

Performance Improvement Plan

HR-08-80

About This Policy

Effective Dates:

11-01-1990

Last Updated:

11-11-2021

Responsible University Administrator:

Vice President for Human Resources

Policy Contact:

[IU Human Resources](#)

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Scope

This policy applies to all staff employees.

Policy Statement

1. A Performance Improvement Plan (PIP) is a supervisor tool used to work with an employee to improve the employee's performance or behavior and to address performance discrepancies identified in a performance management process.
2. Cooperation and continuing communication between the supervisor and employee are essential to the PIP's success. It is a tool to use only if the supervisor and the employee agree on the PIP contents.

Reason For Policy

To provide a mechanism that allows continuing dialogue between supervisors and employees for improved employee work performance.

Procedure

Procedure for implementing the Performance Improvement Plan (PIP)

1. Define the problem
 - a. Each necessary improvement should be identified in a separate statement(s).
 - b. Each statement(s) should be supported by appropriate documentation using specific examples to identify improvement areas.
2. Define the tasks, skills, or behaviors where improvement is required.
3. Establish the priorities of the areas requiring improvement based on:
 - a. Frequency of occurrence
 - b. Relationship to all aspects of the position
 - c. The consequence of an error
4. Identify the expectations upon which performance will be measured for each area requiring improvement. Ensure the expectations are reasonable and attainable.
5. Develop a mutually agreeable action plan that specifies how to meet the expectations. The plan should include specific training and any other special support to help the employee meet the expectations.

6. Establish short and long-range goals and timetables for accomplishing change in performance or behavior with the employee. Provide goals and timetables that are reasonable, attainable, and flexible.
7. Put the PIP in writing and include the employee's and supervisor's signatures.
8. Establish periodic review dates.
 - a. Both the supervisor and employee must participate in monitoring the goals.
 - b. Measure actual performance against the expectations.
 - c. Results of each meeting should be recorded in writing.
9. Establish a Performance Improvement Plan file for the employee.
 - a. Include documentation that identifies both improvements and continued deficiencies.
 - b. Encourage the employee to review the PIP file periodically.
10. At the end of the PIP time period, the supervisor should conduct a final evaluation and determine if the plan was successful.
 - a. If so, the employee should be notified and removed from the plan.
 - b. If not, consider the following options:
 1. Continue the plan.
 2. Amend or extend parts of the plan.
 3. Apply corrective action following the procedures of the applicable [Corrective Action](#) policy.

Definitions

Performance Improvement Plan: A written tool available to supervisors to work with an employee to improve the employee's performance or behavior and address performance discrepancies identified in the performance appraisal or management process.

Sanctions

Managers, supervisors, and employees who violate this policy are subject to disciplinary action, up to and including termination.

History

November 2021

IU HR completed a full and substantive review to assess the ongoing need and effectiveness.

February 2021

Updated the staff employee group terms due to Job Framework Redesign.

Replaces all of the following policies:

CWA	6.4 - Performance Improvement Plan
Professional Staff and Support and Service Staff not Covered by a Union	6.3 - Performance Improvement Plan

Related Information

[Performance Management policy](#)