

Procedures for Implementing Program of Assistance for Improvement

When incidents occur or observations indicate that an employee is not meeting the standards of performance nor complying with his/her position description, a program of assistance for improvement may be considered. The supervisor will meet with the employee to share the concern(s) and possibility of initiating a program of assistance for improvement should the performance fail to improve.

The supervisor will continue to carefully observe the employee's job performance. Should the performance continue to be deficient, the concern(s) will be addressed in a meeting with the employee; the incident(s)/observation(s) will be cited.

The appropriate employee evaluation form and standards of performance will be completed and signed by the employee and supervisor; the original forms will be sent to the human resources office.

The director of human resources will be contacted and a program of assistance for improvement will be developed for the employee as follows:

1. The supervisor, consulting with the director of human resources, will prepare the program of assistance for improvement, based upon deficiencies noted in the evaluation;
2. The supervisor and employee will meet, discuss and sign the program of assistance for improvement cover letter;
3. The employee's job performance will be checked and communicated to the employee according to the timeline;
4. At the conclusion of the designated program of assistance for improvement, the supervisor will evaluate the employee's progress and determine if the program is to be extended, revised or discontinued;
5. If the program is discontinued, both the supervisor and employee will sign the Program of Assistance for Improvement Completion form; the original is to be sent to the human resources office;
6. In the event the supervisor determines the employee's job performance has improved or the majority of the program of assistance for improvement has been met; he/she may elect to extend the timeline of the existing plan or he/she may revise the program of assistance for improvement to concentrate on remaining concerns. If the program of assistance for improvement is revised or extended, the process identified above will be repeated;
7. Should the employee fail to meet the requirements as stated in the program of assistance for improvement to the satisfaction of the supervisor, the Program of Assistance for Improvement Noncompliance Form will be completed.