



JOHNSON COUNTY GOVERNMENT

FINAL PERFORMANCE MANAGEMENT PLAN

The purpose of the Final Performance Management Plan (FPMP) is to provide a last opportunity for the employee to return his/her performance to a satisfactory level and meet the job requirements. The Plan should be specific about the performance problems and give a definite timeline for the required results. The employee's performance must be at the level expected for his/her position at the conclusion of the Final Performance Management Plan or a demotion, transfer, or termination of employment is the next step as outlined in Procedure 410-2, Performance Improvement Process.

A FPMP is in effect for up to 90 days unless another period of time is specifically stated elsewhere in the FPMP.

Employee's Name

Department/Agency

Section 1: Document prior steps taken to raise level of performance: (Verbal coaching, counseling, Performance Improvement Plan, etc.)

Section 2: Areas for Performance Improvement: (State specific examples to demonstrate the performance areas needing improvement along with the impact that the poor performance has on the organization, coworkers, and/or customers.)

Section 3: Performance Standards/Expectations: (Include 1. Specific actions and/or results to meet performance goals; 2. State how results will be measured (accuracy, number of transactions, etc.); 3. State how performance expectations relate to organization's objectives and employee's responsibilities; and 4. Timeframe in which performance goals must be met.)



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Section 4: Resources: (Identify training, equipment, supplies, assistance, etc. needed to reach performance goals.)

Section 5: Progress Meetings: (State the frequency of follow-up meetings to review and assess progress towards performance goals.)

At the conclusion of the Final Performance Management Plan, an employee must be meeting performance expectations or other corrective action will be taken as stated in Procedure 410-2, Performance Improvement Process.

Supervisor's Signature

Date

Employee's Signature

Date

Section 6: Disposition of Final Performance Management Plan

- Performance is at the level expected for job responsibilities. It is expected that a satisfactory level of performance will be maintained for the foreseeable future.
- Performance is not at the level expected for job responsibilities, and the following corrective action is proposed:
 - Transfer without reduction in pay
 - Demotion without reduction in pay
 - Transfer with reduction in pay
 - Demotion with reduction in pay
 - Termination of Employment

You may request a review of the proposed action in Section 6 as provided in Policy 413 Dispute Resolution. The Dispute Resolution Form must be completed and delivered to the appropriate Department/Agency Leader or Division Head within five (5) business days.

Supervisor's Signature

Date



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Employee's Signature

Date