

**University of Maine System
Work Performance Improvement Plan**

Employee Name:
Supervisor:

Date:
Department:

A Performance Improvement Plan (PIP) may be an appropriate tool for the management of employee job performance when documented performance concerns exist and said concerns have been the subject of ongoing discussions between the employee and their supervisor. A PIP shall occur following an unsatisfactory evaluation or at any other time where documented performance concerns exist and said concerns have been the subject of ongoing discussions between the employee and their supervisor. No PIP shall be required for regular employees where cause exists for termination of employment and no PIP shall be required for probationary unit members. Any PIP used in the performance management of UMPSA unit members shall be accompanied by documentation or evidence of unsatisfactory performance and shall be drafted with an opportunity for input of the affected employee. PIPs shall be documented on the PIP form and shall meet the following criteria:

1. All performance deficits will be clear, specific, and supported by evidence
2. Goals shall be specific, objective, and measurable
3. Where and when applicable and appropriate a statement of the assistance to be provided by the supervisor and/or others shall be connected to each objective
4. A timeline for the evaluation and completion of the PIP. PIPs shall be for no longer than 90 days. However, this does not preclude subsequent PIPs.

In the instance where a PIP is completed in a satisfactory fashion the PIP shall be clearly marked as having been completed satisfactorily. A satisfactorily completed PIP shall be removed from the employee's file 18 months after satisfactory completion, unless there are repeated performance concerns within those 18 months.

The following describes areas of concern and or substandard unacceptable work performance: Please provide a narrative summary of concerns here.

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| Performance area to be improved | | | | |
| Action to be taken for improvement | | | | |
| Supervisor's role in helping employee improve performance | | | | |
| Date for performance feedback | | | | |
| Expected results | | | | |
| Date by which improvement is expected | | | | |

I understand that my failure to improve my work performance to the acceptable standard described above may result in additional work performance improvement plans and or disciplinary action, up to and including dismissal.

Employee: _____

Additional steps, I as a supervisor, will take to support the employee in achieving these expectations:

Supervisor: _____

Cc: Personnel File
Human Resources