



State Human Resources

# The Resource

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OSHR.NC.GOV



## Governor McCrory reflects on 2015 progress

Click on the play button to the left to watch the video. You can also check out the Governor's website at [governor.nc.gov](http://governor.nc.gov) to also learn about the work that we've accomplished so far in 2016.

## SECC success attributed to generosity of employees



**Neal Alexander**  
Director,  
Office of State  
Human Resources

I was honored to be chairman for the 2015 State Employees Combined Campaign (SECC) which concluded late last year. Secretary Donald van der Vaart served with me as the vice chairman for the campaign. And what a campaign it was! This year the campaign raised

\$3.8 million for the many charities that are part of the SECC. Not only that, the money we raised pushed the total contributions since SECC's inception to over \$100 million. That is no small achievement... but it is not my achievement. Any and all kudos go to all the dozens of state

**"The money contributed through the SECC — money that you so generously gave out of your pocket — goes to serve those in need."**

- Governor Pat McCrory

employee volunteers who ran the campaign in the agencies and universities, and the thousands of generous state employees who contributed their donations. Thank you all!

The SECC Recognition Reception for the state employee volunteers who dedicated their time and energy to run this important charitable campaign took place on Wednesday, March 2, 2016. It was a wonderful event held at the Executive Mansion

and its resident, Governor Pat McCrory, offered his thanks and admiration for the efforts that went into the successful campaign. He stated, "Most of us here today are very fortunate, but we all know that there are others who may not be so fortunate. The money contributed through the SECC — money that you so generously gave out of your pocket — goes to serve those in need and the many charitable programs and projects that benefit our communities and the world around us."

At the reception I handed the campaign gavel over to Secretary van der Vaart who will serve as the chairman for this year's campaign. His vice chair is Keith Werner, CIO of the Department of Information Technology. I wish them both the best and know that their experience will be as rewarding as mine has been.

## HIGHLIGHTS IN THIS ISSUE

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# Class & Comp Project enters home stretch

## *What this means for you*

The third in a series of videos for the Classification and Compensation project summarizes the various phases of the project, starting with the development of job descriptions and the new classification specifications (class specs), then moving to the allocation process (which was outlined in a previous video; see link below) and the newly designed pay plans.

### Salary Structures

There will be seven separate salary structures, six of which have already been approved by the State Human Resources Commission. The General Pay Structure will include most jobs in state government. Separate structures will be used for attorneys, executives (agency heads and their chief deputies), information technology, medical, and school educators. The structure for Highway Patrol will be submitted for approval in April.

### Training

Over the next few months, the Office of State Human Resources will be training State agency managers and Human Resources staff on the new



Salary Administration policy. This new policy will increase flexibility for state agencies in setting and adjusting competitive pay for their employees.

### Next Steps

Implementation is still targeted for June 2016. It is anticipated that upon implementation most employees' salaries will remain the same; however, some may be adjusted to ensure that no employees are paid below minimum salary rates. None of the changes will result in any employees making less.

View all three of the project videos here at <http://oshr.nc.gov/state-employee-resources/classification-compensation/consolidation-project>.

## Workers' Compensation trainings set new standard

The Office of State Human Resource's workers' compensation administrator training sessions are in full swing across the state with a singular goal: increasing efficiency.

Safety, Health, and Workers' Compensation Division Program Managers LuNeta Vaughan and Scarlett Gardner have been traveling from Wilmington to Asheville conducting day-long training sessions with over 350 state employees that regularly handle workers' compensation claims processing.

When designing the training, the OSHR workers' compensation team wanted to ensure that participants familiar with this subject matter would still learn something new.

"We do not have many incidents here at the DOR but it is vital to know how to maintain an employee's benefit information if they are on Workers' Compensation or out of work



**Angelina Harvey, a Benefit/Employee Experience Manager with the Department of Revenue, speaks with another attendee of a recent Workers' Compensation Administrator training in Raleigh.**

due to an injury," said Angelina Harvey, a Benefits/Employee Experience Manager with the Department of Revenue. "I learned many new things!"

Training participants receive a detailed study guide with many job aids and checklists describing best practices in claims management and participate in various group learning exercises to practice their skills and learn from their colleagues.

Visit [workerscomp.nc.gov](http://workerscomp.nc.gov) to see newly adopted Standard Operating Procedures and new forms from the training. More resources will be posted on the website soon.





# Know a Rock-Star Employee?

## Submit 2016 Governor's Awards nomination



The Governor's Awards for Excellence was created in 1982 to honor state employees for outstanding achievements. The awards represent the highest honor a state employee may receive for dedicated service to the State and the citizens of North Carolina.

