

Performance Improvement Plan Instructions

If an employee receives a rating of '1' (Does Not Meet Expectations) on a specific Major Job Responsibility, then a Performance Improvement Plan (PIP) must be completed and submitted to Human Resources.

Materials required to complete the Performance Improvement Plan

1. Employee's Performance Evaluation Form
2. Any/all documentation of employee's performance, including employee's Self Evaluation (if completed)

Part I: Completing the Performance Improvement Plan (PIP) Form

1. Complete demographic data at the top of the first page. Indicate the Purpose of the PIP.
2. Answer the questions in Section One as thoroughly as possible.
3. Give Section Two to the employee and instruct the employee to answer all questions as thoroughly as possible.
4. Schedule a meeting with the employee to review the content of Sections One and Two. During the meeting with the employee, discuss plans for performance improvement.
5. Obtain all required signatures at the end of Section Two.
6. Give a copy of the PIP Form to your employee and keep the original in the departmental personnel file. Attach a copy of Section One and Section Two to the employee's printed Performance Evaluation Form to submit to Human Resources.

Part II: Completing the Performance Improvement Plan Process

1. Schedule dates for follow-up discussions with the employee in Section Three. The employee has 30-90 days to make recommended improvement in his/her performance. During this 30-90 day period, the supervisor should provide regular feedback and coaching to the employee.
2. At the end of the 30-90 day period, the Status of the employee's improvement must be indicated in Section Three on the PIP Form.
3. Insert comments regarding the employee's performance improvement in the space provided in Section Three.
4. Obtain all required signatures.
5. Provide a copy of the completed PIP form with all required signatures to the employee and keep a copy in the departmental personnel file.
6. Submit the original version of the completed PIP Form (all Sections and signatures) to Human Resources to be kept in the employee's permanent file.

Part III: Submitting the form to Human Resources

When the Performance Improvement Plan has been completed and signed, provide a copy to the employee, retain a copy for department file, and send a copy to Human Resources Records. All supervisors should send an encrypted copy to employeeerecords@uky.edu (Encryption can be achieved by using the encryption functionality in Outlook).