



County of Granville

Employee Performance Improvement Plan (PIP)

Employee Name: _____ Meeting Date: _____

Supervisor: _____ Department: _____

- Standard(s) of Performance Review:
- Cooperation
 - Attendance
 - Initiative
 - Dependability
 - Attitude
 - Judgment
 - Specific Job
 - Communication
 - Productivity
 - Interpersonal Relationships
 - Organization Skills
 - Safety
 - Other _____

List a specific example of current performance under review: _____

Improvement Plan (define what is expected, how it should be accomplished, in what timeframe, and what consequences of failing to meet and sustain plan requirements) _____

Agreed upon by: Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

PERIODIC REVIEW

Date	Comments	Initiated by (Employee/Supervisor)

- Check One:
- Performance Improvement Plan satisfactorily completed on _____
 - Corrective or Disciplinary Action Required (*attach and submit to Human Resources*)

Failure to meet and sustain improved performance may lead to further disciplinary action, up to and including termination. Corrective action may be taken in conjunction with, during, or after the Performance Improvement Plan.

Reviewed and accepted by Employee Signature: _____ Date: _____

Review completed by Supervisor/Department Head Signature: _____ Date: _____



INSTRUCTIONS FOR ESTABLISHING AN EMPLOYEE PERFORMANCE IMPROVEMENT PLAN (PIP)

This Performance Improvement Plan (PIP) may or may not take the place of verbal or written disciplinary action and may or may not be used to supplement a verbal or written corrective action, as appropriate.

1. The Supervisor will review the performance standard(s) under consideration for the performance improvement planning meeting.
2. The Supervisor will review the employee's performance problems relating to the performance standard(s) [i.e., what is the employee doing wrong?] Be objective and note specific examples.
3. The Supervisor will determine what steps the employee needs to take to correct performance problems.
4. The Supervisor will meet with the employee in a confidential setting and review the performance standard(s), and the employee's related performance problem(s), and outline the corrective actions. The Supervisor will seek and consider the employee's input to modify the corrective action statements as appropriate. The Supervisor and employee will establish reasonably, mutually agreed upon timelines for improved performance on each expectation. The Improvement Plan section of the PIP will then be completed by the Supervisor.
5. The Supervisor will establish consequences for failure to meet and sustain improved performance if a stepped approach is appropriate, reserving the County's right to terminate (see required notation in bold).
6. The Supervisor will obtain the employee's signature and date on the form indicating agreement with the PIP.
7. Periodic reviews (minimum of one, maximum of six, based on the depth of the PIP) will be conducted on a regular basis with the employee. The supervisor and employee will initial each progress review.
8. The form will be retained by the Supervisor for the duration of the PIP. At the end of the PIP period, the Supervisor will determine if the PIP was satisfactorily completed or if a corrective action notice is required. Upon completion of the plan, the original will be placed in the employee's personnel file in the Human Resource Office.
9. The PIP is not intended to be an employment contract or guarantee of continuing employment.