

Supporting Services Professional Growth System

Minimum Guidelines for Sufficient Documentation for Referral to the Performance Improvement Process (PIP)

- The underperformance concerns and related documentation occurred within the last three years from the date of referral.
- The documentation informing the employee of performance concerns was signed and dated by the employee. If the employee declined to sign, a witness (administrator/supervisor) to the interaction signed a sentence to that effect.
- The documentation indicated that the supervisor did the following:
 - Explained expectations for meeting competency.
 - Provided support and strategies to improve performance (suggested training).
 - Allowed the employee an appropriate amount of time to improve performance based on the concern.
- There are multiple documents meeting the above criteria.