

Performance Improvement Plan

Our policy on disciplinary action is one that is positive and progressive in nature. The policy shall allow the individual to improve his/her understanding and performance of duties and responsibilities while enabling the manager and the associate to collaboratively identify and agree on corrective measures and a preventative action plan outlining areas of misunderstanding, poor performance and/or conflict.

Associate Name:	Date:
Position:	

<input type="checkbox"/> INITIAL WARNING	<input type="checkbox"/> SECOND WARNING	<input type="checkbox"/> THIRD WARNING	<input type="checkbox"/> SUSPENSION	<input type="checkbox"/> TERMINATION
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Note: A minimum of 3 warnings is NOT required for disciplinary action warranting immediate suspension or termination.

Description of incident requiring improvement or correction *(include specific dates, names, facts & examples)*

Action plan to modify behavior and/or improve performance *(include specific verifiable goals and objectives and time frames)*

Follow-up review/evaluation of correction and/or performance improvement date: _____

Signature:

Date:

Signature:

Date:
