

Practice

Name/Logo

EMPLOYEE DISCIPLINE REPORT

Performance Improvement Plan (PIP)

Please follow the instructions below to complete an Employee Discipline Report / Performance Improvement Plan (PIP).

You must document corrective counseling by using an Employee Discipline Report form and addressing all sections identified on the form.

1. Description of the Problems

Documentation must be specific and descriptive. If you cannot “take a picture” of the problem, your documentation may be too vague. Specific documentation includes names, dates, places, events, actions, etc. Cite any rules, policies, standards, etc., which have been violated.

2. Impact of the Problems

Describe the impact of the individual’s conduct, behavior or performance on the organization or other individuals. (Examples might include: reduced productivity, creating a hostile or intimidating environment, violation of SOP’s, jeopardizing the safety of others, compromised quality, non-compliance with safety regulations, etc.)

3. Previous Action

List previous action taken, if any, and dates. Depending on the nature, circumstances and severity of the problem, you may not have taken previous action. Document if this is the case.

4. Action Plan(s) and Timetables

The action plans and timetables for expected conduct, behavior or performance improvement should meet the SMART criteria: specific, measurable, achievable, realistic, and timebound. This language must be included in this section:

“Improvement, compliance, etc., must be maintained on a continuous and sustained basis.”

5. Consequences

Consequences may vary depending on the frequency, severity and nature of the problem. Suggested language:

“Failure to comply with the above guidelines for improved performance in an immediate and sustained fashion may result in further disciplinary action, up to and including termination.”

Approval Signatures

The Employee Discipline Report must be reviewed and approved by Human Resources and all appropriate level(s) of management **prior to counseling** the employee.

Employee Signature and Comments

Employees are requested, but not required, to sign the Employee Discipline Report. If the employee refuses to sign, the immediate supervisor should note that on the form.

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EMPLOYEE DISCIPLINE REPORT Performance Improvement Plan (PIP)

Employee Name	Department	Date
1. Unacceptable conduct, behavior or performance which must be corrected, and policies, procedures, rules or standards which have not been satisfactorily followed.		
2. Impact of the unacceptable conduct, behavior or performance on the organization or others.		
3. Previous coaching or other warnings about the unacceptable conduct, behavior or performance, including date(s) of the action(s).		
4. Action plan(s) and timetables for expected conduct, behavior or performance improvement. <u>This improvement must be maintained on a continuous and sustained basis.</u>		
5. Consequences if the unacceptable conduct, behavior or performance is not corrected on a continuous and sustained basis.		

***Practice
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**EMPLOYEE DISCIPLINE REPORT
Performance Improvement Plan (PIP)**

Immediate Supv

Date

Office Manager

Date

Practice Owner

Date

All above signatures must be obtained prior to employee counseling

I have read and understand the terms of this action:

Employee Signature

Date

Employee Comments:
