

Performance Improvement Plan

HR



About This Policy

Effective Date:

11-01-1990

Last Updated:

02-01-2016

Responsible University Office:

University Human Resources

Responsible University Administrator:

Vice President and Chief Financial Officer

Policy Contact:

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Related Information

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[Scope](#)

This policy applies to all Staff except Service and Police Staff represented by AFSCME.

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[Policy Statement](#)

1. A Performance Improvement Plan is a written tool available to supervisors for the purpose of improving the performance or behavior of the employee, and addressing performance discrepancies identified in a performance management process.
2. Cooperation and continuing communication between the employee and supervisor is essential to the success of the Performance Improvement Plan. It is a tool to use only if the supervisor and the employee have mutual agreement on the contents of the plan.

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Reason For Policy

To provide a mechanism that allows continuing dialogue between supervisors and employees for improved employee work performance.

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Procedure

Procedure for implementing the Performance Improvement Plan

1. Define the problem
 - a. Each needed improvement should be identified in separate statement(s).
 - b. Each statement(s) should be supported by appropriate documentation using specific examples to identify areas of improvement.
2. Define the task, skills and/or behaviors where improvement is required.
3. Establish the priorities of the areas requiring improvement. Consider:
 - a. Frequency of occurrence
 - b. Relationship to all aspects of the position
 - c. Consequence of error
4. Identify the standards upon which performance will be measured for each area requiring improvement.
 - a. Are they reasonable?
 - b. Are they attainable?
5. Develop a mutually agreeable action plan that specifies how the standards will be met. This should include specific training and any other special support that will assist the employee to meet the standards.
6. Establish short- and long-range goals and timetables for accomplishing change in performance/behavior with the employee.
 - a. Are they reasonable?
 - b. Are they attainable?
 - c. Are they flexible?
7. Put the Performance Improvement Plan in writing and include signatures of both the employee and supervisor.
8. Establish period review dates.
 - a. Both the supervisor and the employee must participate in monitoring goals.
 - b. Measure actual performance against the standards.
 - c. Results of each meeting should be made available in writing.
9. Establish a Performance Improvement Plan file for the employee.
 - a. Include documentation that identifies both improvements and/or continued deficiencies.
 - b. Encourage the employee to review this file periodically.
10. At the end of the Performance Improvement Plan time period, a final evaluation should be conducted. Was the plan successful?
 - a. If so, the employee should be notified and removed from the plan.
 - b. If not, consider the following options:
 - i. Continue the plan.
 - ii. Amend or extend parts of the plan.
 - iii. Apply corrective action following the procedures of the **Corrective Action** policy.

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Definitions

A *Performance Improvement Plan* is a written tool available to supervisors for the purpose of a) Improving the performance or behavior of the employee, and b) addressing performance discrepancies identified in the performance appraisal or performance management process (see the Performance Appraisal policy).

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Sanctions

Managers, supervisors, and employees who violate this policy are subject to disciplinary action, up to and including termination.

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History

Replaces all of the following policies:

CWA	6.4 - Performance Improvement Plan
Professional Staff and Support and Service Staff not Covered by a Union	6.3 - Performance Improvement Plan