DEPARTMENT LETTERHEAD

To: Employee Employee ID #

From: Supervisor

Cc: Employee Relations and Compliance

Date:

Re: Performance Improvement Plan (PIP)

This memorandum serves as documentation of our previous discussion(s) (ADD DATES IF POSSIBLE) regarding your unsatisfactory performance. Regrettably, you have not demonstrated your understanding of the outlined standards and/or expectations regarding these job duties. EXAMPLE Therefore, you are being placed on a performance improvement plan (PIP), effective today.

As outlined in university policies and procedures PER 2.13, “*During the performance improvement plan period, an employee shall be evaluated at least once every 30 calendar days up to a maximum of 90 calendar days until:*

1. *the employee's performance has improved and is evaluated as at least satisfactory; or*
2. *the employee is terminated.”*

The Performance Improvement Plan is designed to provide employees a reasonable amount of time to improve. However, employees remain subject to disciplinary action related to unsatisfactory performance and/or other violation(s) of university policies and procedures, PER 5.01, **Disciplinary Action**.

Outlined below are the specific performance standards you are required to meet in order to successfully complete your performance improvement plan:

(Examples)

1. All reports are to be completed and sent to me 48 hours prior to the posted deadline.
2. Weekly front desk coverage schedules are to be completed and turned in to me by no later than Mondays at 8:30 a.m. Front desk coverage concerns must be brought to my attention immediately.

Employee Name, I am confident you are capable of meeting the outlined expectations. Please let me know if you have any questions or concerns. I have scheduled our next meeting to review your performance on DATE at TIME.