

PARKLAND COLLEGE	CATEGORY D	PERSONNEL AND EMPLOYEE RELATIONS
PERFORMANCE IMPROVEMENT PLAN TEMPLATE	OPR D-30.1	APPROVED: MAY 13, 2014 REVIEWED:

PARTICIPANT

Employee Name:	
Supervisor Name:	
Out-of-Scope Director Name:	

REVIEW PERIOD

Performance improvement period: From: / / to / / .
dd mm yyyy dd mm yyyy

Performance will be reviewed commencing / / .
(frequency) dd mm yyyy

Final review will be conducted on: / / .
dd mm yyyy

NOTE: The employee must note that where performance expectations are not being met without satisfactory reason, Parkland College may apply disciplinary measures up to, and including termination.

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RESPONSIBILITIES

An effective PIP is dependent upon involvement from the employee, supervisor and out-of-scope Director. The below chart outlines the responsibilities of each party involved in the PIP process.

Employee Responsibilities	Supervisor Responsibilities	Out-of-Scope Director Responsibilities
<ul style="list-style-type: none"> ▪ Meet the performance expectations outlined in this document. ▪ Advise supervisor immediately of any circumstances that may impact employee's ability to meet expectations. 	<ul style="list-style-type: none"> ▪ Conduct review meetings for the duration of the plan. ▪ Document progress in a Performance Review Report. ▪ Provide honest, consecutive and timely feedback and reasonable support on an ongoing basis. ▪ Identify and provide any additional and reasonable resources, training and assistance the employee requires to achieve a satisfactory performance. 	<ul style="list-style-type: none"> ▪ Ensure that the PIP process identified in OPR D- ___ is adhered to. ▪ Address any issues that arise from this plan.

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PERFORMANCE ISSUE(S) BEING ADDRESSED

This section should specifically indicate the current performance and/or behavior issue(s) that are to be corrected.

1.
2.
3.
4.
5.

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PERFORMANCE EXPECTATIONS AND ASSESSMENT

This section should be completed in the initial meeting between the supervisor and employee. The purpose is to clearly outline the performance expectations that need to be achieved throughout the duration of the plan, the outcome that is required, and when the action item should be completed by. This section will also document any support that is required to complete the expectations, and when

	Performance Expectations (What needs to be achieved)	Required Outcome(s)	Timeframe	What Support is Required?	Timeframe for Providing Support
1.					
2.					
3.					
4.					
5.					

support will be provided (if required).

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SIGNATURES

Employee: _____

Date: _____

Supervisor: _____

Date: _____

REVIEW REPORTS

This section is to be completed at each review meeting (weekly, biweekly, etc.) that is held between employee and supervisor. The initial Performance Expectations and Assessment document should be referred to documentation is to be completed on updates to the expectations and whether or not the employee is meeting or not meeting expectations. If the performance expectations were below the requirement, and explanation as to why, should be included in the review comments section.

Review Date	Performance Expectations (What needs to be achieved?)	Review Comments (Meets Expectations/Below Expectations)	Action Items (What needs to be done for next review meeting?)	Initials (Employee & Supervisor)

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Final Review Outcome

Employee Comments	
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Supervisor Comments	
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REVIEW OUTCOME

Review met expectations Review did not meet expectations

Meets Expectations- Employee performance met the requirements outlined in the PIP. Include the agreed actions in employees Performance Review in the instance that there is a reoccurrence of performance that is below expectation.

Does not Meet Expectations- Employee performance is unacceptable. Consult Human Resources and Article 18 in the Collective Bargaining Agreement.

SIGNATURES

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Out-of-Scope Director: _____

Date: _____