



**NORTH CAROLINA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
MEAT AND POULTRY INSPECTION DIVISION
Raleigh, North Carolina**

Steve Troxler, Commissioner

MPID NOTICE	1-17	5-16-17
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**NEW EMPLOYEE TRAINING,
ASSIGNMENT, PERMANENT STATUS**

- I. PURPOSE:** This notice is being issued to provide instructions for key personnel (e.g., Supervisors and Trainers) to follow when training new employees and assigning the employee to his/her permanent duty station. This notice also includes instructions for changing the status of a new employee from *probationary* to *permanent*.
- II. CANCELLATION:** MPID Notice 3-14, dated 3-23-14.
- III. REFERENCES:** State of North Carolina State Personnel Manual.
- IV. PROCEDURE:**
 - A. When a new employee is in “On-The-Job Training” (OJT), they are required to keep their work hours confined to a 40-hour workweek. If circumstances arise where a Trainee incurs more than eight (8) hours of work in one day, the extra time can be offset by reducing the number of hours worked on a day toward the end of the week. In any event supervisory personnel and trainers (whoever is directly responsible for the Trainee for that week) must ensure that overtime is not accrued.
 - B. During the training period, OJT evaluations (**MPIS FORM 2j**) are completed by the trainer and submitted as directed by the Training Supervisor. Also, a Training Summary Report (**MPIS Form 2m**) is completed by the trainer at the end of OJT. The employee must read, understand and sign each week’s evaluation. All completed OJT training forms are submitted to the Raleigh Office and become part of the personnel record for that employee.
 - C. Upon completion of the initial OJT, follow-up training will be conducted as needed for a period of 90 days by the training staff or as directed by the Training Supervisor.
 - D. Once OJT is completed, the Supervisor is responsible for completing and submitting to the Raleigh Office a “Patrol/Headquarter Assignment” (**MPIS FORM 1b**) to include all establishments in the inspector’s patrol assignment.
 - E. New employees will be assigned an NCVIP plan in Beacon. The supervisor is responsible for entering the goals and tasks for the employee. The supervisor should also meet with the employee to discuss their goals and tasks.
 - F. The supervisor is responsible for documenting the performance of their probationary employees every three months on the Probationary Review form (**MPIS Form 2d**) and in NCVIP. After filling out the Probationary Review form each quarter, the supervisor will copy and paste the comments into the comment section of the employee’s NCVIP Performance Plan. The supervisor will also have a conversation with their probationary employees every quarter to discuss their progress.
 - G. Approximately two weeks prior to the one year (12 month) anniversary of an employee’s date of hire, the supervisor shall send an e-mail to the director, the manager, and Pam Flood letting them

know how the employee is performing and a recommendation either to change the employee to a permanent employee or to separate them from the position. Upon receipt of the e-mail with the supervisor's recommendation to award the employee permanent status, the Raleigh Office will process the request to make the employee permanent. A letter to the employee notifying them of their change in status from *probationary* to *permanent* will be issued by the Human Resources Management Division.

H. After the comments for the 12-month review are recorded on the Probationary Review form, both the supervisor and the employee will need to print their names and sign the form. In addition to copying and pasting the comments for the 12-month review into NCVIP, the supervisor will also attach a copy of the completed/signed form to the employee's NCVIP plan and send a copy to Pam Food in the Raleigh Office.

V. ADDITIONAL INFORMATION: If you have any questions or need additional information, contact the Meat & Poultry Inspection Division Headquarters in Raleigh, NC during normal working hours at 919-707-3180.

Attachments:

- [MPIS Form 1b](#)
- [MPIS Form 2j](#)
- [MPIS Form 2m](#)
- [MPIS Form 2d](#)

Dr. Karen Beck
State Director

DISTRIBUTION:
MPID Area Supervisors
MPID Trainers

SUBJECT CATEGORY:
Personnel