



Slate Rock & Gravel Company
Bedrock, Modern Stone Age
123-456-7890
www.slaterockgravel.org
George Slate, President

Performance Improvement Plan

Employee Name: Fred Flinstone
Job Title: Bronto Crane Operator
Department: Construction
Supervisor: George Slate

Start Date: November 1
End Date: December 1
Check-In Dates: Nov. 8, Nov. 15, Nov. 22, Nov.29

A copy of this Performance Improvement Plan will be placed in your personnel file. If you would like, you may include your own comments regarding the Performance Improvement Plan in writing within five days and your comments will be attached.

State the reasons why you are recommending a PIP. Note the prior steps that were taken (including conversations that were had regarding the issue).

Over the past 2 months, Fred has arrived late for over 30% of all shifts. This has disrupted shift changes, forcing the Bronto Crane Operator on the previous shift to cover his responsibilities until he checks in. In one particular instance (September 12), Fred called his colleague “stupid” when they asked him to arrive at work on time so that they did not need to cover for him. This disrupts workflow and the construction timeline.

Fred’s supervisor first met with him to discuss the issue on August 15. On September 12, Fred’s supervisor provided him with a verbal warning. After both discussions, Fred noted understanding of Company policies and the need to be on time and be respectful of his colleagues.

Also note next disciplinary steps.

As discussed previously, Fred is expected to be at his Bronto Crane and ready to work at the start of his shift. A failure to improve or other incidents may result in additional disciplinary action up to and including termination.



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	Performance / Learning Goal #1:	Performance / Learning Goal #2:
Goal description	To improve time management	To be respectful of colleagues
Job duty, policy, or procedure it connects to	Staff at Slate Rock & Gravel Company are expected to adhere to schedules set by their supervisor. They are expected to be on time and ready to work at the start of each shift.	Staff at Slate Rock & Gravel Company are expected to follow the Company's Philosophy of Internal/External Customer Service and treat all customers and colleagues with professionalism and respect.
Specific actions to improve / Resources to help	Fred will check in with his supervisor as he arrives each morning so that they can officially note his arrival time. Fred is expected to be at his supervisor's desk at 8AM each morning.	Fred will attend an in-person "Workplace Sensitivity Training" workshop through the Society of Human Resource Management.
Target date to achieve improvement or success	We will touch base weekly (dates noted above) to review performance and will officially meet again on December 1 to review results.	We will touch base weekly (dates noted above) to review performance and will meet again on December 1 to review results.
Additional information	NA	N/A
Expected outcome / Measurement of success	Fred will be on time and ready to work at the start of each shift.	Fred will be respectful of his colleagues and speak to them in a professional manner.

Supervisor Signature:

Employee Signature: