


VERSION NO. 3	MANUAL TITLE HUMAN RESOURCE DEPARTMENT MANUAL	DOCUMENT NO. HRM 12.09
	DOCUMENT NAME	REVISION NO. 0
	CONDUCTING PERFORMANCE IMPROVEMENT PLAN (PIP)	EFFECTIVITY DATE November 27, 2019
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HRM 12.09 CONDUCTING PERFORMANCE IMPROVEMENT PLAN (PIP)

1. OBJECTIVES

- 1.1 Identify performance gaps, ideally in collaboration with an employee
- 1.2 Support an employee to improve and bridge key performance gaps through specific and clearly documented objectives and deliverables, with clear timelines for review
- 1.3 Provide a formal opportunity to coach, guide and support an employee to manage-up their performance to the desired levels

2. SCOPE

This procedure is applicable to all permanent non-teaching employees who obtained Satisfactory rating as a result of the performance evaluation. This is also applicable to faculty members who obtained satisfactory rating in any of the following:


- 2.1 Teacher Behavior Inventory (TBI)
- 2.2 Laboratory Instructor Behavior Inventory (LIBI)
- 2.3 Clinical Instructor Behavior Inventory (CIBI)
- 2.4 Standard Classroom Observations
- 2.5 Performance Evaluations for Faculty

3. REFERENCES

Administrative Council Deliberation dated March 19, 2019

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4. POLICIES

1. The Performance Improvement Plan (PIP) shall be the University's approach to performance improvement where the performance of an employee does not meet the minimum required standard which is Very Satisfactory.
2. This policy shall complement the performance evaluation results based on the performance standards and the annual operation plan.
3. Communication line and an open dialogue between the employee and the Dean/Head is encouraged as part of the regular performance review.
4. The Dean/Head shall address underperformance in a timely and effective manner.
5. The Dean/Head shall make an appropriate effort to understand the cause of these performance issues and to encourage improvement.
6. Performance Improvement Planning (PIP) should be the last resort after having explored other informal and coaching mechanisms.
7. Performance Improvement Planning can be initiated when:
 - 7.1 an employee is unable to achieve the required standard of performance
 - 7.2 the employee has been rated Satisfactory and below
 - 7.3 the Dean or Head applied coaching methods and these have not been successful
8. There are four (4) stages to the PIP process:
 - 8.1 Performance Improvement Areas
 - The Dean/Head shall meet with the employee to identify and determine the specific performance areas that need improvement. This shall include identification of the gaps that need to be corrected and improved.

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8.2 Performance Improvement Plan

- Provide corrective action to be taken that will lead to improvement of the employee's performance. Agree on the deliverables/level of performance to be achieved. The employee shall accomplish and sign the Employee's Performance Improvement Plan form. Conduct periodic supervision to assess progress and provide feedback.

8.3 Provision of Resources or Support

- Identify the resources or support that will contribute to the development of the employee in the performance of their duties and responsibilities

8.4 Performance Improvement Plan Outcome


9. Assess the effectivity of the plan that has been set and determine if improvement has been attained.

5 NARRATIVE PROCEDURE

Responsibilities/ Authorities	Activities
Dean/ Head	<ol style="list-style-type: none"> 1. Identifies the employee/s who got Satisfactory rating as a result of the performance evaluation using the Performance Evaluation for Faculty 2. Accomplishes HRF 138 Employee's Performance Improvement Plan form and identify the specific areas that need improvement and the gaps that need corrective action and improvement 3. Discusses the areas for improvement to employees and provides corrective action to be taken that will reinforce development of an employee performance

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Employee

4. Acknowledges the areas for improvement based on the performance evaluation results and the suggested corrective actions

