

UMCHS, Inc
Plan of Assistance

An employee who is not meeting baseline expectations in their work role will be given an opportunity to improve their job performance. This plan will be carefully outlined with the employee by their supervisor and will be monitored on a weekly basis.

Name/Job Title: Date:

Area of Improvement:		
Expectations:		
Tasks:	Timeline	Date/Progress/Evaluation:

Improvement needs to be immediate and on-going. Failure to meet expectations will result in disciplinary action up to and including termination of employment.

Employee

Date

Team Leader

Date

Component Director/Manager

Date

Plan of Assistance

Policy: An employee who is not meeting baseline expectations in their work role will be given an opportunity to improve their job performance.

Procedure:

1. Supervisor will identify with employee which areas of job performance do not meet baseline expectations.
2. Together the employee and supervisor will write out each baseline expectation on the Plan of Assistance form and list tasks or activities which will help the employee improve their job performance.
3. Identify timelines for progress and evaluation. The progress and evaluation of tasks will be noted on the form.
4. At completion of initial conference, the white copy of the Plan of Assistance will be placed in the employees personnel file and a photocopy will be given to the employee.

At the completion of the Plan of Assistance, the employee will retain the yellow copy and the supervisor will place the pink copy in the employees personnel file.