



## University of Oregon

### Performance Improvement Plan (PIP) Instruction

*These instructions provide information for supervisors about the preparation of the Performance Improvement Plan (PIP) document, the execution of the PIP conversation, and the necessary follow-up to complete the PIP process.*

*A Performance Improvement Plan (PIP) may or may not take the place of verbal or written disciplinary action and may or may not be used to supplement a verbal or written corrective action, as appropriate.*

#### **Completing PIP Form**

1. The supervisor must consult with the HR representative for their unit or a university HR Employee Labor Relations (ELR) representative throughout the PIP process. A member of university HR's ELR team must review all OA PIPs before they are presented to the impacted employee.
2. The supervisor must complete sections I-VI of the PIP form.

#### **Meeting with Employee**

3. The supervisor will meet with the employee in a confidential setting and carefully review all sections of the PIP. The supervisor will seek and consider the employee's input to modify the improvement plan, available resource, and follow up schedule sections (sections III, IV and VI) as appropriate. The supervisor will establish reasonable timelines for improved performance on each expectation, will consider related input from the employee, and will incorporate agreed upon changes to the PIP.
4. The supervisor will provide their own signature and obtain the employee's signature and date. See explanation on Section VII of the form. If the employee refuses to sign the PIP, the supervisor should make a note of that on the PIP form by checking the appropriate box. The PIP is in effect even if the employee refuses to sign the PIP.
5. The supervisor will ensure that the employee understands the process for both the 60-day PIP period and the 12-month post-PIP period.

#### **PIP Follow Up Meetings**

6. The supervisor will ensure that there are regular follow up meetings (a minimum of two) scheduled during the 60-day evaluation period. The supervisor will fill in dates for follow up meetings in section VI. The supervisor is responsible for ensuring follow through on these meetings and keeping the employee informed of their progress.
7. The supervisor will record employee progress in Section VI after each scheduled follow up discussion and share the feedback with the employee. If necessary, additional notes about the employee's progress may be attached.

#### **60-day PIP Period Determination**

8. The supervisor must inform the OA no fewer than five and no more than 15 days prior to the end of the 60-day PIP period if they believe the OA is **not** likely to complete the PIP successfully. The OA must be informed that they have the option to provide written information to be considered before

there is a final decision that the PIP is unsuccessful. See section IV (B) of the OA [corrective discipline procedure](#) for more detail.

9. Decisions related to an unsuccessful PIP should only be made after consultation with university HR's ELR team.
10. The supervisor will make a determination as to whether the PIP was un/successfully completed and fill in section VIII of the form. The determination that a PIP was completed unsuccessfully must be made in consultation with a university HR ELR representative.
11. If the supervisor deems the PIP successfully completed after the 60-day evaluation phase, the supervisor will schedule a 6-month and 12-month post-PIP review to ensure continued satisfactory performance. The supervisor will complete the forms provided by HR for the 6/12-month reviews.
12. The PIP and all related forms and documentation will be placed in the employee's personnel file for five years from the date of the completion of the PIP process.