## 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:

* Donna Ernst: 852-6538 or donna.ernst@louisville.edu
* Nick Hosch: 852-8622 or nicholas.hosch@louisville.edu
* Angie Sparks: 852-2985 or angie.sparks@louisville.edu