5. Agrees to work together with the Dean / Head to improve performance and signs on the form

Dean/ Head


6. Signs on the form

7. Distributes one (1) copy to the employee and HRD and files one (1) copy.

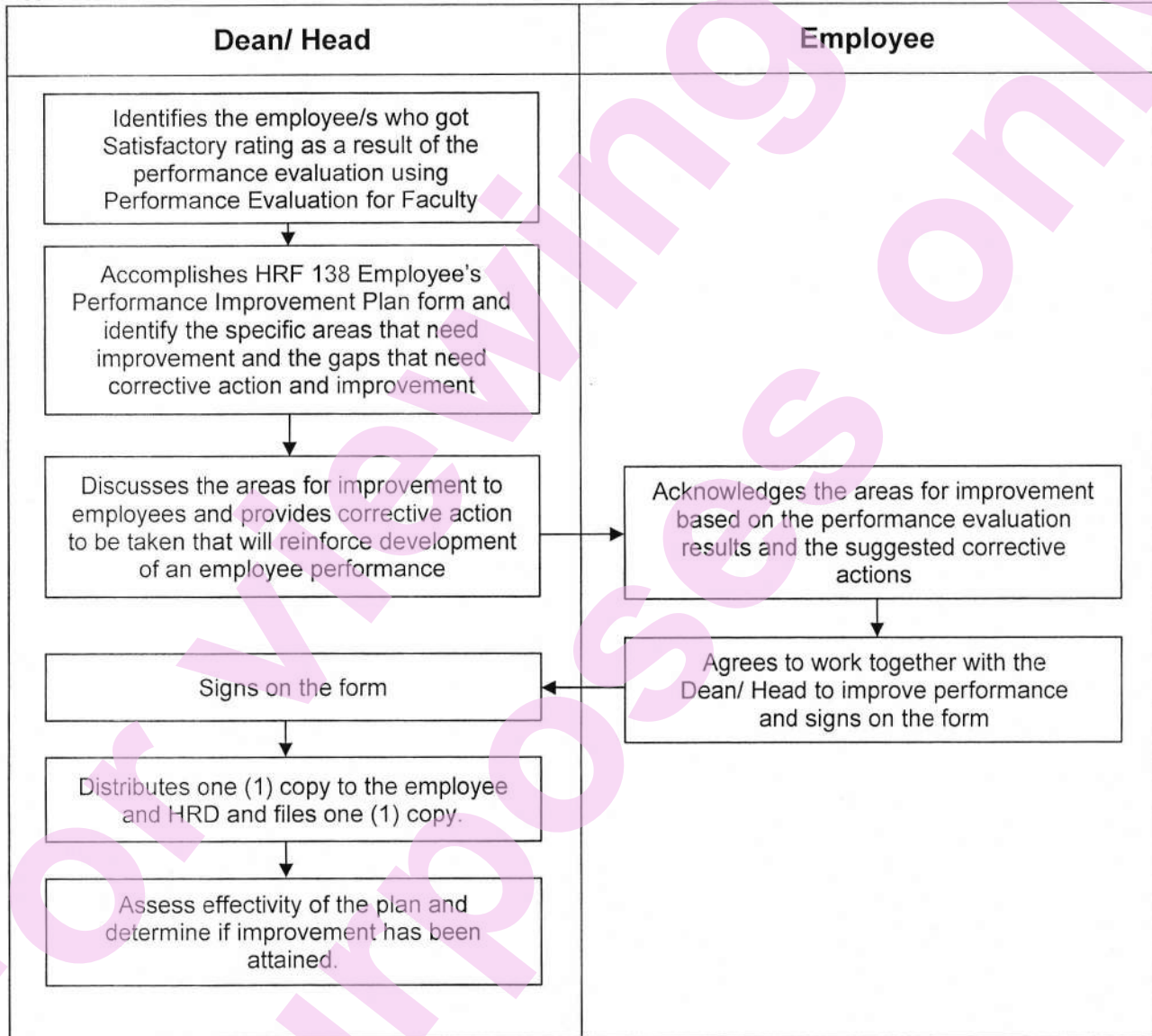
8. Assess effectivity of the plan and determine if improvement has been attained.

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6. FLOWCHART



7. LIST OF FORMS

- 7.1 Employee's Performance Improvement Plan
- 7.2 Performance Evaluation for Faculty

PREPARED BY:  Head, Human Resource Department	APPROVED BY:  VP for Administration and Accounting	Master Copy	
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