



## STAFF PERFORMANCE IMPROVEMENT PLAN

Completion of a Performance Improvement Plan (PIP) is required for any staff member who receives an **overall performance rating of “Does Not Meet Expectations”** 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 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