



**TULSA
COMMUNITY
COLLEGE**

PERFORMANCE IMPROVEMENT PLAN P.I.P.

A Performance Improvement Plan is a methodology used to develop employees by affording them an opportunity to succeed and hold them accountable for their performance. The purpose of the form is to facilitate an open, yet structured dialogue between the employee and the supervisor to insure the employee has been provided all the tools and resources necessary for success in a position.

Knowing When to Use the Performance Improvement Process

The employee's quality and/or quantity of work are below expectations. Examples may include:

- Performance Review Rating: Did not meet overall performance expectations
- Deadlines are missed
- Errors are repeated numerous times
- Complaints are received
- Violations of department policy. Examples including:
 - Excessive absenteeism or tardiness
 - Failure to follow procedures

Performance Improvement Plan Design

Performance improvement plans are designed to assist an employee be successful in their job by changing the undesired behavior to acceptable behavior. The intent is to provide sufficient structure to support excellent job performance.

An initial discussion with the employee is needed to understand the reasons why performance is not at the desired level. The development of a performance improvement plan should be based on this dialogue and should also include:

1. Document Performance Concern (Define/Describe the Concern)
 - a. A description of performance that needs to be corrected, the unmet expectation or College policy or practice that has been violated.
 - b. A statement describing how the department is negatively impacted by the lack of performance and why behavior needs to be corrected
 - c. Identify the unmet expectation or College policy or practice that has been violated.
2. Develop an Action Plan for the Employee and Identify Additional Resources
 - a. Describe the desired performance including any qualitative or quantitative measurement, if applicable and the time frame within which the desired performance must occur.
 - b. Identify action steps that can be taken to reach the desired performance.
 - c. Inform the employee how performance will be monitored/reviewed.
 - d. Establish a date and time to discuss progress (successes and challenges) in changing the performance. It is recommended that follow-up occur every 30-60 days with a total timeline not to exceed 6 months.
 - e. Identify and select any additional resources that the department may provide to help the staff member improve the performance.
3. Additional Steps
 - a. Include the statement, "Disciplinary action, up to and including termination, may occur if the performance does not improve or if other performance issues arise. Commitment to performance improvement should be immediate and sustained."
 - b. Submit the PIP to Human Resources for review before administering.
 - c. Signature and date lines are provided for the staff member, supervisor, and next level of supervision to note that the plan has been discussed.
 - d. If performance declines again after the expiration of the PIP:
 - i. Revisit desired performance expectations.
 - ii. Consult with the next level of supervision and Human Resources Employee Relations to seek direction.

2015-16 Employee Handbook

Full-time staff: New full-time employees will serve a probationary period. Applicants selected for employment for the first time with Tulsa Community College or after a previous employment with Tulsa Community College will serve a probationary period of one (1) year (12 months) from the date of hire. An evaluation of your performance will be made by your appropriate supervisor every three (3) months during this period of time.

Covered employees moving from one position to another position must serve a probationary period of three (3) months in the new position provided that all other probationary periods have been met. In those cases, where the original probationary period (one year) has not been completed, the employee must serve a probationary period in the newer position of such a length as to ensure that at least one (1) year probation has been fulfilled between both positions. In no case, however, can a probationary period in the newer position be less than three (3) months in length.

Faculty: The first three years of Tulsa Community College continuous full-time employment will be considered a probationary period.

Administrative Staff: Except for the President, the first three years of Tulsa Community College continuous full-time employment will be considered a probationary period.

Note: Additional Policies to be added as drafted.

Step 1: Document Performance Concern (Define/Describe the concern)

Step 2: Develop an Action Plan for the Employee and Identify Expectations and Additional Resources

Step 3: Review the Performance Plan (seek assistance from Supervisor and HR)

Step 4: Meet with the Employee

Step 5: Follow-up with Employee

Step 6: Recommendation of Supervisor

Describe the performance that needs to be corrected and why.

How is the College department negatively impacted by the lack of performance or area of concern?

What are the performance expectations and how is the employee not meeting them?

What reasons does the employee give for performance not meeting expectations?

Describe desired performance – be specific.

What is the time frame to meet the desired performance?

Describe action steps. How will you support these steps?

Establish date(s) and time to discuss progress.

Identify additional resources available.

Employee Name:	T#
Meeting Date:	
Attendees:	
Performance Concern:	
Performance Expectations:	
Action Items:	
Additional Resources:	
Follow-up Meeting (circle one):	30 days 60 days
Signatures:	
_____ Employee	_____ Date
_____ Supervisor	_____ Date
_____ Next Level Supervisor	_____ Date

Employee Name:	T#
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Meeting Date:

Attendees:

What is working well?

Objectives, Expectations and Areas of Improvement	Due Date	Progress
		<input type="checkbox"/> Consistently Progressing <input type="checkbox"/> Inconsistent Performance <input type="checkbox"/> Achieved <input type="checkbox"/> Did not Achieve
		<input type="checkbox"/> Consistently Progressing <input type="checkbox"/> Inconsistent Performance <input type="checkbox"/> Achieved <input type="checkbox"/> Did not Achieve
		<input type="checkbox"/> Consistently Progressing <input type="checkbox"/> Inconsistent Performance <input type="checkbox"/> Achieved <input type="checkbox"/> Did not Achieve
		<input type="checkbox"/> Consistently Progressing <input type="checkbox"/> Inconsistent Performance <input type="checkbox"/> Achieved <input type="checkbox"/> Did not Achieve

Summary of Performance	Date	Overall Progress
		<input type="checkbox"/> Consistently Progressing <input type="checkbox"/> Inconsistent Performance <input type="checkbox"/> Achieved <input type="checkbox"/> Did not Achieve

Recommendations:	<input type="checkbox"/> Extend Improvement Plan _____ days <input type="checkbox"/> Achieved <input type="checkbox"/> Did not Achieve
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Signatures:

_____	_____
Employee	Date
_____	_____
Supervisor	Date
_____	_____
Next Level Supervisor	Date