

Performance Improvement Plan

[*Owner: Office of Human Resources*]

The Performance Improvement Plan (PIP) is required to be completed by the director/supervisor or Coordinator when an employee receives a score of “2-Needs Improvement” or “1-Unsatisfactory” on one or more of the Essential Job Duties/Performance Standards of an employee performance evaluation. The PIP may also be used to address a gap in skill or where job performance does not meet the expected level of competency. The PIP may be used as a method to improve performance alone or in conjunction with the disciplinary process.

The procedure for implementing a PIP is as follows:

- The supervisor/director should conduct a comprehensive review of the job responsibilities and performance standards, noting the tasks, deficiencies and expected improvement to be achieved.
- The PIP should be created using the Diocesan standard form by the Director and reviewed with the Director of Human Resources prior to meeting with employee.
- The employee should be advised of his/her current level of performance and the improvement needed to bring him/her up to the standard. The supervisor/director should be specific, providing the employee with a specific target measurement and a target date.
- The director will establish with the employee follow-up meetings to review progress in achieving the performance improvement expectations outlined.
- A final date by which all expected performance improvements are to be achieved must also be noted.
- The employee should be informed of the specific action that will occur if performance improvement has not been achieved by the agreed upon date.
- For significant performance deficiencies, corrective action may be implemented in addition to a PIP and may start at the Written Warning step.
- Continued failure to achieve the expected performance improvement may result in termination.
- The employee should be asked to sign and date the PIP and/or the Written Warning and should be given a copy of the form(s).
- A signed copy should be sent to Office of Human Resources for filing in the employee personnel file.