC are tax-deductible. The funds can help a homeless person get a meal and shelter, can provide counseling for a victim of abuse and can prepare animals for adoption. Employees can direct their contributions to their favorite causes. To learn more about how the SECC benefits nonprofit organizations and federations, visit www.ncsecc.org.



Governor McCrory has [this special message](#) about the award. Nominations may be made for meritorious or outstanding performance or for a special act or distinguished accomplishment.

The deadline for nominations is June 15th. The form and guidelines are available online at www.excellenceawards.nc.gov. A committee will select the employees to receive the awards. Recipients will be invited to a lunch reception and later honored at a ceremony attended by family, friends and co-workers.

NCFlex Reminds Us of Benefits Updates

2014 FSA Claims Approaching

If you have a NCFlex Health Care or Dependent Daycare Flexible Spending Account with a balance from 2014, and you've been paying out of pocket for qualified expenses, you have until April 30, 2015, to file a reimbursement claim. Claims can be filed online, through your smart phone, by fax or mail. You will be reimbursed by direct deposit.

You can check balances and submit electronic claims by logging in at <https://www.padmin.com/ncflex/> or call P&A Group at 1-866-916-3475.

NCFlex To Offer TRICARE

Starting June 1, 2015, NCFlex will offer a TRICARE Supplemental Health Plan to eligible employees.

You must be under age 65 and cannot be eligible for Medicare. There are also other eligibility requirements. For more details on the TRICARE plan or to see if you qualify, go to the [TRICARE flyer](#) located on the NCFlex website.

For other benefits information, visit the NCFlex website at www.NCFlex.org.



Your journey to financial wellness starts with a **\$ENSIBLE \$AVINGS \$ESSION**



Can you pay for major car repairs? Do you have enough money saved in case of a medical disability? Will you have enough income to sustain your lifestyle when you retire? Who will be in charge of your estate when the time comes? If you answered "No," or "I don't know," to any of these questions, you need to sign up for a Sensible Savings Session offered by the NCFlex Program.

The NCFlex Program has been offering financial planning sessions since 2011. The program partnered with the State Employees Credit Union and the State Retirement System to offer a course that will cover topics of interest such as:

- Benefits
- Insurance
- Retirement Planning
- Estate Planning
- State Employee Credit Union Resources
- 401(k) Investments

Can't attend a Spring session? Don't worry! Summer session dates will be released soon!

To learn more or to register for a session, visit the Sensible Savings Session website at www.oshr.nc.gov/Reward/ncflex/sss.htm.



Phyllis Perry (bottom left), Benefits Consultant from NCFlex, speaks with participants of the March 5, 2015, Sensible Savings Session in Raleigh.

New Project Aims to Streamline Compensation System

OSHR is working on the Statewide Compensation System Project which was endorsed through SB 402, the Appropriations Act of 2013, to address the consolidation of the State's current two primary compensation systems: graded and banded. The team hopes to create a modern and streamlined compensation system for state government that is market-responsive, equitable, fair, and that also values employee performance.

Now that the Planning and Design phases for the project have finished, we have moved into the Implementation Phase. This phase began in January 2015 and is expected to be completed by the end of this year with a targeted implementation date of early to mid-2016. Implementation will mean moving all agency positions

and employees – graded and banded – to newly developed classifications and a new market-based compensation structure. To reach this deadline, the following will need to happen over the next months:

- Collection of position description information from all state agencies
- Analysis of position descriptions by state occupational experts
- Validation of new structure based on position descriptions
- Review/approval of changes by the State Human Resources Commission
- Market pricing of jobs
- Implement changes to system

The goal is to have all state government jobs moved to the new structure in 2016. The new compensation structure will be more market-responsive, and agencies

will be able to better monitor a job's "market worth" and its relation to salaries.

