

BEACON NEWS

for NCDOL EMPLOYEES

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online publication of the
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Labor. Please share a
copy with colleagues
who do not have
Internet access.

Timesheet Issues

Our first month recording our time into a new system has been challenging.

Please note the following:

Employees

Enter all time worked regardless of the number of hours for each day. The system will add your weekly total number of hours and automatically calculate comp. time. Do not use the "Additional Time Worked" code for any type of entry.

Remember that you do not earn leave for the month until you have recorded working at least half the month. Your supervisor will have to approve this time to generate the leave accrual addition.

Supervisors

Do not reject any time entered by an employee if an error is found. If you have not approved the time entries, resubmit the week containing the error. The employee will then be able to correct the entries. If you accidentally approve time entries with errors, contact Renathe Greene by e-mail to correct them.

Supervisors cannot view an employee's leave balances. You can only view the weekly/monthly time entries. Beacon is working on generating a report that Renathe Greene will be able to access that lists all balances. In the near future, Renathe will be able to send out a monthly report of all balances for the employees you supervise.

NCDOL Time Administrators for Beacon

Renathe Greene, Human Resources

Lee White, Human Resources

Alberta Hall, Human Resources

Marsha Johnson, Budget

What Is the Difference Between Community Service Tutoring/Mentoring vs. Community Service?

Community service tutoring/mentoring is a type of community service leave. In lieu of the 24-hour annual award for community service leave, an employee may choose to tutor/mentor in a school. Leave under this option must be used exclusively for tutoring or mentoring a student in accordance with established standards rules and guidelines for such arrangements as determined and documented by joint agreement with the employee's agency and the school.

The amount of community service leave for tutoring/mentoring is one hour of community service leave for each week, up to a maximum of 36 hours, that schools are in session as documented by the elected board of the local education agency or the governing authority of any nonpublic school.

Advisory Note: Any time used for tutoring/mentoring, including time spent traveling to and from the school, must be accounted for by either the use of the one hour of community service leave or other leave policies.

What Is Community Service?

Community service, for this purpose, is:

- meeting with a teacher or administrator concerning the employee's child,
- attending any function sponsored by the school in which the employee's child is participating. This provision shall only be utilized in conjunction with nonathletic programs that are a part or supplement to the school's academic or artistic program,
- performing school-approved volunteer work approved by a teacher, school administrator, or program administrator, or
- performing a service for a community service organization

Advisory Notes:

Service does not include activities designed to promote religious beliefs such as teaching or leading religious assemblies or in raising funds to support religious activities. Service would include activities supported by religious organizations such as working in soup kitchens, homeless shelters or other community activities.

Service may include working inside a polling facility to assist voters with the voting process as long as the employee is not receiving pay for the work. Vacation leave must be charged if the employee is receiving pay for the "inside" poll work or if the employee is distributing brochures, transporting voters or other partisan campaigning outside of the polls.

Following are definitions of terms used in this policy:

School (public or private): One that is authorized to operate under the laws of the state of North Carolina and is:

- an elementary school,
- high school, or
- middle school,
- a child care program

Advisory Note: For employees who live in an adjacent state, the agency may grant community service leave to parents for involvement in the child's school.

Child: A son or daughter who is:

- a biological child,
- an adopted child,
- a foster child
- a step-child,
- a legal ward
- a child of an employee standing in loco parentis

Community Service Organization: A nonprofit, nonpartisan community organization that is designated as a IRS Code 501(c)(3) agency, or a human service organization licensed or accredited to serve citizens with special needs including children, youth and the elderly.

Beacon Minutes/Decimals Conversion for Time Entry

Minutes	Decimals	Minutes	Decimals	Minutes	Decimals	Minutes	Decimals	Minutes	Decimals	Minutes	Decimals
1	0.02	11	0.18	21	0.35	31	0.52	41	0.68	51	0.85
2	0.03	12	0.2	22	0.37	32	0.53	42	0.7	52	0.87
3	0.05	13	0.22	23	0.38	33	0.55	43	0.72	53	0.88
4	0.07	14	0.23	24	0.4	34	0.57	44	0.73	54	0.9
5	0.08	15	0.25	25	0.42	35	0.58	45	0.75	55	0.92
6	0.1	16	0.27	26	0.43	36	0.6	46	0.77	56	0.93
7	0.12	17	0.28	27	0.45	37	0.62	47	0.78	57	0.95
8	0.13	18	0.3	28	0.47	38	0.63	48	0.8	58	0.97
9	0.15	19	0.32	29	0.48	39	0.65	49	0.82	59	0.98
10	0.17	20	0.33	30	0.5	40	0.67	50	0.83	60	1