

**HILLSBOROUGH COUNTY CIVIL SERVICE BOARD
PERFORMANCE IMPROVEMENT PROGRAM (PIP)
RECORD OF COUNSELING and/or STATUS CHANGE**

Name

Employee #

Employer

INSTRUCTIONS: Civil Service Rule 12.5 defines the PIP procedures. This form is used to document the PIP counseling sessions and/or changes in PIP status. PIP counseling sessions are required to be held every 30 calendar days or sooner. **PIP status may change as the result of a counseling session or at any other time.**

What was the date and type of the most recent prior PIP event (for example, enrollment in the PIP or a prior counseling session)? Date: _____ Type: _____

The goals listed below are identical to those identified on the PIP enrollment form. The information in the "Observations" column reflects the supervisor's observations of the employee's job performance since the start of PIP and, if appropriate, recommendations for further improvement. The PIP should continue until all goals are achieved or the supervisor determines that one or more goals are unlikely to be achieved in a reasonable time period.

Goals	Observations & Recommendations	Goal Achieved?
Maintain "Meets Expectations" level of job performance in all areas.		

PIP STATUS CHANGE

- Continue the PIP. Next Meeting Scheduled Date: _____ (max of +30 days from today)
- Extend the PIP an Additional ____ Days. Next Meeting Scheduled Date: _____ (max = +30 Days).
- Remove from the PIP due to one of the following:
 - Successful Job Performance Pending Disciplinary Action
 - Job Change. Please Explain: _____
- ____ Suspend enrollment in the PIP due to a Leave of Absence.

EMPLOYEE COMMENTS/ACKNOWLEDGEMENT OF COUNSELING

I hereby acknowledge participating in the PIP counseling session documented above.

I have the following comments (If none, indicate "None."):

Employee's Signature

Date