

Applies to: All OFMD Staff (as applicable)

GUIDELINES:

Issued: October 28, 2016

Revised: N/A

PURPOSE:

To establish guidelines in completing a performance improvement plan for an employee that recently received an unsatisfactory performance evaluation or for an employee who is receiving disciplinary action.

DEFINITIONS:

Action Plan: A plan created by manager/supervisor for an employee that has not met establish goals or is not performing their job duties, satisfactory to the department.

OFMD: Operations & Facilities Management Department

PRIDE: Core Values of department (Professionalism, Respect, Integrity, Dedication, Excellence)

PROCESS:

Each manager and/or supervisor is responsible for completing a Performance Improvement Plan for those employees deemed to have an unsatisfactory employee performance evaluations for their staff or an employee who is receiving disciplinary action. The *Performance Improvement Plan* template can be found on the OFMD website under the Guidelines section:

<https://facilities.med.wustl.edu/about/facilities-management-guidelines/>

Once the performance improvement plan document has been downloaded, please fill out the following information prior to beginning the employee assessment:

1. Employee Name
2. Position/Title
3. Supervisor/Director Name
4. Supervisor/Director Position/Title
5. Date

One (1) comprehensive performance improvement plan will be created for each employee that has been determined improvements to job performance are required. A pre-set letter template has been established to assist in completing a performance improvement plan for an employee, which will identify; the employee's areas for improvement, provide examples and/or observations noted, set expectations for improvements, provide a timeline for improvements to be completed and state recurrence of manager/supervisor support.

1. If an employee has not met the department's mission or core values, an action plan will need to be determined and documented for each criteria not yet met. Each action plan should detail the tasks, steps, efficiencies or improved behaviors, as well as a timeline for these improvements to be made within.
2. The employee's performance evaluation should be reflective of their current job duties, goals and/or assignments.

3. The employee's goals should be listed and should not deviate from the previous appraisal period. Generally, the number of goals given to each employee should vary between 3-5 goals.
4. Each employee should be evaluated on whether or not the goals given have been met. If the goals have been met, please summarize how the employee achieved his/her goals.
5. If goals have not yet been met, an Action Plan detailing the timeline of meeting these goals, as well as any recommendations or improvement strategies for the employee should be noted.
6. If the employee has met all goals from previous appraisal, a set of new goals should be assigned, discussed with the employee and documented on the performance evaluation.
7. After review and discussion of the performance improvement plan, both manager/supervisor and employee should sign the document and submit to OFMD HR Office that will be retained within personnel files.