Nominations will be online this year and are now open. We have developed a simple checklist that will help you prepare to make a nomination. Each agency/university has a coordinator who will help select the nominations that your agency/university will officially submit. We are thrilled to have the continued support of the State Employees' Credit Union for the 2016 Governor's Awards for Excellence Program. Funding from the SECU Foundation allows



us to publicly recognize our award recipients at a ceremony and a reception for the winners and their family, friends, and coworkers.

To learn more and to nominate someone for a Governor's Award for Excellence, visit the Governor's Awards for Excellence website at [excellenceawards.nc.gov](http://excellenceawards.nc.gov). This website also highlight recipients from the past three years!

## Miles for Wellness Spring Challenge Hits the Trails



Miles for Wellness Challenge 13 Trail of the Hidden Jewels kicks off March 28, 2016, and runs through May 22.

The virtual tour will begin in a little known park in North Carolina and will visit other national parks in commemoration of the 100th Anniversary of the National Parks Service. Teams will compete in three categories: tortoise, hare, and super hare. The competition provides state employees with the opportunity to be more mindful of physical activity through the team-based eight week statewide competition.

Details are posted at [MilesforWellness.nc.gov](http://MilesforWellness.nc.gov).



## Prepare for your financial future

Sensible Savings Sessions are offered to state employees for FREE by NCFlex State Insurance Plans in partnership with the State Employees' Credit Union (SECU) and the North Carolina Total Retirement Plans (formerly, the Teachers and State Employees Retirement System). The sessions provide valuable information on state employee benefits, including:

- NCFlex State Insurance Plans
- Estate planning and financial wellness services from SECU
- 401(k) and 457 retirement savings plans through Prudential Financial
- Retirement options from NC Total Retirement Plans

### 2016 Spring Schedule

- **March 22:** Goldsboro  
8:30 am – 12:15 pm  
400 Old Smithfield Rd.
- **April 12:** Charlotte  
8:30 am – 12:15 pm  
901 Blairhill Rd., Suite 200
- **April 21:** Downtown Raleigh  
8:30 am – 12:15 pm  
217 W Jones St.
- **May 17:** Raleigh  
8:30 am – 12:15 pm  
2321 Crabtree Blvd., Suite 110
- **May 24:** Winston-Salem  
8:30 am – 12:15 pm  
1450 Fairchild Rd.

**Register Today** at [oshr.nc.gov/state-employee-resources/benefits/nc-flex/sensible-savings](http://oshr.nc.gov/state-employee-resources/benefits/nc-flex/sensible-savings) or check back for more 2016 dates.

**2016**  
Wellness & Safety  
*Expo*

**Wednesday**  
**May 11**  
9 a.m. to 4 p.m.

Open to ALL  
State Employees  
Current & Retired

**NC State Fairgrounds**  
Jim Graham Building  
1025 Blue Ridge Road  
Raleigh, NC 27607

**FREE Admission & Parking**

**150+ Exhibits**  
Health Screenings | Financial Counseling |  
Live Demonstrations | Opportunities to Donate  
Non-Perishable Food & Give Blood

**NC**  
Nothing Concerns Us  
NORTH CAROLINA

## SECU offers help for tax prep

Since 2008, State Employees' Credit Union (SECU) has helped members and taxpayers in North Carolina save over \$60 million in tax preparation fees! If you haven't participated in your Credit Union's tax preparation services, take a look at the options to see if we can save you money! SECU has two programs available, along with a self-service online option; the cost, if any, will depend on your program eligibility.

### Volunteer Income Tax Assistance (VITA)

Through this IRS-sponsored program, SECU tax preparers can complete and electronically file your basic tax return free of charge! To qualify for this program, your household income must be \$54,000 or less and all of your tax documents must be within the tax law scope of the program.

### SECU's Low-Cost Tax Preparation Program

SECU members who do not qualify for free tax preparation through VITA may be eligible for the low-cost program at a flat fee of \$75 per return.

SECU members interested in completing their own taxes may utilize TurboTax® at a discounted price through SECU's website, [www.ncsecu.org](http://www.ncsecu.org).

Tax preparation services for the 2015 tax year are now available in all SECU locations. Contact your local branch for more information.

Article provided by

State Employees' Credit Union®





# DOT urges everyone: Take the pledge to stop distracted driving

Distraction is anything that diverts the driver's attention from the primary tasks of navigating the vehicle and responding to critical events. To put it another way, a distraction is anything that takes your eyes off the road (visual distraction), your mind off the road (cognitive distraction), or your hands off the wheel (manual distraction). When you think about tasks that can be a driving distraction, they often fit into more than one category: eating is visual and manual, whereas using a navigation system is all three.

