

**City of Johnson City  
Employee Performance Improvement Plan**

A Performance Improvement Plan (PIP) is designed to facilitate constructive discussion between an employee and their supervisor and to clarify the exact work performance requiring improvement.

It is implemented when it becomes necessary to help an employee improve their performance. The supervisor, with input from the affected employee, develops an improvement plan; the purpose of the goals outlined is to help the employee to attain the desired level of performance. However, failure to make expected improvements may result in further disciplinary action, up to and including termination of employment.

**Employee Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Meeting Date:** \_\_\_\_\_ **Dept:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Standard(s) of Performance Reviewed:** (check all that apply):

- Productivity
- Teamwork
- Attendance
- Other (define):
- Efficiency
- Quality
- Conduct

**Improvement Plan** (what is to be improved upon, what is the expected outcome, and in what timeframe):

Performance to Improve	Expected Outcome	Date

**Acknowledgment:**

Employee (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor (signature): \_\_\_\_\_ Date: \_\_\_\_\_

**Periodic Review Notes** Most PIP's require a formal 3 and/or 6 month review, depending on time to make improvements given.

Comments	Employee Initials	Supervisor Initials	Date
1.			
2.			
3.			
4.			
5.			
6.			

**CHECK ONE:**

Performance Action Plan satisfactorily completed on:

Corrective Action Required (*attach and submit to Human Resources*)

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.

Reviewed and accepted by-

**Employee (signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Review completed by-

**Supervisor (signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Performance Action Plan reviewed by-

**Department Manager (signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources (signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_

*This performance plan is not intended to be an employment contract or guarantee of continuing employment.*