



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

Steve Troxler, Commissioner

MPID NOTICE

3-24

3-07-2024

NEW EMPLOYEE TRAINING, ASSIGNMENT, PERMANENT STATUS

I. PURPOSE

This notice is being issued to provide instructions for key personnel, 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 1-17, dated 5-16-17.

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, weekly OJT evaluations are completed by the Trainer and submitted as directed by the Training Supervisor. The employee must read, understand, and sign each week's evaluation. A Training Summary Report (TSR) is completed by the Trainer at the end of OJT. 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 by the training staff for a period of 90 days 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” form 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. See Section V. for more details. The Supervisor will also have a conversation with their probationary employees each 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 State Director, the employee’s Manager and the Administrative Services Manager 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.
 - Unsatisfactory progress documented during the probationary process should be discussed with the employee and appropriate adjustments made. If the Supervisor determines that the employee’s performance indicates that the employee is not suited for the position, whether due to performance or conduct, the Supervisor should document the justification and discuss next steps with their Manager.
- 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. The Supervisor will attach the probationary review (three (3), six (6), nine (9) and twelve (12)-month period) to each NCVIP task (interim and final evaluation) that fall within the 12-month period). If the 12 months ends after the interim review, but before the final review, then the probationary review should be attached at the final evaluation task. The supervisor will send a copy of the completed/signed probationary review form to the Administrative Services Manager in the Raleigh Office.

V. NCDA&CS EMPLOYEE PROBATION PERIOD WORKFLOW

- A. The employee is notified of their probationary status via the second paragraph of the offer letter. Supervisors should also discuss the process, outlined in B below, with the employee.

- B. The Supervisor shall review the Probationary Employee's performance by conducting four (4) quarterly, documented performance feedback discussions during the first twelve (12) months of employment at the three (3), six (6), nine (9) and twelve (12) month marks. The Supervisor will provide comments on the employee's progress towards their goals and agency values. Employees are encouraged to provide comments as well.

[Probationary Review Form](#)

- C. During the 12-month probationary period, managers should attach the probationary review (three (3), six (6), nine (9), and twelve (12) month reviews) to each NCVIP task (interim and final evaluation) that falls within this 12-month period. If the 12 months ends after the interim review but before the final review, then the probationary review should be attached at the final evaluation task. Directions [here](#).

- At the onset of performance/behaviors not meeting standards, Managers should contact Employee Relations in the Human Resources Division. Do not wait until the last quarter of the probationary period.

- D. At the end of the 12-month probationary period, MPID's Human Resources Representative will complete an action in the Human Resources Information System (HRIS) to change the status of the employee from probationary to permanent.

- E. Once the action is approved by the agency's Division of Human Resources' Management, the employee will receive a letter notifying them of their permanent status.

[NC Performance Management Policy](#)
[NC Appointment Types and Career Status](#)

VI. 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.

Dr. Karen Beck
State Director

DISTRIBUTION:
MPID Area Supervisors
MPID Trainers

SUBJECT CATEGORY:
Personnel