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| FTCC Seal Watermark  **Fayetteville Technical Community College** | | | | | **PERFORMANCE IMPROVEMENT PLAN** | | | |
| Last Evaluation Date: | | | |  | PIP Establishment Date: | | |  |
| Employee Name: | |  | | | Position Title: |  | | |
| Supervisor: |  | | | | Department: |  | | |
| Mid Review Date: | | |  | | Final Review Date: | |  | |

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| **Instructions:** The Performance Improvement Plan (PIP) must be used when an employee receives an overall rating of “Below Expectations” on their annual performance appraisal. The PIP supporting a below expectations evaluation must be attached to the appraisal prior to forwarding the appraisal to HR for inclusion in the personnel record. The PIP may also be used any time an employee’s performance or conduct fails to meet the supervisor’s expectations as part of the College’s progressive discipline process. Refer to the FTCC Employment and Affirmative Action Manual for further guidance. **FORWARD TO HR FOR INCLUSION IN THE PERSONNEL FILE**. | |
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| **SECTION**  **1** | **Performance Improvement Plan** |
| **a. Summary of performance or behavior(s) to be changed:** |
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| **b. Describe expected changes to be made by employee to improve performance or behaviors:** *(including situations and/or conditions)* |
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| **Instructions:** The Performance Improvement Plan (PIP) must be used when an employee receives an overall rating of “Below Expectations” on their annual performance appraisal. The PIP supporting a below expectations evaluation must be attached to the appraisal prior to forwarding the appraisal to HR for inclusion in the personnel record. The PIP may also be used any time an employee’s performance or conduct fails to meet the supervisor’s expectations as part of the College’s progressive discipline process. Refer to the FTCC Employment and Affirmative Action Manual for further guidance. **FORWARD TO HR FOR INCLUSION IN THE PERSONNEL FILE**. | | | | | | | |
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| **SECTION**  **1** | **Performance Improvement Plan** | | | | | | |
| **c. List development/learning activities and/or resources, to include supervisor’s actions, to assist employee with improving performance:** | | | | | | |
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| **d. Additional notes of discussions while PIP is in effect:** *(include dates of discussions)* | | | | | | |
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|  | | **PIP Establishment:** | The Performance Improvement Plan has been reviewed and discussed. During the period of the PIP, the employee is disqualified from any salary increases or other favorable personnel actions, should such actions become available.  A signature indicates the employee reviewed and understood the requirements to improve performance. | | | | |
| Employee Signature: | |  | Date: |  |  |
| Supervisor Signature: | |  | Date: |  |  |
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| **Employee Name:** | | | |  | | | **PERFORMANCE IMPROVEMENT PLAN** | | |
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| **SECTION**  **2** | **Mid Review of Performance Plan** | | | | | | | | |
| **Mid Review:** | To be completed by the supervisor within a reasonable amount of time after the initiation of the Performance Improvement Plan (e.g. 60 – 90 days). Please place an ‘X’ in the appropriate response box and provide comments to support your selection. **FORWARD TO HR FOR INCLUSION IN THE PERSONNEL FILE.** | | | | | | | |
| **Employee has shown improvement behavior or performance as described in Section 1.** | | | | | | | | |
| **Employee has not shown improvement behavior or performance as described in Section 1.** | | | | | | | | |
| **Supervisor Comments:** | | | | | | | | |
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| **Employee Comments:** | | | | | | | | |
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|  | **Mid Review:** | | The Performance Improvement Plan mid review has been conducted and discussed.  A signature indicates mid review occurred; not necessarily agreement with the results and recommendations. | | | | | | |
| Employee Signature: | | | |  | Date: | |  |  |
| Supervisor Signature: | | | |  | Date: | |  |  |
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| **Employee Name:** | | | |  | | | **PERFORMANCE IMPROVEMENT PLAN** | | |
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| **SECTION**  **3** | **Final Results of Performance Plan** | | | | | | | | |
| **Final Review:** | To be completed by the supervisor within a reasonable amount of time after the initiation of the Performance Improvement Plan (e.g. 120 – 180 days). Please place an ‘X’ in the appropriate response box and provide comments to support your selection. **FORWARD TO HR FOR INCLUSION IN THE PERSONNEL FILE**. | | | | | | | |
| **Employee has satisfactorily improved behavior or performance as described in Section 1.** | | | | | | | | |
| **Employee has not satisfactorily improved behavior or performance as described in Section 1.** | | | | | | | | |
| **Supervisor Comments:** | | | | | | | | |
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| **Employee Comments:** | | | | | | | | |
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|  | **Final Review:** | | The completed Performance Improvement Plan has been reviewed and discussed. The employee acknowledges that failure to meet the expectations stated in the improvement plan can lead to additional disciplinary action up to termination of employment.  A signature indicates review occurred; not necessarily agreement with the results and recommendations. | | | | | | |
| Employee Signature: | | | |  | Date: | |  |  |
| Supervisor Signature: | | | |  | Date: | |  |  |
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