**PERFORMANCE IMPROVEMENT PLAN**

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| **Target area** | **Performance Concern** | **Expected standard of performance** | **Agreed Improvement actions** | **Support** | **Review Date** | **Review notes** | **Date to achieve expected standard** |
| Detail specific Duties / Responsibilities where performance standards have not been met | Detail specific dates and examples of where the standards have not been met | Detail what is expected of the employee in terms of their performance (i.e., S.M.A.R.T. goals) | Detail what actions need to be taken to meet expected standard of performance | Detail what has been agreed in terms of support (incl. additional coaching and/or training) to achieve the expected. |  | Detail improvement made and any future commitments and any future/negotiated review dates |  |
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PERFORMANCE IMPROVEMENT PLAN (PIP) GUIDELINES

Please read through prior to preparing PIP

* Consult with Local HR Employee-Labor Relations prior to issuing a Performance Improvement Plan (PIP).
* A PIP can be an effective tool to monitor and measure performance behaviors, processes and work products that need improvement outside of the annual performance evaluation.
* Inform the employee that the PIP is being issued to assist them in raising their performance levels to meet acceptable standards, expectations and requirements (S.M.A.R.T.)
* Define the problem and the improvement that is required to meet performance standards
* Identify the changes that must be met and by when (define due dates whenever possible) and how the outcome will be measured
* Establish action plan, goals, resources (i.e. training to achieve desired outcome, if available) and timetables for meeting the standards (S.M.A.R.T.)
* Maintain communication and evaluate whether his/her standards have been met.
* Involve the employee in resolution of the deficiencies. Get the employee to commit to improvement. Avail yourself and others as resources.
* The clearer the expectations, the easier it will be for you to manage/monitor the situation.
* PIP’s are not “written warnings” and therefore are not disciplinary actions.
* The PIP is a living document that is updated on a regular basis by both the employee and the supervisor
* It is recommended that you meet with the employee in a one-on-one meeting weekly to monitor progress and to maintain communication between the supervisor and the employee.
* Written confirmation of a counseling session is not grievable.

**POINTERS:**

* Give on-going feedback to the employee and respond in writing whether or not there has been improvement on the subject of the counseling session.