Procedures for placing an employee on a PIP and what to do during the review period can be found in the Wisconsin Human Resources Handbook 464 – Performance Improvement Plan (PIP). This document is to provide additional guidance to supervisors while going through this process.

Bi-weekly PIP Reviews

A separate DOA-15810 form must be completed for each PIP review session. Therefore, you will have several documents at the end of the PIP review period to submit to HR.

You <u>must</u> note whether or not the employee was Satisfactory or Less Than Satisfactory in the Current Performance/Result column of the form for <u>each</u> Desired Performance Expectation listed.

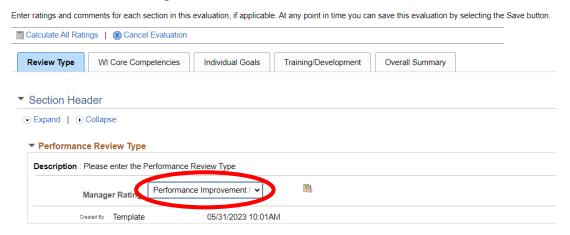
(sample) DEPARTMENT OF ADMINISTRATION DIVISION OF PERSONNEL MANAGEMENT 101 E. Wilson, 4th Floor DOA - 15810 (R 01/2021) PERFORMANCE IMPROVEMENT PLAN (PIP) EMPLOYEE NAME Name STARTING DATE OF PIP: January 3, 2023 JOB TITLE: ER Specialist REVIEW PERIOD: January 3 – 13, 2023 SUPERVISOR ER Chief NEXT SCHEDULED MEETING DATE: January 6, 2023 EMPLOYEE JOB PERFORMANCE IMPROVEMENT PLAN MAJOR GOAL/OBJECTIVE DESIRED PERFORMANCE EXPECTATION CURRENT PERFORMANCE/RESULT Respond to step 1 grievances in accordance to the DOC Sign and date grievance on the same date it is Satisfactory - PeopleSoft records indicate grievance was Grievance policy assigned by the ER Chief. sign and dated the day it was submitted Enter the grievance information and upload the Less Than Satisfactory - PeopleSoft records indicate the grievance into the grievance module of PeopleSoft three grievances (#100, #104 and #105) submitted for within 3 days of receipt. Job Aide for entering this review period were not entered within 3 days of information can be found in OneNote under receipt Contact the grievant within 24 hours (if not Satisfactory - review of ERS' emails indicate contact submitted on a weekend) to inquire about made within 24 hours. availability to meet to discuss grievance. If unable to meet within 14 days, request, in writing, if Satisfactory the grievant will mutually agree to waive the timelines. Document extension in the grievance module.

Specific details must be documented for any areas that are Less Than Satisfactory (you can also add details to those that you rate as satisfactory). Being as specific as possible with dates, how you determined the rating, etc. will assist in justifying your decision when reviewed by others. Additionally, any documents, emails, etc. to support your rating should be collected and saved for each PIP review. Collecting the documents and providing specific details throughout the PIP review period will save you time and effort at the end of this process.

Final performance evaluation in ePerformance

The final step of the PIP process is to draft a final performance evaluation in ePerformance. Therefore, you should create and share the evaluation with the employee within a week of starting the PIP (Goal Setting stage). Let your employee know you are opening an evaluation and will share with them. You can let them know a final evaluation is needed as part of the PIP process. This final evaluation will be completed after the end of the PIP review period. You will rate the employee on all performance, including areas of the PIP, for the dates of the PIP review period.

Review Type - select Performance Improvement Plan:

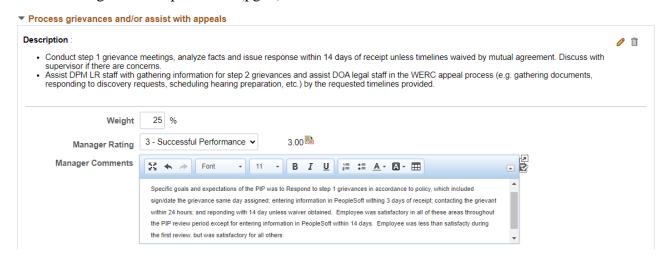


The WI Core Competencies and Individual Goals:

These should be the same as the last performance evaluation issued which resulted in unsatisfactory performance and a PIP. Therefore, you can clone the employee's previous evaluation.

You should incorporate all comments and examples from the PIP reviews into the appropriate Core Competency or Individual Goal of the final performance evaluation. This is most important for those areas you are going to rate the employee as having unsatisfactory performance. If the result is termination and we go to litigation, you won't be able to add any additional examples at that point. We need to have them all documented in the final evaluation.

This is an example of an Individual Goal for an Employment Relations Specialist. The ratings and comments from the above PIP goal and expectations (pg. 1) would be best noted here.



Overall Summary:

The following information needs to be included in your Overall Summary:

- The dates of the PIP review (e.g. Employee was on a PIP from August xx September xx, 20xx).
- The specific goals and objectives focused on during the PIP review.
- The date you met with your employee to inform them they would be placed on a PIP, confirmation you reviewed the goals and expectations of the PIP with them, and whether or not the employee had any questions regarding the PIP and your expectations.
- Description of the employee's progress throughout the PIP (e.g. met expectation in goal xxx from x date to x date but otherwise did not meet expectations; met expectations in only x goal starting at (date); consistently met expectations in x goal/expectations).
 - O Projects or specific initiates assigned to be completed during the PIP review you will need to describe the project/initiative, the expectation regarding what needs to be completed by the end of the PIP review period and the progress made by the employee during the PIP review period. You need to articulate how close they were to completion and if this met your expectation. If not, you will need to articulate why.
 - If a separate document is needed to fully explain the employee's progress or lack thereof regarding each PIP goal/expectation for each review period, note in the summary to review an attachment. Then, you can upload this document as an attachment to the performance evaluation.
- Include any additional actions that were taken to assist the employee, whether it was review or creation of job aides, additional training, additional resources, job instructions, reference materials, etc.
- Any other comments deemed appropriate.

You can be working on the final performance evaluation along with your PIP reviews. Any information saved to the evaluation in ePerformance is not automatically available to your employee for viewing. They will only see your comments after you click the Share with Employee button. This action is not completed until you have a final determination on whether or not your employee passed the PIP.

Any other questions should be directed to your local HR staff.