## Supervisor’s Checklist

**Attendance Improvement Plan**

**Employee Name & ID:**

**Department :**

**Date** :

**Employee placed on Attendance Improvement Plan (AIP):** mm/dd/year

* Employee given AIP letter with clarification of expectations
* AIP letter provided to Employee Relations\* for filing

**30-day Evaluation (or significant event):** mm/dd/year

* Assign 30-day progress rating:
  + Attendance/Tardiness Satisfactory
    - Remove employee from AIP
    - Inform Employee Relations
  + –**OR**- Some Improvement in Attendance/Tardiness
    - Proceed to 60-day evaluation
    - Provide written feedback
  + –**OR**- No significant Improvement in Attendance/Tardiness
    - Draft written warning with Employee Relations
    - Issue written warning to employee
    - Proceed to 60-day evaluation
* Provide Employee with 30-day letter documenting the aforementioned rating and expectations moving forward (Employee Relations can assist in drafting)

**60-day Evaluation (or significant event):** mm/dd/year

* Assign 60-day progress rating:
  + Attendance/Tardiness Satisfactory
    - Remove employee from AIP
    - Inform Employee Relations
  + –**OR**- Some Improvement in Attendance/Tardiness
    - Proceed to 90-day evaluation
    - Provide written feedback
  + –**OR**- No significant Improvement in Attendance/Tardiness
    - Draft written warning with Employee Relations
    - Issue written warning to employee
    - Proceed to 90-day evaluation
* Provide Employee with 60-day letter documenting the aforementioned rating and expectations moving forward (Employee Relations can assist in drafting)

**90-day Evaluation (or significant event):** mm/dd/year

* Assign 90-day progress rating:
  + Attendance/Tardiness Satisfactory
    - Remove employee from AIP
    - Inform Employee Relations
  + –**OR**- Attendance/Tardiness Unsatisfactory
    - Contact Employee Relations for recommendation for termination
* Provide Employee with 90-day letter documenting the aforementioned rating and expectations moving forward (Employee Relations can assist in drafting)

\* Employee Relations and Compliance in Human Resources:

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