



Performance Improvement Plan (PIP)

Employee Name: _____

Today's Date: _____

This document is to summarize past discussions and ongoing issues related to your performance.

You have reported to me since [date] and you currently hold the position of [title]. During the time you have reported to me, I have observed and counseled you regarding various performance concerns. (If applicable add: Other stakeholders have also informed me of concerns they have about your performance.) My feedback to you regarding your performance in our discussions has become increasingly serious and more urgent. Despite the feedback, your performance has not improved and in fact has declined. Therefore, the need to provide you with specific, written and clear performance expectations for your job is required. The associated Performance Improvement Plan (PIP) will provide you with an opportunity to demonstrate your ability to perform at a satisfactory level for your position.

Your performance is currently not meeting our expectations. The performance issues that are of concern along with specific examples are as follows:

Summary of Performance Issues:

< Provide an overall summary of the performance issues including a listing of the categories of concern. For example: "Employee is struggling with accountability (follow-up & follow-through), teamwork, and time management." >

Examples of Performance Issues:

< Include current, fact-based/observable examples (in bullets) of the issues or concerns. Please be sure to describe each area/category of concern. For Example>

- Accountability (follow-up/follow-through)
 - You have failed to deliver on your commitment to complete testing the upcoming project implementation and placed blame on others instead
 - You have not volunteered to take on new assignments when asked
- Teamwork –
 - I've received complaints from your stakeholders regarding your willingness to respond to their inputs and needs
 - I have observed your lack of participation in project meetings
- Time management –
 - You have been late for our weekly staff meeting xx times over the past xx months
 - The TPS report data was submitted at least 1 week late for the past 3 months

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Expectations:

You are a valued employee and I want to provide you with clear performance expectations for your job and a fair opportunity for you to demonstrate your abilities to perform your job to our expectations.

<List what the manager expects regarding performance. Follow the format above with observable/measurable and specific expectations tying directly to each of the performance concerns, in bulleted format. Again, please be sure to address each area/category of concern. For example:>

- Accountability (follow-up/follow-through)
 - You volunteer to take on at least one assignment in the next 30 days without being asked. You deliver on the commitment according to agreed timeline and deliverables.
 - You update your project status report on a weekly basis and review with me and your teammates.
- Teamwork –
 - Observable criteria for improvement
- Time management –
 - Observable criteria for improvement

Action Plan:

I am placing you on a [# of days] (30/60 (most common) or 90 - depending on situation, previous discussions/documentations and/or length of service.) day Performance Improvement Plan ending [month], [date], 20 . During this period, you must bring your performance up to a satisfactory level using the criteria above.

While this plan is designed to last for the period of time listed above, we will continue to evaluate your performance throughout the plan and may alter the length of the plan as your performance dictates. If you fail to meet the objectives of the plan and improve your performance to an acceptable level, you may receive corrective action up to your employment being terminated.

If you are not successful in meeting the expectations of this PIP, you may elect to:

- Resign from the City of Denton or;
- Remain with the City of Denton under a 30-day probationary period, whereby you are given a second and final opportunity to bring your performance up to the desired level. If you choose this option and are successful, you would need to maintain at least this performance or termination of your employment may result. If you choose

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this option and you do not bring your performance to an acceptable level during the 30-day probationary period, your employment with the City of Denton would terminate immediately.

Commitment:

You and I will meet every other [day of the week] at [time] beginning [month], [day], 20[year] to discuss your progress. During these meetings, you should advise me of any barriers to achieving this action plan. HR may also be present during these discussions.

As your supervisor, my commitment to the improvement process will be as follows:

- Provide coaching through our weekly/bi-weekly (this may be different depending on situation) meetings. If I am unable to make a meeting, I will take responsibility to reschedule.
- Make myself available to answer any questions you may have
- Provide you with timely feedback and discussion related to your performance
- Maintain strict confidentiality of this plan and your progress

With your commitment to this plan, it is my hope that you will succeed in improving your performance.

Please indicate by signing below that you understand the expectations and that you are committed to performing your job at the level described or beyond as indicated above.

Employee Signature

Manager Signature

HR Business Partner Signature

Date

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