

ePERFORMANCE FREQUENTLY ASKED QUESTIONS (FAQs)

PERFORMANCE IMPROVEMENT PLAN (PIP)

What is a Performance Improvement Plan?

A Performance Improvement Plan (PIP) is the performance document which identifies performance in which the employee needs improvement. It includes an action plan which identifies what the employee must do and how the supervisor will help the employee to improve performance during the performance management period.

Who is eligible for a PIP?

Career Service employees (including Term employees who have completed a probationary period), Management Supervisory Service, and Excepted Service employees can be put on a PIP.

Who is *not* eligible for a PIP?

The following position types are not eligible for a PIP: Probationary employees and Attorneys in the Office of the Attorney General's Senior Executive Service Attorneys are excluded from the PIP provisions. Uniformed Metropolitan Police Department (MPD) officers above the rank of Captain may be exempt from the PIP as determined by the MPD.

When is a PIP issued?

A PIP may be issued if the employee has a finalized Performance Plan in ePerformance and the supervisor observes and determines that the employee is functioning below the "Valued Performer" level (Level 3).

Can a PIP be issued if the supervisor does not finalize a performance plan in ePerformance within 30 days?

The employee must have a finalized Performance Plan in ePerformance or any comparable performance evaluation system in order to be issued a PIP. Finalizing the Performance Plan after 30 days does not prohibit the issuing of a PIP.

How long must an employee be on a finalized performance plan before a supervisor can issue a PIP?

Although there is no required period of time for the employee to be on a Performance Plan before a PIP may be issued, it is recommended that the employee first be allowed to demonstrate his/her performance against the Performance Plan. After the determination is made that the performance is deficient, the observed time period should be commensurate with the extent of the performance deficiencies. In addition, the supervisor must ensure that there is adequate justification (e.g. coaching, training provided, documentation, clearly demonstrated poor performance) in order to issue a PIP.

Is there a deadline for issuing the PIP?

June 30th of each year is the last date on which a PIP may be issued for that performance management period.

Can a PIP be issued if the supervisor observes that the employee is functioning below the "Valued Performer" level (Level 3) after June 30th?

June 30th is the deadline for issuing a PIP.

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How long does a PIP last?

A PIP may be issued for a 30, 60, or 90-day period, at the supervisor's discretion. The maximum length of time for a PIP during the performance management period is 90 days.

Can a PIP be extended into the next performance management period?

A PIP is issued for the current performance management period based on the employee's current performance plan. It cannot be extended into the next performance management period.

Can an employee's performance in the past performance management period be considered when issuing a PIP in the new performance management period?

Only performance occurring during the current year (i.e. performance management period) and based on the employee's current Plan is to be considered.

What happens if the employee does not "pass" the PIP?

These are the options that the supervisor must choose from when the PIP period has ended:

- a. Extend the PIP for another 30-day period if the performance management period has not ended, if it is before June 30th, and if the 90-day maximum PIP duration is not violated.
- b. Reassignment, reduction in grade, or removal of the employee in accordance with the District Personnel Manual's (DPM) Chapter 16, "General Discipline and Grievances."

If the supervisor did not issue a PIP on or prior to June 30th can the supervisor assign an overall rating of "Inadequate Performer" at the end of the performance management period?

If no PIP was issued on or prior to June 30th, then an overall rating of "Inadequate Performer" may not be assigned. An overall rating of "Marginal Performer" may be assigned if the PIP was not issued by the required time.

What happens if I do well on the PIP?

If the employee performance meets the expectations outlined on the PIP and is maintained for the duration of the performance management period, then there will be no further action required. This written decision information will be included in the PIP form and given to the employee within 10 days of the end of the PIP period.

What happens if the supervisor gives the employee a PIP and never gives the employee a written decision telling the employee the outcome?

If there is no written decision issued to the employee by the timelines specified in the District Personnel Manual (DPM) Chapter 14 "Performance Management", then the understanding is that the employee successfully met the PIP expectations. Meeting the expectations would have to be maintained throughout the performance management period to avoid further performance modification action taken.

Is the PIP filed in the employee's Official Personnel Folder (OPF)?

Yes.