



PERFORMANCE IMPROVEMENT PLAN
EXEMPT OR NON-EXEMPT

Completion of a Performance Improvement Plan (PIP) is required for any exempt or non-exempt employee whose performance has not improved at the mid-year check-in after receiving an **overall performance rating of "Needs Improvement"** on their annual performance assessment.

This document must be developed in conjunction with the department's HR Partner or designee and must be reviewed and approved by Employee and Labor Relations prior to issuance to the employee. Bi-weekly meetings should be conducted between the manager and the employee to review progress.

Managers are also encouraged to use the PIP as part of the annual performance assessment process, or at any time during the year to further improve employee performance.

Employee ID (Not SSN):		
Name	Job Title	Date Prepared

Specific areas to be improved	Actions to be taken to improve performance	Time frame for improvement	Documentation of improvement	Progress achieved (Y/N)

Supervisor's signature	Dates for follow-up review
Employee's signature	Date