



# North Carolina Department of Public Safety

## Human Resources

Pat McCrory, Governor  
Frank L. Perry, Secretary

David A. Shehdan, Director  
Human Resources

March 17, 2014

### ADMINISTRATIVE MEMORANDUM: 02-2014

**TO:** DPS Division Directors and Section Heads  
**FROM:** David Shehdan, *DAS* Human Resources Director  
**SUBJECT:** **DPS Performance Management Program**

DPS is committed to an annual performance management process that fosters excellent employee performance. In an effort to improve the effectiveness of performance management across state government, DPS will join with all other cabinet agencies in the next twelve months to begin transitioning to a new more effective system of managing performance.

In preparation for this new performance management program, DPS will be reviewing and establishing new practices with how we ensure effective performance management. Several activities can be completed in preparation for the transition. DPS will begin developing and piloting new supervisor training while also working with the leadership to review the current performance system and individual goals and measures. DPS will also move to one performance cycle.

Beginning this spring, we will move to May to April performance management cycle to assure better operational efficiencies and ease of transition to the new system by May of 2015. Divisions should plan to close out cycles as follows:

- If the employee is operating on a cycle started prior to January 1<sup>st</sup> 2014, please close out the cycle and begin a new performance plan starting May 1<sup>st</sup>, 2014.
- If the employee is operating on a cycle started January 1<sup>st</sup> 2014 or later of this year, please extend the performance cycle until April 30, 2015.

This is an exciting time for DPS as we continue to grow and to enhance the organization through a dedicated workforce and effective processes.

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Please direct inquiries regarding the performance management process to Terri Butler,  
Performance Management Program Coordinator at 919-716-3800 in the Human Resources  
Office.

Thank you.

DAS:

Cc: Secretary Frank L. Perry  
Deputy Secretary and General Counsel Ellis Boyle  
Commissioner W. David Guice  
Commissioner Gregory K. Baker  
Commissioner Lorrie L. Dollar  
Ms. Elaine Barnes  
Dr. Mitchell Owen  
Ms. Tammy Penny