

# Classified Staff Performance Improvement Plan

Dec 1, 2021

Statement of performance area(s) of concern:

Previous action steps taken and support measures provided prior to the implementation of the *Performance Improvement Plan*:

Statement of recommendation to move to a *Performance Improvement Plan*:

(Indicate why the performance improvement plan is needed)

Progress Monitoring Meeting Dates:

(List Planned Months and Dates for Progress Monitoring and Follow-up Discussion Meetings)

- Dec 1, 2021 - Initial meeting to review the *Performance Improvement Action Plan* and schedule progress monitoring dates
- Dec 1, 2021
- Dec 1, 2021
- Dec 1, 2021
- Dec 1, 2021
- Dec 1, 2021
- Dec 1, 2021
- Dec 1, 2021
- Dec 1, 2021 - Deadline for *Performance Improvement Action Plan* to be successfully completed.

Action Plan:

Area to Address	Action Step	Evidence	Timeline	Date completed:
	<input type="checkbox"/>			

Area to Address	Action Step	Evidence	Timeline	Date completed:
	<input type="checkbox"/>			

**Expected Outcomes of the Performance Improvement Plan:**

**Indicators of Acceptable Performance:**

**Signatures Upon Receipt and Review of the Performance Improvement Plan:**

**Staff Members Signature:**

**Date:** Dec 1, 2021

**Evaluator/Administrator Signature:**

**Date:** Dec 1, 2021

**Final Determination and Signatures Upon Closing of Performance Improvement Plan:**

**Evaluator/Administrator Comments and Recommendation(s):**

**Additional Evaluator/Administrator Comments:**

**Concern Resolved - Continue Employment**

**-or-**

**Concern Not Resolved - Termination of Employment**

**Final Signatures:**

**Staff Members Signature:**

**Date:** Dec 1, 2021

**Evaluator/Administrator Signature:**

**Date:** Dec 1, 2021