



GOVERNMENT OF THE DISTRICT OF COLUMBIA PERFORMANCE IMPROVEMENT PLAN INSTRUCTIONS

PURPOSE

The Performance Improvement Plan (PIP) is the performance document which identifies performance areas in need of improvement and outlines how to improve performance on the established criteria. Use of the PIP replaces the Letter of Warning for deficient employee performance. The purpose of the PIP is to ensure that there is proper documentation available for both employee and supervisor to determine what areas are in need of improvement, to monitor and report on performance, and to serve as the basis for further action if there is continuing ineffective performance.

PROVISIONS

- The PIP is used for Career Service employees, including Term employees who have completed a probationary period, Management Supervisory, and Excepted Service Employees. Attorneys in the Office of the Attorney General's Senior Executive Service are exempt from the PIP. Uniformed Metropolitan Police Department (MPD) officers above the rank of Captain may be exempt from the PIP as determined by the MPD.
- The PIP shall be developed by the employee's immediate supervisor or, in the absence of the immediate supervisor, the reviewer, and shall provide concrete, measurable actions/steps to be taken in order for the employee performance to improve in the identified area(s).
- A PIP may be issued for a 30, 60 or 90 day period, the time period of which is at the supervisor's discretion.
- A Performance Plan for the current performance management period must be finalized in order for a PIP to be issued.
- The PIP must be issued when the employee's performance falls below the "Valued Performer" – "3" level.
- The last date on which the PIP may be given is June 30th.
- PIP documentation must include the areas (i.e. job competencies and/or S.M.A.R.T. Goals) in which the employee has displayed deficient performance (i.e. less than a rating of "Valued Performer", an action plan for improved performance, a written decision as to the outcome, and the appropriate signatures.
- At the end of the PIP duration, the employee's immediate supervisor, or in the absence of the immediate supervisor, the reviewer shall make a determination regarding the employee's progress made, recommendation for further action, or dissolution of the improvement plan.
- The supervisor's decision must be documented on the PIP form and a copy must be provided to the employee decision.
- To ensure that the PIP is issued appropriately, supervisor must determine that the employee's performance is consistent with the following rating level/description:

(Level 2, Marginal Performer– Performance of most expectations needs improvement. Adequate performance of the expectations for the position requires further development of skills. Potential to improve is evident and demonstrates a willingness to improve skills.)

OR

(Level 1, Inadequate Performer – Performance of expectations is consistently inadequate, and therefore fails to meet the minimum requirements of the position. Potential to improve is not evident)