



## Policy HR 9.3

### Work Improvement Plan

Adopted by the Library Board of Trustees: 01/24/2013

When an employee's job performance fails to meet established standards in one or more essential performance areas, after normal coaching and guidance by the supervisor, the supervisor will prepare a written Work Improvement Plan (WIP) and discuss it with the employee. Implementation of a Work Improvement Plan may be done instead of a work plan during the employee's annual performance evaluation. If the performance problems become serious during the evaluation period, a Work Improvement Plan can be implemented at any time. The WIP shall discuss in detail the performance area or areas that fail to meet Library standards and provide examples of the performance deficiencies. The WIP will also discuss in detail the performance improvements that the employee needs to make in order to bring her or his performance up to acceptable standards, and it shall establish a reasonable time frame within which the improvements need to be made. There should be no information discussed in the WIP that has not already been brought to the employee's attention through normal workplace coaching, guidance and direction.

The Library Director or his/her designee shall work with the supervisor as needed to develop the Work Improvement Plan, and shall approve it prior to its presentation to the employee. The original copy of the Work Improvement Plan shall be issued to the employee by the supervisor and thoroughly discussed in a conference called for that purpose. The employee is required to sign and date a copy of the WIP indicating that he or she has received it and has had the opportunity to discuss it. A copy is placed in the employee's personnel file. Employees may submit written comments pertaining to the WIP. The employee's written comments will be attached to the WIP and will become a part of that document.

At the conclusion of the time period established in the WIP, the supervisor will prepare a follow-up report and share it with the employee. The follow-up report must be approved by the Director or designee before it is shared with the employee.

Once the employee has brought his or her job performance up to satisfactory standards, a memo to this effect will be written by the supervisor to the employee and a copy of the memo will be placed in the personnel file.

#### **I. Administration**

The Library Director has responsibility for administering this policy.