

## Performance Improvement Plan (PIP) and Template

### A. Introduction

This Performance Improvement Best Practice plan and template is a resource designed to facilitate constructive discussion between a staff member and their supervisor and to clarify the work performance to be improved. It is implemented at the discretion of the supervisor, when it becomes necessary to help a staff member improve their performance. The supervisor, with input from the affected team member, develops an improvement plan; the purpose of the activities outlines is to help the team member to attain the desired level of performance.

### B. Process

The format and the expectation of the PIP should enable the supervisor and team member to communicate with a higher degree of clarity about specific expectations. In all cases, the supervisor prepares the PIP, reviews with the supervisor's supervisor and the Human Resources Department. This will ensure consistent and fair treatment of team members across the organization. The supervisor will monitor and provide feedback to the team member regarding their performance on the PIP and may take additional disciplinary action, if warranted, through ULH/ULBCC's Progressive Discipline process, if necessary.

The supervisor should review the following six items with the team member when creating the PIP:

1. State performance to be improved; be specific and cite examples.
2. State the level of work performance expected and that it must be performed on a consistent basis.
3. Identify and specify the support and resources you will provide to assist the team member.
4. Communicate your plan for providing feedback to the team member. Specific meeting times, with whom and how often. Specify measurements you will consider in evaluating progress.
5. Specify possible consequences if performance standards are not met.
6. Provide sources of additional information such as the Team Member Handbook.

Now that you are formally committed to helping your team member improve their performance, please use the form that follows to document this commitment.

## Performance Improvement Plan

Date: \_\_\_\_\_

Team Member Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor Title: \_\_\_\_\_

Dear **employees name**,

**Employee name**, this memo is a follow up to the discussion we had last week regarding the need to place you on a performance improvement plan after **REASON FOR ACTION PLAN**. This PIP is not a result of poor performance, but it will be used as a tool to ensure that you **desired outcome of PIP**.

The following concerns were raised **REASON FOR ACTION PLAN**:

- List objective concerns here
- 

**Employee name**, this situation needs to be corrected as quickly as possible so that you can begin making the kinds of contributions of which I know you are capable. I am providing suggestions for how you might go about successfully achieving performance goals. I am available to discuss with you any suggestions you might want to include or any concerns.

### **Overview of the Plan:**

The purpose of this letter is to outline my expectations and to put you on notice that performance must improve or disciplinary action will be implemented. An employee shall be reevaluated at least once every 30 calendar days up to a maximum of 90 calendar days. The Performance Improvement Plan allows a reasonable period for the employee to improve. However, please understand that you remain subject to disciplinary action related to either unsatisfactory performance, or a violation of ULH/ULBCC policies and procedures. Additionally, it is expected that you will show marked improvement during the next thirty (30) calendar days. Failure to meet the performance expectations and show improved performance may result in termination of employment.

**Terms of the Plan and Expectations**

The terms of your performance improvement plan and my expectations as your supervisor are:

- **Objectives and action items to meet performance expectations (measurable)**

Our next meeting to review your performance will be on **FOLLOW-UP DATE**. Please do not hesitate to speak to me regarding this plan or other matters related to your performance.

Sincerely,

**Manager Name and Credentials**

Nursing Manager **DEPARTMENT**

CC: Human Resources