

**HILLSBOROUGH COUNTY CIVIL SERVICE BOARD
 PERFORMANCE IMPROVEMENT PROGRAM (PIP)
 INITIATE OR RESTART AFTER A LEAVE**

Name

Employee #

Employer

INSTRUCTIONS: Civil Service Rule 12.5 defines the purpose of the Performance Improvement Program (PIP) and identifies how and when it is to be used. The PIP recognizes that an employee who is otherwise willing to do so but is not meeting all of the performance expectations of his/her job, may benefit from more focused coaching and feedback than is generally given. It is recommended that management not wait until the end of a review period to enroll an employee in PIP. Instead, do so as soon as it becomes clear that the employee's job performance is below expectations and not likely to improve without intervention. This form is used to document and communicate the following information:

1. The start or restart of enrollment in the PIP and the corresponding reasons
2. The PIP process and potential outcomes
3. A "Success Plan" that, if followed, will result in successful completion of the PIP
4. The employee's acknowledgement of all of the above and comments

The PIP process and potential outcomes are detailed in Rule 12.5. Supervisors must thoroughly review and explain Rule 12.5 with the employee as part of the first step in a PIP enrollment meeting.

START OR RESTART (after a leave) PIP EFFECTIVE: _____

First PIP Status Review or Counseling Session is scheduled on: _____ (within 30 days of the PIP start date)

REASONS FOR PIP ENROLLMENT: The below list identifies areas of job performance and recent, specific examples where observed job performance fell short of expectations.

Expected Job Performance	Observed Job Performance

CIVIL SERVICE BOARD PERFORMANCE IMPROVEMENT PROGRAM (PIP)

INITIATE OR RESTART AFTER A LEAVE

SUCCESS PLAN: The goals listed below are offered to guide your job performance towards “Meets Expectations” and successful completion of the PIP. In addition to achieving these goals, you must maintain a level of “Meets Expectations” in all other areas of your job responsibilities to successfully complete the PIP.

Goals	Supervisor Contribution	Monitoring Dates/Events	Accomplish By (date)
Maintain “Meets Expectations” level of job performance in all areas.	Coaching, as needed	Next PIP Meeting	Ongoing

EMPLOYEE COMMENTS/ACKNOWLEDGEMENT OF COUNSELING

I hereby acknowledge that I understand the following:

- I am enrolled in PIP as of the effective date listed on this form.
- Rule 12.5 has been thoroughly explained to me and all my related questions have been answered.
- I understand the job-related reasons for my enrollment in PIP and the Success Plan (detailed above) that, if I choose to follow it and maintain my job performance in other areas, will lead to successful completion of PIP.

I have the following comments (If none, indicate “None.”): _____

Employee’s Signature

Date

I concur with PIP enrollment and the corresponding Success Plan.

Supervisor Signature & Printed Name

Date

Agency Head (or Delegate) Signature & Printed Name

Date