

**North Carolina Department of Labor
Occupational Safety and Health Division**

Administrative Information System

Administrative Procedure Notice 8C

Subject: Video Conferencing

- A. **Purpose.** The Administrative Procedure Notice (APN) provides guideline and basic instructions for use of the division's video conferencing system.
- B. **Background.** In the interest of employee safety, and to decrease employee travel time for meetings, a video conferencing system has been purchased and equipment is located in the following offices:

Raleigh (Old Revenue Building, 3rd floor conference rooms C318 and C324)
Raleigh (Labor Building, commissioner's conference room)
Raleigh (Lake Boone Trail Field Office – 2 systems)
Charlotte
Winston-Salem
Wilmington
Asheville

Bureau administrative assistants and equipment trainers have knowledge of system operations in their respective offices. If required to prevent scheduling or other conflicts, bureau chiefs are responsible for establishing procedures for video conferencing in each field office consistent with this APN.

- C. **Criteria for Use.** Keeping in mind the goal of reducing employee travel for meetings, the video conferencing system is available for departmental use according to the following guidelines:
1. The Occupational Safety and Health Division will have scheduling priority.
 2. Only trained personnel may operate the video conferencing equipment. It is the responsibility of the person scheduling the meeting to ensure that trained personnel are available to operate the equipment.
 3. Any equipment repair costs may be assessed against the offending bureau as a result of employee misuse due to lack of training.
 4. Video conferencing meetings will have priority over non-video conferencing meetings when scheduling for room use.
- D. **Training.** To preserve the video conferencing resources and to maximize the utility of video conferencing, trained personnel are required to operate video conferencing equipment:
1. Education, Training, and Technical Assistance Bureau (ETTA) will provide periodic training (at least annually) for personnel who wish to schedule and use the video conferencing equipment. If you have not attended the scheduled training, please contact ETTA at least one to two weeks prior to your meeting to schedule a time to go over the operations of the video conference system.
 2. ETTA will maintain a record of trained personnel to assist in assuring that only qualified employees are allowed to schedule and operate the video conferencing system. This record will be shared with division staff responsible for scheduling /reserving the conference room(s). If you

schedule the room for video conferencing use, you must have completed the training prior to the date you would like the room scheduled.

E. **Procedures.** The following procedures should be followed when using and scheduling video conferencing rooms/equipment:

1. If the person scheduling the video conferencing equipment wishes for ETTA to provide on-call user level support for a meeting, notification of the meeting and request for support should be sent to ETTA no later than 2 weeks prior to the meeting.
2. If support is available, the requestor will be notified. If support cannot be confirmed due to insufficient notification time, user level support may still be available by calling the IT help desk. However, under no circumstances will an untrained employee operate the video conferencing equipment.
3. On-call user level support for the field offices may be accomplished via telephone.
4. Operation of video conferencing equipment will be in accordance with the supplied user manuals by trained personnel.
5. Video equipment (including cameras) will not be moved without approval of the administrative assistant or administrative officer for the office maintaining the equipment.
6. The video conferencing equipment and the conference room in the Old Revenue Building will be reserved through the director's office. Video conferencing equipment in the field offices will be scheduled through the administrative assistants.

F. **Expiration.** APN 8B is canceled. This APN is effective on the date of signature. It will remain in effect until revised or canceled by the director.

Signed on Original
Executive Assistant I

Signed on Original
Director

January 13, 2011
Date of Signature