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It is the policy of the Department of Public Safety to provide a Performance Management System that fosters ongoing communication between supervisors and employees to ensure employees are aware of what is expected of them, are provided feedback on their performance, are provided opportunities for training/development, and are rated in a fair and equitable manner.

DPS evaluates employee performance annually. Performance discussions between you and your supervisor will occur throughout your performance. However, the three discussions required by policy are the Work Planning Discussion, the Interim Review, and the Final Evaluation.

There are 3 phases to the Performance Management process
Planning
Managing
Appraising.

<u>Work Plan Discussion</u>
A Work Plan Discussion should occur between a new employee and supervisor within the first 30 days. During the Work Planning Discussion, the supervisor will go over the employee's Performance Standard indicating performance expectations. Any performance goals, special projects for the year, or career development plans are discussed and documented. The supervisor and employee will also discuss performance tracking sources.

Managing

Employees are responsible for meeting or exceeding performance expectations.
Supervisors are expected to observe performance, monitor progress and provide feedback.
Performance progress is tracked on a performance tracking log.
Employees are encouraged to track their own progress toward their goals.

For new employees, in the 6th month, supervisors should conduct an Interim Review. The supervisor discusses the employee's progress towards accomplishment of the established expectations and goals. A performance rating will be issued at this time based on the previous 6 months of performance.

Appraise

At the end of the 12th month, a Final Evaluation will be conducted. A Final Evaluation Overall Rating will also be issued.
The supervisor reviews, evaluates and fairly rates the employee's actual performance results for the entire performance cycle.
Employees are encouraged to complete a self-evaluation of their accomplishments relative to their performance expectations and goals.
Plan for the next performance cycle.

Changes to Performance Management

- Effective July 1, 2015
- Cycle July 1 – June 30
- Applies to all State Employees
- 3 Level Rating Scale
  - Exceeds Expectations
  - Meets Expectations
  - Does Not Meet Expectations
- Use of a Technology Tool
- 50% Goals Related to job and position responsibilities
- 50% Values determined by OSHR and DPS Leadership

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Effective July 1, 2015 the State of North Carolina will begin a new Performance Management System called Valuing Individual Performance (VIP). More information can be found on this new system at: http://www.oshr.nc.gov/Guide/PerformanceMgmt/index.htm

Below is a summary of the changes to the new process:
The rating scale will now be a 3-level rating scale:
Exceeds Expectations
Meets Expectations
Does not Meet Expectations
A Performance Management Technology tool will be used for the administration of the Performance Management Process.
Every employee's work plan will be comprised of 3-5 goals related to their job and position responsibilities. There will also be specific tasks documented related to the employee's goals. Goals will comprise 50% of the overall performance rating.
Every employee will have values as part of their work plan. 2-4 values will be determined and assigned by the Office of State Human Resources to all state employees. Up to 5 additional values will be assigned by DPS executive leadership to all DPS Employees. These values will comprise 50% of the overall annual performance rating.
The performance cycle will begin on July 1 and end June 30 of each year, beginning July 1, 2015.

More information is being distributed through DPS Human Resources as this project is being implemented