

South Texas College – Conduct and Performance Improvement Plan

Employee Name: _____ A#: _____
Job Title: _____ Supervisor/Director: _____
Department: _____
CPIP Start Date: _____ CPIP End Date: _____

I. RESPONSIBILITIES- This section outlines the employee and supervisor responsibilities during the Conduct and Performance Improvement Plan period.

Employee Responsibilities	Supervisor/Director Responsibilities
<ul style="list-style-type: none">• LIST THE EXPECTATIONS COMMUNICATED TO EMPLOYEE	<ul style="list-style-type: none">• LIST THE RESPONSIBILITIES (training to be provided, deadline dates, follow up meetings, etc.)

II. CONDUCT AND PERFORMANCE ISSUE(S) BEING ADDRESSED- This section documents the current issues to be addressed within the Conduct and Performance Improvement Plan.

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III. CONDUCT AND PERFORMANCE EXPECTATIONS AND ASSESSMENT- This section clearly outlines the conduct and performance expectations and how these expectations will be achieved and measured.

Conduct and Performance Expectations <small>(What needs to be achieved)</small>	Improvement Goals <small>(How expectations are going to be achieved)</small>	Conduct and Performance Indicators <small>(How expectations are going to be measured)</small>

Your Supervisor/Director will work with you to reach the goals outlined and improve conduct and performance to an acceptable level. Any deviations from the directives in this Conduct and Performance Improvement Plan and/or other violations of the College policies may result in further disciplinary action up to and including termination. I have received a copy of this Plan and understand the improvement expected.

Employee Signature: _____ Date: _____

Supervisor/Director Signature: _____ Date: _____

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IV. WEEKLY MEETING NOTES- This section documents the comments on weekly progress. This section requires an entry by both employee and Supervisor/Director.

	Employee Comments	Supervisor/Director Comments
WEEK 1: / /		
WEEK 2: / /		
WEEK 3: / /		
WEEK 4: / /		

V. FINAL OUTCOME REVIEW- This section is to be completed at the end of the CPIP period and should note whether the conduct and performance expectations were met or were below the required expectations. **If the employee does not meet expectations, then an explanation is required.**

Conduct and Performance Expectations <small>(From section III)</small>	Review Comments <small>Meets Expectations/Below Expectations</small>

Employee Met Expectations:

Employee Did Not Meet Expectations:

Employee Signature: _____ Date: _____

Supervisor/Director Signature: _____ Date: _____