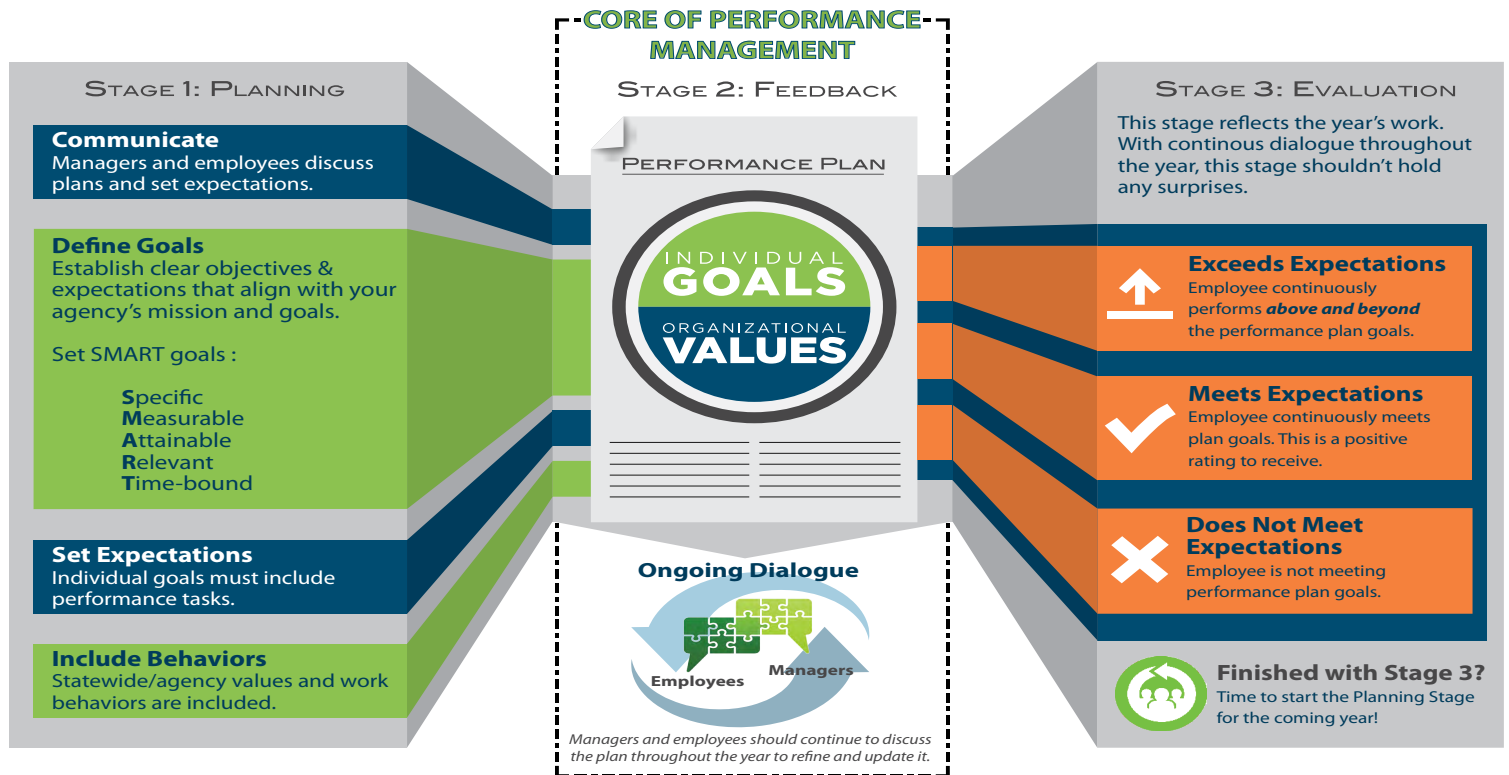
In the coming weeks, supervisors will be asked to provide position descriptions for all of their employees and themselves. Supervisors and employees will work together to ensure that each position description is current and accurate. Supervisors and employees may also be asked to participate in a focus group with other employees who perform the same work to ensure that the project team consistently and accurately captures position details.

Yes, there is much work to be done, but it is with an eye toward a much-improved classification and compensation system. For more information, visit www.oshr.nc.gov/compsysproject.htm.

Expect Some Changes to Annual Performance Plans



PERFORMANCE MANAGEMENT PROCESS



Do you have any suggestions or story ideas?
Email us at The.Resource@nc.gov.

