

SLLIS Performance Improvement Process

Name:	Date:
<input type="checkbox"/> First Warning <input type="checkbox"/> Second Warning <input type="checkbox"/> Final Warning <input type="checkbox"/> Termination Notice	
Corrective Action Category(s): <i>List the overall reason for the meeting (e.g., Attendance)</i>	
<p>Description: <i>Describe in detail the employee's performance issue(s). Include facts, such as the date(s), time(s) and location(s) of the event as well as dates of prior discussions about this issue. Include the impact of the deficiency on students, other team members, etc.</i></p> <p style="text-align: center;">Complete this Section in Advance</p>	
<p>Follow Up: <i>Describe specifically any changes that need to occur to resolve the deficiency as well as any assistance that will be provided to support needed changes, if any.</i></p> <p style="text-align: center;">This Section May be Based on the Discussion with the Employee</p>	
<p>Failure to improve this performance deficiency will result in a progression of this performance improvement process.</p> <p>Administrator Signature: _____ Date: _____</p> <p>Employee Signature: _____ Date: _____</p> <p><i>By signing, I acknowledge receipt of this document whether or not I agree with the content herein.</i></p>	
Employee Comments:	

The Board encourages the use of progressive discipline. However, the appropriate step should be dictated based on the severity of the conduct, its impact on the workplace, colleagues and students, prior efforts to correct the conduct and any mitigating factors.