# Employee Performance Improvement Plan

Employee name:

Department:

Supervisor:

Date presented:

**Disciplinary Level**

Verbal correction based on

Written warning (letter of reprimand)

Final written warning

**Performance Transgressions**

Policy/procedure violation

Performance transgression

Behavior/conduct infraction

Absenteeism and tardiness

**Prior Notifications**

All verbal and written notices given to employee:

|  |  |  |
| --- | --- | --- |
| **Level of Discipline** | **Date** | **Subject** |
| Verbal warning (given by      ) |  |  |
| Written warning |  |  |
| Final written warning |  |  |

## Incident Description and Supporting Details

Include date of occurrence, persons present, and TAMU-CC impact. Describe the situation and the specific behaviors (who, what, where, when, what was not completed, etc.)

## Performance Improvement Plan

### Measurable/Tangible Improvement Goals

I expect you to immediately improve your performance. Furthermore, you are now formally notified that any further occurrences may result in further disciplinary action, to include termination.

Add measurable and tangible goals the employee is expected to complete.

### Training or Special Direction to Be Provided

Add training the employee is expected to complete, additional support and direction that will be provided during the PIP, etc.

### Interim Performance Evaluation

Include date(s) of interim performance evaluation(s) or an evaluation interval such as every 30 days, biweekly, etc.

### Employee Assistance Program

TAMU-CC’s Employee Assistance Program is [GuidanceResources](https://www.guidanceresources.com/), provided by ComPsych. Its Work/Life Solutions program offers someone to talk to and resources to consult whenever and wherever you need them. Log on or call 1.866.301.9623 today to connect directly with a Guidance Consultant about your issue, or to consult articles, podcasts, videos, and other helpful tools. Resources, information, and support are available 24 hours a day, 7 days a week. (When you create an account online, the Organization Web ID is TAMUS.)

### Employee Personal Improvement Plan

I recognize you may have certain ideas to improve your performance. Therefore, I encourage you to provide your own Personal Improvement Plan input and suggestions:

Employee add Personal Improvement Plan input and suggestions.

## Outcomes and Consequences

Positive: I will remain available to help you and discuss areas where you require additional support. If you meet your performance goals, no further disciplinary action will be taken regarding this issue. In addition, you will develop a sense of accomplishment in helping our department meet its goals while minimizing staff rescheduling and last-minute overtime costs.

Negative: You are now being placed on notice that if you violate any of my expectations listed above, you may be subject to further disciplinary action up to and including termination.

## Employee Comments and/or Rebuttal

Employee may add comments or rebuttal of the Performance Improvement Plan.

## Employee Acknowledgment

I understand that TAMU-CC is an “at-will” employer, meaning that my employment has no specified term and that the employment relationship may be terminated at any time at the will of either party on notice to the other. I also realize that TAMU-CC is opting to provide me with corrective action measures, and can terminate such corrective measures at any time, solely at its own discretion, and that the use of progressive discipline will not change my at-will employment status.

I have received a copy of this notification. It has been discussed with me, and I have been advised to take time to consider it before I sign it. I have freely chosen to agree to it, and I accept full responsibility for my actions. By signing this, I commit to follow the TAMU-CC standards of performance and conduct.

Employee signature Date

Supervisor signature Date

If employee refuses to sign:

Witness signature

Date

Time

cc:

Human Resources

Employee Development & Compliance Services