



PERFORMANCE IMPROVEMENT PLAN (PIP)

SECTION I: EMPLOYEE INFORMATION

Name		Supervisor	
Job Title		Date	
Department		HR Review	
Purpose	<input type="checkbox"/> Establishment of PIP	<input type="checkbox"/> Follow up to previous PIP	
Prior Action Taken	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Type of Prior Action	<input type="checkbox"/> verbal	<input type="checkbox"/> written	<input type="checkbox"/> PIP Date of Prior Action
Date of Expected PIP Closure:			

SECTION II: PERFORMANCE STANDARDS (MAY SELECT MORE THAN ONE BLOCK)

<input type="checkbox"/> Productivity	<input type="checkbox"/> Efficiency	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Quality	<input type="checkbox"/> Attendance	<input type="checkbox"/> Conduct
<input type="checkbox"/> Attitude	<input type="checkbox"/> Compliance with Policies/Procedures	<input type="checkbox"/> Other

DISCIPLINARY STATEMENT

Failure to meet and sustain improved performance may lead to further disciplinary action, up to and including termination. Corrective action may be taken in conjunction with, during, or after the performance plan.

SECTION III: IMPROVEMENT PLAN (define what the issue is, what is expected, how it should be accomplished, and a timeframe)

Performance Issue:

Improvement Plan:

Complete Section During Follow-up Phase

Date of Progress Review	Employee's Initials	Supervisor's Initials

Progress Review: Describe what improvement has been made if any or additional comments as appropriate.

Additional Follow-up Required yes no

Date for additional follow-up

Performance Issue:

Improvement Plan:

Complete Section During Follow-up Phase		
Date of Progress Review	Employee's Initials	Supervisor's Initials
Progress Review:	Describe what improvement has been made if any or additional comments as appropriate.	
Additional Follow-up Required	<input type="checkbox"/> yes	<input type="checkbox"/> no
Date for additional follow-up		
Performance Issue:		
Improvement Plan:		
Complete Section During Follow-up Phase		
Date of Progress Review	Employee's Initials	Supervisor's Initials
Progress Review:	Describe what improvement has been made if any or additional comments as appropriate.	
Additional Follow-up Required	<input type="checkbox"/> yes	<input type="checkbox"/> no
Date for additional follow-up		
SECTION IV: EMPLOYEE COMMENTS		
SECTION V: SIGNATURE BLOCK		
<i>By signing this form, you confirm that you acknowledge the consequences of failing to correct the specific behaviors detailed above in section III. The PIP is not intended as an employment contract; ENLC retains its rights as an at-will employer.</i>		
Employee Signature	Date	
Supervisor's Signature	Date	

SUPERVISOR'S INSTRUCTIONS FOR ESTABLISHING AN EMPLOYEE PERFORMANCE IMPROVEMENT PLAN

The PIP may or may not take the place of verbal or written disciplinary action and may or may not be used to supplement a verbal or written corrective action, as appropriate. All PIPs must be reviewed by the Director of Human Resources prior to discussing the issue with the employee.

The PIP remains active for a period not less than three months with follow-up and progress reviews occurring at regular intervals. The PIP should not exceed six months in duration. If the supervisor reaches the six month point without significant progress in behavioral improvement occurring, the supervisor must evaluate if further employment of the employee is desired. Any PIP not resolved within six months requires the Director of Human Resources approval for an extension of the PIP.

1. Review the Performance Standard (s) under consideration for the performance planning meeting as indicated in section II.
2. Review the employee's performance problems relating to the Performance Standard(s) - what is the employee doing wrong. Be objective and note specific examples. Concentrated on the behavior and not on what you think is the cause of the problem.
3. Determine what steps the employee needs to take to correct performance problems.
4. Review the Performance Plan with the Director of Human Resources; makes changes as necessary.
5. Meet with the employee in a confidential setting and review the Performance Standard(s), the employee's related performance problem(s), and outline the corrective actions. Seek and consider the employee's input to modify the corrective action statements as appropriate. Along with the employee, establish reasonable, mutually agreed upon timelines for improved performance on each expectation. Determine a date for follow-up and feedback on improvements made, if any and indicate in the appropriate section.
6. Establish consequences for failure to meet and sustain improved performance, reserving ENLC's right to terminate (see item 11).
7. Obtain the employee's signature and date on the form indicating acknowledgement and consequences of the performance plan.
8. Progress reviews (minimum of one with more as based on the depth of the performance plan) will be conducted on a regular basis with the employee. Both you and the employee must initial each progress review in the appropriate section.
9. Retain the original form for the duration of the performance plan; a copy of the form will be given to the employee and to human resources. When additional comments are entered into the form during the progress reviews and/or follow-up, provide an updated copy to human resources. At the end of the performance plan period, determine if the performance plan was satisfactorily completed or if additional corrective action is required. Upon completion of the plan, the original will be placed in the employee's personnel file.
10. This plan is not intended to replace more severe disciplinary actions such as suspension or termination as indicated in the employee handbook.
11. The performance plan is not intended to be an employment contract or guarantee of continuing employment.