

WORK IMPROVEMENT PLAN

Employee Name: _____ Position Title: _____ Date: _____

Completed by supervisor and employee for any performance rating of 'Needs Improvement' or any time that the supervisor deems necessary. Consider not only training courses, but additional academic preparation, job rotation/shadow program, special assignments, coaching, etc.

Purpose: *The Work Improvement Plan (WIP) is a performance measurement tool that can be used to help an employee overcome any job-related areas that need improvement. The WIP can also support or accompany disciplinary action. It is not part of the progressive disciplinary process in of itself but can further define the corrective action an employee needs to take to be fully successful in their position.*

| Goal/Objective | Action Items/Objectives | Measures of Success | Complete by: (Mo/Yr) |
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Salary increases and continued employment are contingent on meeting goals and objectives. The supervisor and employee will review performance frequently until performance is "Fully Successful" or other disciplinary actions are taken. Duration will be no less than 3 months and no more than 6 months. If at any time during this period, you do not demonstrate progress toward making necessary improvements to your performance level it may result in disciplinary action, up to and including termination of your employment with the City of Mesquite.

| Signature | Title | Date |
|-----------|-------|------|
| Employee: | | |
| Manager: | | |