

Guidelines for using the Performance Improvement Plan (PIP)

A performance improvement plan is developed to help the staff member be successful in the job by changing the undesired behavior. Although performance improvement plans are desirable, they are not required in all instances. The County may exercise discretion to proceed directly to termination if warranted. Use the following guidelines to complete the PIP form.

- Details - List only facts, not opinions. Give concrete examples, when possible, to document the incorrect behavior.
- Objectives - What is the desired outcome? What do you expect? Manager may cite a portion of the job description or a policy.
- Solutions – Suggestions for improving employee performance to eliminate the incident from happening again. Does the employee have any suggestions? (training, review of procedures, etc.)
- Action – Establish measurable action to be taken. Set dates to review the progress towards obtaining the goals set.

Employee Performance Improvement Plan	
Employee Name:	Date:
Job Title & Dept:	Supervisor:
Attendees:	
Details of incorrect behavior: (copy from Personnel Conference Report/ Warning Report)	
Objective(s):	
Solution(s):	
Action(s) to be taken:	
Comments:	
Re-evaluation meeting scheduled for	
Employee signature	Date
Supervisor/Manager signature	Date
HR signature (if applicable)	Date
Employee's signature in no way indicates agreement with the contents thereof. If the employee refuses to sign, write "refused to sign" and sign your name as a witness. Refusal or lack of signing by the associate shall be noted and thereby not preclude issuance of discipline. The associate shall have the right to submit a written response which shall be attached. Disciplinary action shall remain in the associates file per policy or appropriate bargaining unit. The manager must give a copy of the signed document to the employee and send the original to the Human Resources office.	

Employee Performance Improvement Plan Follow Up

Employee Name:		Date:	
Job Title & Dept:		Initial/Last Meeting Date:	
Supervisor:			
Attendees:			
Objectives and expectations from prior meeting:		Progress	<input type="checkbox"/> In progress <input type="checkbox"/> Achieved <input type="checkbox"/> Did not achieve
Action(s) taken from initial PIP expectations		Progress	<input type="checkbox"/> In progress <input type="checkbox"/> Achieved <input type="checkbox"/> Did not achieve
Action(s) taken from initial PIP expectations		Progress	<input type="checkbox"/> In progress <input type="checkbox"/> Achieved <input type="checkbox"/> Did not achieve
Action(s) taken from initial PIP expectations		Progress	<input type="checkbox"/> In progress <input type="checkbox"/> Achieved <input type="checkbox"/> Did not achieve
Summary of performance since prior meeting:		Progress	<input type="checkbox"/> In progress <input type="checkbox"/> Achieved <input type="checkbox"/> Did not achieve
Recommendations:			<input type="checkbox"/> Extend PIP <input type="checkbox"/> Achieved <input type="checkbox"/> Did not achieve
Comments:			
Re-evaluation meeting scheduled for			
Employee signature		Date	
Supervisor/Manager signature		Date	
HR signature (if applicable)		Date	
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