

HUMAN RESOURCES DEPARTMENT

***Classified Evaluation***

***PERFORMANCE IMPROVEMENT PLAN***

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME:** | **­** | **DATE:** |  |
| **TITLE:** |  | **DEPARTMENT:** |  |

Performance Improvement Plans are expected to contain the following components:

1. Identify statements of performance or conduct that need improvement or that are unsatisfactory:
2. Provide statements of the expected performance or conduct:

1. Time period by which the changes in performance or conduct are to be made (not to exceed 180 days).

 Re-Evaluation due in 30 days: (date)

 Re-Evaluation due in 60 days: (date)

 Re-Evaluation due in 90 days: (date)

 Re-Evaluation due in 180 days: (date)

1. Please describe the follow-up / training plan, which may include the types of training or assistance provided to help the employee achieves the expected performance or conduct:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Signature of Supervisor |  | Date |  | Signature of Employee |  | Date |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Title of Supervisor |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Signature of Reviewer |  | Date |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Title of Reviewer |  |  |  |  |  |  |

C: Employee’s Personnel File

SEIU/District Negotiations 2016/17 New 8.5.16 (Edit 2.7.17)