

# PERFORMANCE IMPROVEMENT PLAN

**POLICY NUMBER:** RESERVED FOR FUTURE USE

**POLICY TYPE:** ADMINISTRATIVE

**RESPONSIBLE OFFICIAL TITLE:** DIRECTOR OF HUMAN RESOURCES

**RESPONSIBLE OFFICE:** OFFICE OF HUMAN RESOURCES

**EFFECTIVE DATE:**8/1/2012

## I. POLICY STATEMENT

Performance improvement plans should be developed to address the specific performance needs of the employee, should provide clear, concise examples of performance behaviors that are not meeting expectation and include desired behaviors, timelines, deadlines, outcomes, consequences, etc. The manager and employee should work together during the meeting to develop the plan and establish SMART (Specific, Measurable, Attainable, Realistic, and Timely) goals for the employee. All plans should include the action steps that will be taken to correct sub-standard job performance and a follow-up plan to monitor results. All agreed upon steps in the plan should be fulfilled by both the manager, as well as the employee.

The typical length of time performance improvement plans will be enforced is 90 days. If the need arises and a decision is made to extend a performance improvement plan beyond the customary 90-day timeframe, the employee's manager will need to request an extension in writing and include any supporting documentation to support the decision. The request should be submitted for approval to The Office of Human Resources two weeks prior to the end of the original performance improvement plan.

The following procedure should be followed in the event a performance improvement plan needs to be developed and enforced for an employee that received an overall "Needs Improvement" rating on his or her annual performance evaluation. The disciplinary action should be documented using the NKU Corrective Action Form:

1. Issue the employee a final written warning
2. If there is no improvement within three months, the employee should be recommended for termination
3. In situations resulting in the need for immediate discharge, the supervisor must have prior approval from the major department head and the Sr. Director of Human Resources

## II. ENTITIES AFFECTED

Faculty and Staff

### REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
New Policy	8/1/2012
Choose an item.	
Choose an item.	

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