



North Carolina Department of Public Safety

Human Resources

Pat McCrory, Governor
Frank L. Perry, Secretary

David A. Shehdan, Director
Human Resources

September 3, 2013

ADMINISTRATIVE MEMORANDUM: 12-2013

To: Division Directors
From: David Shehdan *DAS*
Re: New Employee Orientation

As the Department of Public Safety continues the consolidation of policies, processes, and procedures, I am pleased to announce the development of the New Employee Orientation program. This New Employee Orientation program focuses on policies, procedures, and benefits that apply to every employee within the Department of Public Safety. It ensures that all employees within the Department, regardless of division, section, or position, receive the same information. The new material will allow the Divisions and Sections to continue with their existing delivery methods or to collaborate with the HR Office on a different delivery option. Regardless of the delivery option, the information provided to employees will be the same.

Instructors for New Employee Orientation

Currently various staff members at each work location deliver orientation information to their new employees. Our intention is that the same people currently involved in delivering orientation information may continue to do so. Management also may wish to identify additional staff that could be involved in delivering this material. Active participation by line staff in the new employee orientation will aid in retaining talented employees in the organization.

We will be having regional meetings to introduce these staff members to the new curriculum. We will have 2 sessions each day (9 am – noon and 1 pm – 4 pm). The dates are:

September 17	Greenville
September 24	McCain
October 2	Morganton
October 3	Asheboro
October 8	Raleigh

Please identify two (2) representatives from each location to attend a regional session. Please provide the names by regional location to Penney Mizell-Brooks at penney.mizell-brooks@ncdps.gov by Wednesday, September 11.

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Learning Management System

Beginning September 1, all State Agencies will have access to an online Learning Management System. As the Department of Public Safety transitions to this new system, we will collaborate with Divisions and Sections to explore the options available to complete some or all of the New Employee Orientation. We appreciate your cooperation and look forward to working with you to make this program a success.

Cc: Penney Mizell-Brooks
Kathy Reitzel