



## POLICY AND PROCEDURE MEMO

NO. 2.021 (Attachment)

DATE: 2/10/2020

SUBJECT: PERFORMANCE IMPROVEMENT PLAN  
WORKSHEET

*Bla m Cox*  
CITY MANAGER

Employee name: \_\_\_\_\_

Department & Supervisor: \_\_\_\_\_

Appraisal period: From \_\_\_\_\_ To: \_\_\_\_\_

PERFORMANCE FACTOR *List specific performance factor that received NI or U.*

PERFORMANCE CONCERN *detail comments and specific examples (with dates) of where the standards have not been met.*

EXPECTED STANDARD OF PERFORMANCE *detail what is expected of the employee in terms of their performance.*

AGREED IMPROVEMENT ACTIONS *detail what actions need to be taken to meet expected standard of performance.*

SUPPORT *detail what has been agreed in terms of support required to achieve the expected standard of performance.*

REVIEW DATE

REVIEW NOTES *detail improvement made and any future review dates.*

DATE TO ACHIEVE EXPECTED STANDARD

This action plan has been agreed to on \_\_\_\_\_ (date) by:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Employee