

# District Government Employee Compensation Performance Improvement Plan

## Performance Improvement Plan

### 1. What is a Performance Improvement Plan?

A Performance Improvement Plan (PIP) is an action plan that identifies areas of work performance that an employee must improve. The plan also identifies resources, training or coaching involved to reach performance goals, as well as a timeline to achieve them. A PIP requires the employee to achieve an unmet core competency or a Specific, Measurable, Attainable, Realistic, and Time-Related (S.M.A.R.T.) goal established by a finalized Performance Plan, or to improve an observed and documented decline in performance. This observed decline must be reflected in their duties and responsibilities.

### 2. Who can receive a PIP?

The following employees can receive a PIP:

- (1) Career Service employees who have completed their probationary periods;
- (2) Management Supervisory Service employees;
- (3) Excepted Service employees;
- (4) Educational Service employees within the Office of the State Superintendent of Education;
- (5) Legal Service employees, as outlined in Chapter 36, *Legal Services*, of the District Personnel Manual (DPM) § 3609; and
- (6) Uniformed positions of the Metropolitan Police Department and Fire and Emergency Medical Services described in the DPM § 1400.1(c).

### 3. Who cannot receive a PIP?

The following employees cannot receive a PIP:

- (1) uniformed members of the MPD at the ranks of Officer, Master Patrol Officer, Detective, Investigator, and Sergeant;
- (2) uniformed members of the FEMSD in positions other than those listed in DPM § 1400.1(c);
- (3) intermittent appointments in the Career Service, also known as “When-Actually-Employed” (WAE) appointments; and
- (4) probationary employees in the Career Service. For guidance on employees serving in a probationary period, see [I-2021-33 Probationary Periods](#).

### 4. When can a PIP occur?

An immediate supervisor may issue a PIP when they determine, based on a finalized Performance Plan in PeopleSoft, or through their own observations, that an employee’s performance has declined and needs improvement. The immediate supervisor should ensure that there is adequate justification to issue a PIP.



**5. How long must an employee have a finalized Performance Plan before an immediate supervisor can issue a PIP?**

An immediate supervisor may issue a PIP any time after they have completed a finalized Performance Plan. However, it is recommended that the employee first be allowed to demonstrate their performance against their Performance Plan for at least 30 days.

**6. How long can a PIP last?**

An immediate supervisor may issue a PIP for no less than 30 days and no more than 90 days.

**7. Can an employee's performance in a previous performance management period be considered when issuing a PIP in a new performance management period?**

No, PIPs are based on the employee's current Performance Plan.

**8. What happens if the employee does not meet the PIP's development goals?**

The immediate supervisor must issue a notice within ten days of the PIP's end date, explaining the reasons the employee was unsuccessful. The immediate supervisor can choose to:

- a) Extend the PIP as long as the total time does not exceed 90 days; or
- b) Initiate a Corrective Action of reassignment or an Adverse Action of a reduction in grade or removal in accordance with Chapter 16 of the DPM, "Corrective and Adverse Actions; Enforced Leave; and Grievances."

**9. What happens if the employee meets the PIP's goals?**

The supervisor should notify the employee that they have met their goals within ten days of the PIP's end date by issuing a PIP Achievement Notice. No additional action is required.

**10. What happens if the immediate supervisor doesn't provide a written decision to the employee, explaining the PIP's outcome?**

If the supervisor does not provide a written decision to the employee within ten days of the PIP's initial or extended end date, the PIP is considered to have been successfully completed by the employee.