

PERFORMANCE IMPROVEMENT PLAN

Employee Name: [Employee's Name]

Date Plan Presented: [Date]

Your role is critical to the success of our organization. Currently, your performance is not meeting the Company's expectations in several areas, which are discussed in more detail below.

The Management Team has decided to place you on a Performance Improvement Plan (PIP). The life of this PIP is [30, 60, 90 or other] days. It begins on [date] and extends through [date]. Shortly after the end date, the Management Team will meet to decide whether you have successfully completed the Performance Improvement Plan. There are three potential outcomes:

- 1) Successful completion of the PIP;
- 2) Extension of the PIP; or
- 3) Termination of employment.

This Performance Improvement Plan is not intended to be an employment contract or a guarantee of continuing employment. The company does not promise that you will remain employed until the end of the plan. Should you fail to make progress or should your performance or behavior decline during the PIP, you may be terminated before its conclusion. You may also be terminated for any other reason allowed by law, regardless of its relation to the PIP.

PERFORMANCE FAILING TO MEET THE COMPANY'S MINIMUM EXPECTATIONS

- | | | | |
|---------------------------------------|-------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Productivity | <input type="checkbox"/> Efficiency | <input type="checkbox"/> Teamwork | <input type="checkbox"/> Quality |
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Conduct | <input type="checkbox"/> Communication | <input type="checkbox"/> Other: _____ |

EXAMPLES OF PERFORMANCE FAILING TO MEET THE COMPANY'S MINIMUM EXPECTATIONS

[Use detail. For instance, instead of saying "misses deadlines," say, "missed TPS report deadline of April 1; missed goal setting deadline of May 15; would have missed May 1 TPS report deadline but delegated at the last minute to Joe, which caused him to work overtime."]

DELIVERABLES AND/OR OTHER EXPECTATIONS

[Define what is expected, how it should be accomplished, and in what timeframe. Be specific.]

Summary & Acknowledgement

Successful completion of this PIP is necessary for your continued employment with the company. The Management Team is committed to helping you achieve these goals, so please do not hesitate to reach out if you have questions or concerns regarding the deliverables listed in this document. To help you achieve these goals and provide you with regular feedback regarding your progress, your manager will meet with you bi-weekly during the course of the PIP. The dates of these meetings are listed below for your reference and it is imperative that you attend each of them.

Plan Accepted by: _____
Employee's Signature Date

Plan Presented by: _____
Manager's Signature Date

INSTRUCTIONS FOR ESTABLISHING AN EMPLOYEE PERFORMANCE PLAN – FOR MANAGEMENT USE ONLY

This performance plan may or may not take the place of oral or written disciplinary action and may or may not be used to supplement an oral or written corrective action, as appropriate.

1. The Manager will fill out the PIP based on all available information and ensure that it is easy to understand and provides expectations and goals that the employee is able to meet. If the Manager does not feel that the employee will be able to meet the established goals, they should speak with Human Resources to discuss other options.
2. The Manager will review the Performance Plan with the Department Manager and the Human Resources Manager. Any agreed-upon recommendations will be incorporated into the Manager's outline.
3. The Manager will meet with the employee in a confidential setting and review the Performance Standards, the employee's related performance issues, and the corrective actions prescribed by the plan. The Manager should consider the employee's input as appropriate.
4. The Manager and employee will discuss the established timelines for improved performance on each expectation to ensure they are reasonable; this should be documented under Deliverables and Other Expectations.
5. The Manager should articulate that success in the plan is necessary for continued employment, but that failure to progress or meet expectations or deadlines may also result in termination.
6. The Manager should get the employee's signature and date on the form indicating agreement with the performance plan. In most cases, an employee's refusal to sign will result in immediate termination. Managers should discuss this possibility with HR in advance of meeting to ensure that everyone agrees as to the appropriate response.
7. Employees should be provided with a copy of the signed plan for their reference.
8. Periodic reviews (one to six, based on the complexity and duration of the PIP) will be conducted on a regular basis with the employee. The Manager and employee will initial each progress review.
9. At the end of the performance plan period, the Management Team will determine if the performance plan was satisfactorily completed, if it should be extended, or if the employee should be terminated.
10. The Manager should retain the original signed PIP for the duration of the performance plan. Upon completion of the plan, the original PIP should be placed in the employee's personnel file.