



North Carolina Department of Public Safety

Human Resources

Pat McCrory, Governor
Frank L. Perry, Secretary

Nancy Lipscomb, Director
Human Resources

March 24, 2016

ADMINISTRATIVE MEMORANDUM: **02-2016**

TO: DPS Division Directors and Section Heads

FROM: Nancy Lipscomb, Human Resources Director

NCL

SUBJECT: **NCVIP Updates**

The launch of the Performance Work Planning task in the NCVIP was completed in December 2015 and the Interim Review task completed in late February 2016. As we have advanced through the steps in the NCVIP since July 20, 2015, various issues and problems have arisen where procedures were developed to accommodate the system limitations. Areas impacted by system limitations include:

1. Personnel Actions
2. Tracking Values
3. Documenting Poor Performance
4. Reporting Relationships in Beacon

Our goal has and continues to be to utilize the NCVIP system wherever possible and only resort to other options outside of the system as absolutely necessary. DPS HR continues to collaborate with OSHR and the vendor to explore system enhancements to address these areas.

Personnel Actions

Procedures and a corresponding form were developed and will continue to apply in some situations. However, a new off cycle task, the Performance Evaluation for Separating Employees (PESE) has been developed to be used for employee's separating from state government and will be available in the system April 1, 2016. The NCVIP Performance Appraisal Summary/Rating for Closeout (Form HR 560) has been revised to add the individual values with space for commenting. The HR560 form will only be used when the manager is unable to access the employee's record in the NCVIP system.

Tracking Values

A values goal has been added to performance plans to be used for commenting on the values. It is for documentation purposes only and therefore, is weighted at 0%. The percentages assigned to the goal and each value listed as a task is not reflective of the weight the values will be given in the calculation of the final rating at the annual performance evaluation. Therefore, do not modify the values, the description, or the assigned weight to the values goal. The HR561 Form for documenting values is now no longer necessary and has been eliminated.

Documenting Poor Performance

Employee Action Plan (Form HR562) has been developed. While not always required, this form may be used to develop and track the employee's performance or conduct deficiency and progress towards improvement. This form may be used for documenting coaching; when performance or conduct is does not meet expectation and also can be used simultaneously when issuing a disciplinary action.

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As a result of changes that enhance our ability to use the system the HR Performance Management Procedures for Personnel Actions and Documenting on Values has been revised to incorporate the above described changes.

The updated procedures, forms HR560 and HR562, and the job aids are attached but can also be found on the DPS Human Resources Performance Management webpage [here](#).

Reporting Relationships in Beacon

We would ask that staff continue to monitor supervisor/employee relationships in BEACON. When changes occur, notify the appropriate staff at the work unit and/or in DPS Human Resources so the necessary actions can be taken to make the corrections in SAP/BEACON. The NCVIP system feeds from the SAP/BEACON system nightly, so any changes will be visible the following workday.

Training

The Regional Trainers have been providing informational sessions for managers and supervisors on the work plan task and the Interim Review task and will continue to do so for the final step, the Annual Performance Evaluation. Registration for Annual Performance Evaluation sessions, entitled HR - Introduction to the Annual Performance Evaluation Process for Managers and Supervisors - is currently available through the Learning Management System (LMS).

Policy, Performance and Organizational Development Team

The Policy, Performance and Organizational Development Unit of the DPS HR Office is responsible for the NCVIP Administration. Should you have questions or need assistance you may contact:

Barbara Revels:	HR Training Manager	919-457-1195
Robin Becker:	Coastal Region	252-756-5501, ext. 226
Kay Fowler:	Central Region	910-944-2359, ext. 241
Natalie Crookston:	Mountain Region	828-368-4422
Mary Stephenson:	HR Policy (NCVIP Business Processes)	919-457-1204
Penney Mizell-Brooks:	HRIS Manager (LMS & NCVIP Systems)	919-457-1180
Christopher Hunt	Staff Development Specialist III	919-457-1237
Kathy Reitzel:	HR Deputy	919-457-1194

Your continued support and cooperation is greatly appreciated as we continue the transition to NCVIP.

NL:MKS

Attachments: HR Performance Management Procedures – Personnel Actions and Documenting on Values
Personnel Actions Job Aid
PESE Job Aid
NCVIP Performance Appraisal Summary/Rating for Closeout (Form HR 560)
Employee Action Form (HR562)

Cc: Secretary Frank L. Perry
Commissioner Gregory K. Baker
Gregory A. Lusk, Adjutant General
Deborah L. McSwain, General Counsel
James C. Gardner, Chairman, ABC Comm.
Renee Robinson, Director of OSI
Commissioner W. David Guice
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HR Management Team