Performance Improvement Plan

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| Name: | Date: |
| Supervisor: | Department/Division: |

All employees at LCC are expected to perform at a satisfactory level and substandard quality, quantity, and/or timeliness of work is not acceptable. To that end, there may be times that an employee is not meeting expectations and, in those cases, it is necessary to implement a performance improvement plan (PIP).

The following information is designed to help you improve your performance. The PIP is a collaborative process and document that both you and I, as your supervisor, will work to develop and complete. I am committed to your success and I will assist you in any way I can.

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| Areas of Concern |
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| Historical Context |
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| Improvement Goals |
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| Activity Goals |
| *Goal #* | *Activity* | *How to Accomplish* | *Start Date* | *Completion Date* |
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| Resources and Support |
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| Expectations |
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| Progress Updates and Timelines |
| *Goal #* | *Activity* | *Check-In Date* | *Type of Update* | *Progress Expected* |
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**Acknowledgment of Expectations and Outcomes**

As of Click here to enter a date. you have been placed on a Performance Improvement Plan (PIP), which is expected to be completed by Click here to enter a date.. The purpose of this plan is to help improve your performance. You may ask for updates on your progress at any time, otherwise you will receive updates as discussed and documented in the *Progress Updates and Timelines* section above. It is important that the plan is completed and that performance is improved and sustained at a satisfactory level. If, by the end of the plan, your performance has not improved, the College may begin the disciplinary action process, up to and including termination of employment. This is also the case if progress is not being made in accordance with expected timelines, unless extenuating circumstances exist as a reason for the delay.

The PIP does not prevent the College from pursuing disciplinary action during this timeframe, including issues regarding performance if circumstances surrounding the issues warrant investigation and discipline. The contents of the PIP will remain confidential and will be placed on file with Human Resources, as well as copies to both you and myself.

If at any time, you have concerns, questions, or other information you would like to share or discuss concerning this PIP, please let me know as soon as possible. If needed, modifications can be made to the PIP if it is determined additional goals or resources are needed, or if a timeline needs to be adjusted due to extenuating circumstances. As mentioned, I am committed to your success and communication will be vital to ensure we are both fulfilling our responsibilities under this PIP.

I look forward to working with you throughout this process and to seeing your growth and development over this time. Our signatures below indicate our agreement with and intentions to complete the plan as outlined in this document.

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| Employee Signature: | Supervisor Signature: |
| Position/Title: | Position/Title: |
| Date: | Date: |