

PERFORMANCE IMPROVEMENT PLAN (PIP) – ADDITIONAL GUIDANCE


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

(sample)

STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION DIVISION OF PERSONNEL MANAGEMENT 101 E. Wilson, 4 th 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 Grievance policy	Sign and date grievance on the same date it is assigned by the ER Chief.	Satisfactory – PeopleSoft records indicate grievance was sign and dated the day it was submitted.	
	Enter the grievance information and upload the grievance into the grievance module of PeopleSoft within 3 days of receipt. Job Aide for entering information can be found in OneNote under Grievances.	Less Than Satisfactory – PeopleSoft records indicate the three grievances (#100, #104 and #105) submitted for this review period were not entered within 3 days of receipt.	
	Contact the grievant within 24 hours (if not submitted on a weekend) to inquire about availability to meet to discuss grievance.	Satisfactory – review of ERS’ emails indicate contact made within 24 hours.	
	If unable to meet within 14 days, request, in writing, if the grievant will mutually agree to waive the timelines. Document extension in the grievance module.	Satisfactory	

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:

Enter ratings and comments for each section in this evaluation, if applicable. At any point in time you can save this evaluation by selecting the Save button.

Calculate All Ratings | Cancel Evaluation

Review Type | WI Core Competencies | Individual Goals | Training/Development | Overall Summary

Section Header

Expand | Collapse

Performance Review Type

Description : Please enter the Performance Review Type

Manager Rating: Performance Improvement |

Created By: Template 05/31/2023 10:01AM

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.

Process grievances and/or assist with appeals

Description :

- Conduct step 1 grievance meetings, analyze facts and issue response within 14 days of receipt unless timelines waived by mutual agreement. Discuss with supervisor if there are concerns.
- Assist DPM LR staff with gathering information for step 2 grievances and assist DOA legal staff in the WERC appeal process (e.g. gathering documents, responding to discovery requests, scheduling hearing preparation, etc.) by the requested timelines provided.

Weight: 25 %

Manager Rating: 3 - Successful Performance 3.00

Manager Comments

Specific goals and expectations of the PIP was to Respond to step 1 grievances in accordance to policy, which included sign/date the grievance same day assigned; entering information in PeopleSoft within 3 days of receipt; contacting the grievant within 24 hours; and repoding with 14 day unless waiver obtained. Employee was satisfactory in all of these areas throughout the PIP review period except for entering information in PeopleSoft within 14 days. Employee was less than satisfactory during the first review, but was satisfactory for all others.

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).
 - Projects or specific initiatives 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.