



JOHNSON COUNTY GOVERNMENT

PERFORMANCE IMPROVEMENT PLAN

The Performance Improvement Plan (PIP) is a tool used to formally communicate and document situations when an employee's **performance** does not meet the requirements of his/her position. It is a written document that outlines the goals and objective's the employee must achieve.

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

The ultimate goal of the Plan is for the employee to return his/her performance to a satisfactory level and maintain satisfactory performance consistent with job requirements.

Employee's Name

Department/Agency

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

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

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



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

Section 5: State the frequency of follow-up meetings to review and assess progress towards performance goals:

Supervisor's Signature

Date

Employee's Signature

Date

Section 6: Disposition of Performance Improvement 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 action is proposed:
 - Final Performance Management Plan
 - Transfer without reduction in pay
 - Transfer with reduction in pay
 - Demotion without reduction in pay
 - Demotion with reduction in pay
 - Termination of Employment

You may request a review of the proposed action stated 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

Employee's Signature

Date