



**PERFORMANCE IMPROVEMENT PLAN  
EXEMPT OR NON-EXEMPT**

Completion of a Performance Improvement Plan (PIP) is required for any exempt or non-exempt employee whose **overall performance has been evaluated as “Unsatisfactory” – (overall rating is below (2)).** This document must be developed in conjunction with the department’s HR Manager or designee. At least one follow-up session must be held to assess the individual’s performance.

Supervisors are also encouraged to use the Performance Improvement Plan as part of the annual evaluation process, or at any time during the year to further improve employee performance.

<b>Employee ID (Not SSN):</b>		
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