



North Carolina Department of Public Safety

Human Resources

Pat McCrory, Governor
Kieran J. Shanahan, Secretary

David A. Shehdan, Director
Human Resources

April 24, 2013

ADMINISTRATIVE MEMORANDUM: 07-2013

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

DPS is committed to an annual performance management process that fosters excellent employee performance. The Performance Management Program Section provides guidance and technical assistance for performance management, focusing on creating a high performing organization.

We are in the process of developing a new performance management program that reflects the strategic and philosophical direction of the new DPS. In the interim the divisions of Adult Corrections, Juvenile Justice, and Law Enforcement will continue to operate under their respective performance management program prior to January 1, 2012, using the forms for the former agency. The Office of the Secretary and Administration Section will receive special instructions from the Performance Management section.

Schedules

- Adult Correction will continue the hire/promotion date cycle.
- Juvenile Justice will remain on the May 1 – April 30 pm cycle.
- Law Enforcement will remain on the January 1 – December 31 pm cycle.
- *Office of the Secretary and Administration will receive special instructions.*

The common theme for each program is contained in the over-arching policy set forth by the Office of State Personnel. All supervisors who manage and direct the work of others are expected to follow the procedures outlined:

Process

- Activities and expectations associated with each position should be clearly defined, understood, and communicated to the employee.
- Performance discussions should be on-going and continuous as each former agency's policy specifies.
- Any performance discussions, coaching, and feedback should be documented in some form (tracking log, memos, etc.)

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Please direct all inquiries regarding the performance management process to Terri Butler, Performance Management Program Manager at 919-716-3648 in the Human Resources Office. I look forward to working with you.

Thank you.

DS:TB:mks

Cc: Secretary Kieran Shanahan
Mr. Edward Masso
Mr. Frank Perry
Mr. David Guice
Ms. Lorrie Dollar
HR Team