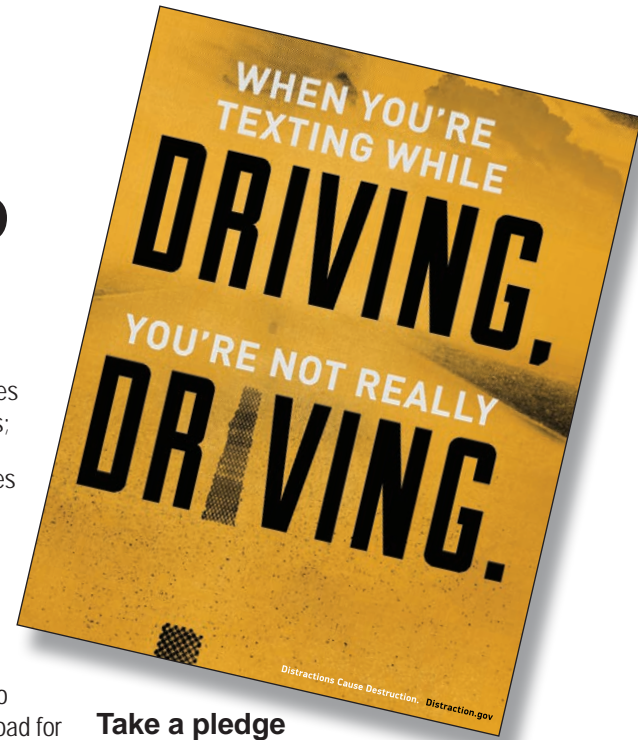
The fight to end distracted driving starts with you. Make the commitment to drive phone-free.

## Did you know?

- Drivers who use hand held devices are

four times as likely to get into crashes serious enough to injure themselves;

- Driving while on a cell phone reduces the brain's ability to drive by 37 percent.
- Text messaging, browsing, and dialing results in the longest duration of a driver taking their eyes-off-road, increases risks by two times and the driver's eyes off the road for an average of 23.3 seconds total.
- In 2015, 159 people were killed and about 27,230 people were injured in vehicle crashes in North Carolina involving distracted drivers.



## Take a pledge

- Protect lives by never texting or talking on the phone while driving.
- Be a good passenger and speak out if the driver in your car is distracted.

# Warmer weather brings new safety focus

Now is the time for annual Spring Cleaning rituals. OSHR safety professionals remind state employees of some annual routines and general safety tips that we should all remember to follow.

## Indoor Safety

- Remove old medicines and chemicals

from cabinets and discard according to regulations in your area.

- Replace batteries in Smoke Detectors, Carbon Monoxide Detectors, flashlights, clock radios, and weather radios.
- Spring cleaning normally takes place and that could mean moving furniture. Use proper lifting techniques and ask for help with moving heavy furniture.
- Be careful with household chemicals. NEVER mix bleach and ammonia!
- Change air filters. As Spring arrives so does pollen and filters must be changed to keep that yellow stuff out of the house.
- Be safe when using ladders or step stools!

## Outdoor Safety

- Keep an "eye to the sky" as Spring can bring severe weather.
- Put on sunscreen! The sun will be warmer and the risk of sunburn and over-exposure increases. Wear a hat!

- Use proper lifting and bending techniques and protective gloves when digging holes, using lawn tools, and spreading mulch.
- Spring means more animals and bugs. Be aware of what's around you in the yard! Be careful when moving things around outside.
- Check your outdoor grill. If it hasn't been used all winter, it could have issues that need to be addressed.
- Read directions carefully when applying pesticides or other chemicals to your lawn.

## Vehicle Safety

- Check wiper blades. Ice, snow, and salt can wear them down.
- Ensure that jumper cables, a fire extinguisher, and a flashlight are in each vehicle and ready for use.
- Check your tires. Ensure they have tread and properly inflated, especially the spare.
- Remember: If the wipers are on, the lights have to be on! It's a state law.

Don't forget to report hazards!



Regardless of the season,  
go to [hazards.nc.gov](http://hazards.nc.gov),  
and be a Hazard Hero!

# Governor's NC4ME Initiative connects veterans to jobs

Representatives with Governor McCrory's veteran's initiative, known as North Carolina for Military Employment, have been visiting North Carolina's military bases to speak with active duty military men and women. Military veterans, as a general rule, have a lot to offer the state – their discipline, commitment, and loyalty make them excellent employees and coworkers.

The NC4ME program is designed to create a pipeline for military members interested in serving our state after they've finished serving our country.

"I've made it a priority of my administration to ensure we connect our veterans with jobs right here in North Carolina, and to make our state the most military and veteran-friendly state in the nation," said Governor McCrory in a recent press release. "As we continue to focus on better serving our citizens, I can think of no stronger background or training to help us accomplish that goal than that of our military veterans."

To learn more about NC4ME, visit [www.nc4me.org](http://www.nc4me.org).

