



North Carolina Department of Public Safety

Human Resources

Pat McCrory, Governor
Frank L. Perry, Secretary

David A. Shehdan, Director
Human Resources

September 23, 2013

ADMINISTRATIVE MEMORANDUM: 13-2013

TO: Division Directors
FROM: David Shehdan *DAS*
RE: Probationary Period/Career Status

During the 2013 session of the North Carolina General Assembly, HB 834, Modern State Human Resources Management, was passed and subsequently signed into law by Governor McCrory on August 21, 2013. This brought many changes to human resource policies, procedures and practices one of which is aligning the length of the probationary period with career status. Previously, the probationary period varied from agency to agency (from three to nine months) and there was an undefined period of time between the probationary period and career status. Effective August 21, 2013, an employee will achieve Career Status when they have been continuously employed in a permanent position for twenty-four (24) months. An employee is considered a "probationary state employee" and is exempt from the provisions of the State Personnel Act until they achieve career status.

This affects all individuals hired as new employees on or after August 21, 2013. The Employee Statements Form (HR013) (copy attached) has been revised to incorporate this change and is available on the Department of Public Safety website at <https://www.ncdps.gov/Index2.cfm?a=000002.002675>. This form should be used beginning immediately.

Employees that were hired on or after August 21, 2013, who originally completed the previous Employment Statements Form (3 to 9 months) will need to complete the attached Notice of Probationary Appointment Modification Form (copy attached). The signed Notice shall be forwarded to the respective Human Resource Office (Regional Employment Office or central Recruitment and Employment Section who completed the original hiring action). The Human Resource Office will ensure that the original documents are maintained in the employee's personnel file and will further be generating reports to verify the receipt of all new forms.

MAILING ADDRESS:
4203 Mail Service Center
Raleigh, NC 27699-4203

www.ncdps.gov



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OFFICE LOCATION:
214 W. Jones Street
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Telephone: (919) 716-3800
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We appreciate your assistance in this matter. Questions may be directed to the respective Regional Employment Office or the Central HR Recruitment and Employment Section. Thank you.

DS:MKS

Attachments: Employee Statements Form (HR013)
Notice of Probationary Appointment Modification Form

Cc: Secretary Frank L. Perry
Deputy Secretary and General Counsel Ellis Boyle
Commissioner W. David Guice
Commissioner Gregory K. Baker
Commissioner Lorrie Dollar