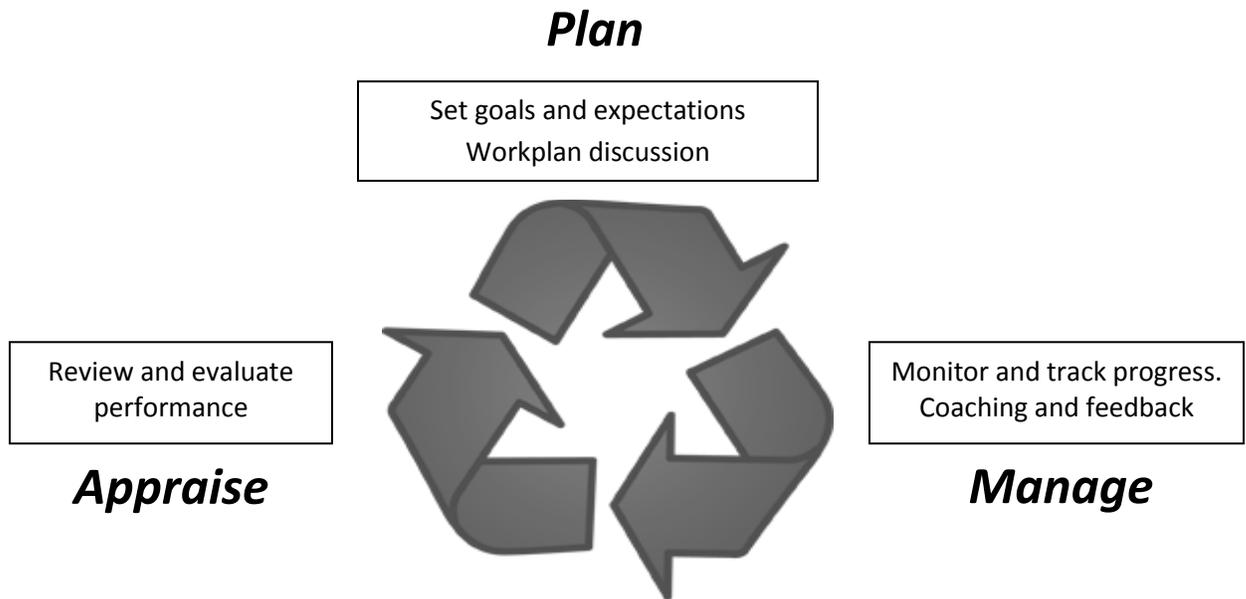


PERFORMANCE MANAGEMENT

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The Performance Management program recognizes all employees as essential to the department's overall success. This success is achieved by fostering a work environment in which employees are empowered to perform to the best of their abilities. To facilitate such an environment, DPS is committed to a performance management system that links individual and group objectives to our organizational mission and goals. It is a collaborative, on-going process between a supervisor and an employee to plan for, monitor, develop, and evaluate an employee's work



THREE PHASES OF PERFORMANCE MANAGEMENT

Planning: Setting performance expectations

- Supervisor and employee establish performance goals and expectations that align with and support the organizational goals.
- Performance standards and measures shall be identified to help determine how success will be accomplished.
- Development goals are set to ensure performance growth and success.

Managing: Maintaining ongoing performance dialogue to keep performance on track

- 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.

Appraising: Evaluating and reviewing actual results

- 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.

Each phase of the performance management process is equally important and dependent on the next to be successful. The goal of our performance management process is to bring out the best in our employees and demonstrate our commitment to the organization's success and our employee's professional growth.

5 Rating Scale

The Department of Public Safety currently uses the North Carolina five (5) level performance rating scale. The five rating levels are:

- Outstanding (O)
- Very Good (VG)
- Good (G)
- Below Good (BG)
- Unsatisfactory (U)

CHANGES TO THE PERFORMANCE MANAGEMENT SYSTEM

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:

1. The rating scale will now be a 3-level rating scale:
 - Exceeds Expectations
 - Meets Expectations
 - Does not Meet Expectations
2. A Performance Management Technology tool will be used for the administration of the Performance Management Process.
3. 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.
4. 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.
5. 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.

Note:

Teachers utilize the Local Education Agency (LEA) work plan and Performance Management System.