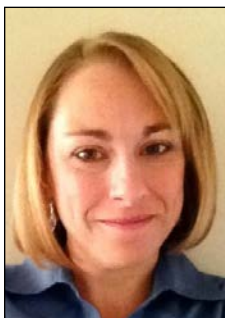


**Above:** Maria Thompson, Chief Information Risk Officer with the Department of Information Technology (DIT), speaks to veterans and active duty soldiers at Fort Bragg during the February 19 NC4ME and CISCO IT Awareness Day.



**Left:** Keith Werner, Chief Information Officer with DIT, speaks to a soldier about his future career goals in the civilian sector.

## DHHS employee wins first Talent Acquisition Innovator Award



**Kristi French**

Department of Health and Human Services

Beginning in January 2016 the Talent Acquisition Stakeholders Group, which is comprised of about 50 members who support recruitment across numerous state agencies, kicked off the new year with an initiative to provide training and engagement

on how to develop and maintain Strategic Partnerships and Recruiting Innovation. The purpose for this group is to provide an environment to share best practices, innovation and strategies to transform the way state government identifies top talent that ensures successful hiring throughout state government.

Each month a member will be recognized for their recruiting activities that support and focus on innovation in this field. In January, we announced the first recipient of our Talent Acquisition Innovator award which was Kristi French.

French has over two years of experience providing oversight of the DHHS recruitment team. She is responsible for the recruitment of key leadership, executive level, and managerial positions serving numerous functions. She is a wealth of knowledge and has served as a recruiting resource to all divisions within the department providing assistance and guidance on recruiting strategies and developing the future state of recruiting within DHHS. She has been instrumental bringing together multiple stakeholders in support of agency wide recruitment. Congratulations to French for her accomplishments!



DO YOU HAVE ANY SUGGESTIONS OR STORY IDEAS?  
EMAIL US AT [THE.RESOURCE@NC.GOV](mailto:THE.RESOURCE@NC.GOV).





# Diversity & Inclusion team plans 2016 efforts

The Office of State Human Resources' Diversity & Inclusion (D&I) Division is well on its way to implementing steps to achieve its purpose.

If you are unfamiliar with D&I, the division ensures that North Carolina state government employees represent a cross section of the citizens that we serve. We do this by ensuring that the policies and practices of state government are inclusive and non-discriminatory. As we work with the Equal Employment Opportunity (EEO) officers across the state, we focus on training, communication, and collaboration. Our goal: to help agencies and universities enhance or build diverse applicant pools.

We are focused on these areas in response to the D&I survey that was sent to state HR directors and EEO officers in November 2015. The purpose of the survey was to gain an understanding of the needs of our EEO partners and identify areas that can be improved or enhanced.

by valuing  
diversity. now  
a range of d  
acceptance

D&I will collaborate with EEO officers to address each agency's or university's EEO hiring goals and continue providing them with EEO information on a regular basis.

First, we are reviewing training for both EEO officers and agency/university employees. In the survey responses, EEO officers asked for more developmental training for themselves. The survey responses also asked for more D&I training for managers, supervisors, and employees.

Second, in our efforts to increase communications with agencies and universities, we will create focus groups for various opportunities and establish an online EEO community. Additionally, each OSHR D&I consultant will make a planned visit to their respective agencies and universities by the end of each calendar year.

Finally, we are partnered with Talent Management to devise and implement a strategy to increase diversity in the applicant pool through initiatives that reach out to interns, veterans, and individuals with disabilities.

Through these efforts, we anticipate a great year working to serve the needs of agencies and universities in the areas of diversity and inclusion. We are here to provide consultative services, research, training, and technical assistance with D&I programs. For more information visit our website at <http://oshr.nc.gov/state-employee-resources/diversity-inclusion>.

## WeSave offers automotive savings

Create a [FREE WeSave account](#) or [log in](#) to browse by category. Categories include Apparel and Shoes, Automotive, Education, Electronics, Events, Food and Dining, Golf, Health and Beauty, Home and Garden, Legal and Financial, and many more.

For example, choose Automotive and enter your zip code. Offers available to state employees include:

1. Firestone Complete Auto Care: \$20 OFF Lifetime Alignment, fuel system Cleaner for just \$7.99, Mail-in Rebate Discount of \$15 Rebate Premium Oil Change
2. Costco: \$70 OFF any set of four Michelin Tires
3. Napa Auto Parts: Rain-X Latitude Wiper Blades for just \$12.99
4. Precision Tune Auto Care: \$10 Coupon
5. AutoZone: \$15 OFF Duralast/Schumacher 10/6/2 Amp Battery Charger

It's as simple as that! And it's FREE!



## NCVIP Update

Over 88 percent of state employees have completed their Interim Reviews and created performance plans, as of February 25, 2016.

That is a significant accomplishment! The NCVIP team would like to extend a thanks to agency HR leadership for their support, as well as all State employees who participated in the Interim Review process.

**Stay tuned for a special edition of *The Resource* focused on the Annual Evaluation Process!**