

***Classified Evaluation***  
***PERFORMANCE IMPROVEMENT PLAN***

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

Performance Improvement Plans are expected to contain the following components:

1. Identify statements of performance or conduct that need improvement or that are unsatisfactory:

2. Provide statements of the expected performance or conduct:

3. Time period by which the changes in performance or conduct are to be made (not to exceed 180 days).

- Re-Evaluation due in 30 days: \_\_\_\_\_ (date)
- Re-Evaluation due in 60 days: \_\_\_\_\_ (date)
- Re-Evaluation due in 90 days: \_\_\_\_\_ (date)
- Re-Evaluation due in 180 days: \_\_\_\_\_ (date)

4. Please describe the follow-up / training plan, which may include the types of training or assistance provided to help the employee achieves the expected performance or conduct:

\_\_\_\_\_  
Signature of Supervisor                      Date                      Signature of Employee                      Date

\_\_\_\_\_  
Title of Supervisor

\_\_\_\_\_  
Signature of Reviewer                      Date

\_\_\_\_\_  
Title of Reviewer

C: Employee's Personnel File

SEIU/District Negotiations 2016/17 New 8.5.16