



EDUCATION, TRAINING AND TECHNICAL ASSISTANCE

Maximum Commute Distance

The Education, Training and Technical Assistance (ETTA) bureau has four sections; training and education, recognition program, standards and the library. All employees work out of the Old Revenue Building (ORB) except the Star consultants that are part of the recognition program. The Star consultants are teleworkers that come to the ORB (located in downtown Raleigh) or other primary field offices (Raleigh, Winston-Salem, Charlotte) periodically for meetings (e.g., bureau, Star, safety and health committee).

This ETTA Maximum Commute Distance Policy establishes guidelines for a reasonable and consistent commute distance for ETTA employees based out of the ORB and teleworkers. Each teleworker has an assigned district office.

A commute distance for the purpose of this Policy is defined as the distance between an employee's residence and the ORB or his/her assigned district office (shortest drive, not straight line). Pursuant to this Policy, the maximum commute distance shall be no more than fifty (50) miles from the employee's residence to the assigned office.

This requirement is included on all ETTA job postings.

Purpose

The purpose of the ETTA Maximum Commute Distance Policy employees is to allow personnel to be within a reasonable driving distance of the ORB or their assigned office to ensure adequate phone coverage (e.g., standards phone duty, publication sales, mainline), and to ensure reasonable travel to the ORB (i.e., trainer's pickup point for vehicles and training materials is Raleigh, meeting attendance) before travel to training events, meetings, partnership walk-throughs, Star visits, and other outreach events that are held across the state. Further, this policy is established to ensure teleworkers' residency is centrally located within the state to allow reasonable travel across the state for Star visits, training events, meetings, partnership walk-throughs, and other outreach events.

Policy

This policy applies to all probationary and permanent ETTA employees. For potential new hires, a copy of this policy will be shared with the applicant during the interview process. The new employee will be required to provide proof of residence via a NC driver's license on the date of hire. If the new employee does not currently reside within the required distance, they shall have ninety (90) days from the date of hire to relocate to a residence with a commute distance of no more than fifty (50) miles from the residence to their assigned district office.

Exceptions

Current ETTA employees are grandfathered into this policy and will not be required to move within a fifty (50) mile radius of the ORB or their assigned office as long as they maintain a "meets" on their annual performance evaluation. If an employee fails to receive a "meets", they will be placed on a performance improvement plan. If improvement is not achieved within a 60-day improvement plan period, the employee will be required to move within (50) miles of their assigned office. The employee will be given 90 days to move. Failure to comply could result in disciplinary action up to and including dismissal.

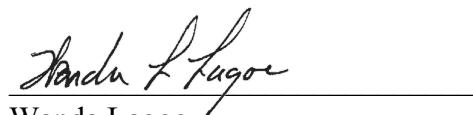
Responsibilities

The policy is administered by the Department's Occupational Safety and Health Division and applies to all ETTA employees-employed within the Division.

OSH management, with the assistance of the Human Resources Division if needed, will perform random checks to confirm that ETTA personnel (except those grandfathered in) maintain their residences no more than fifty (50) miles from the office to which they are assigned.

Effective Date

This policy is effective April 15, 2019. This policy remains in effect until rescinded or amended by the Bureau Chief.



Wanda Lagoe

Bureau Chief

Education, Training and Technical Assistance