

Pennsylvania College of Technology

Procedure Statement

Title: Performance Improvement
(Formally Disciplinary Action)

Number: PR 3.04.01

Approved by:
Presidential Action

Approved Date: 09/1983
Implementation Date: 09/1983
Last Review Date: 10/2023
Last Revision Date: 10/2023

Persons/Departments Affected:
Staff Employees

Responsible Department:
People & Culture

Procedure:

- I. These procedures apply where performance improvement or disciplinary action is taken with respect to Staff employees.
- II. A supervisor must discuss any such action other than verbal notices, in advance, with an appropriate representative of People & Culture and their Dean/Senior Administrator, except as otherwise provided in the procedures for an immediate suspension, addressed below.
- III. Procedures related to specific actions follow below.
 - A. **Verbal Notice** – When a supervisor has a verbal discussion with an employee , They should prepare a written summary of the place, time and content of the discussion and retain as their documentation of the meeting. The summary should include the deficiencies addressed and the supervisor’s expectations for the employee.
 - B. **Employee Success Plan (ESP) or Written Warning** – When a supervisor prepares an ESP or Written Warning, a representative of People & Culture must review the document and approve it before it is given to the employee. When a supervisor gives an employee an ESP or Written Warning, the employee should sign the document to acknowledge receipt, whether or not the employee agrees with the content g. The employee may add their written response to the document. If the employee refuses to sign the document, the supervisor should note that the employee refused to sign. A copy of

the ESP or Written Warning shall be forwarded to the appropriate representative of People & Culture for placement in the employee's personnel file.

C. **Performance Improvement Plan (PIP)** – Prior to placing an employee on a PIP, a supervisor must obtain the prior approval of their Dean/Senior Administrator and the senior administrator in charge of People & Culture. The supervisor should prepare and submit a written memo relating to the specific action proposed. The memo should:

1. specify the dates of the PIP period,
2. describe the deficiencies in work performance or conduct, including any policies or procedures that have been violated,
3. reference the employee's past work record, including relevant counseling or disciplinary action that has taken place,
4. specify the corrective action to be taken by the employee,
5. specify any action the supervisor will take to assist the employee in implementing the corrective action, and
6. state that the employee will be subject to further disciplinary action, including termination, if there is not satisfactory improvement in the performance or conduct.

D. **Suspension** – Procedures for suspension, other than immediate suspension, are the same as those for administrative probation, except that the written memo should also specify whether the suspension is with or without pay.

Procedures for **immediate suspension** are the same as those for other suspensions, except as follows.

Except as hereinafter provided, the supervisor must obtain the prior approval of their Dean/Senior Administrator and the senior administrator in charge of People & Culture or their designee for an immediate suspension. Where the supervisor has determined that an employee's presence in the work place would be dangerous to the employee or other persons, the supervisor is not required to obtain these prior approvals. However, the supervisor is required to notify their Dean/Senior Administrator and the senior administrator in People & Culture of the immediate suspension and obtain their approval for the continuation and terms of the suspension as soon as possible after

the immediate suspension is imposed. The Dean/Senior Administrator or senior administrator in People & Culture or their designee for such matters may authorize an immediate suspension without the approval of the other person, if, in their judgment and the judgment of the supervisor, immediate action is warranted before the other person can be contacted for approval.

The written memo relating to the specific action taken is not normally given to the employee at the time of the immediate suspension, but should be given to the employee as soon as practical thereafter.

When an employee is immediately suspended pending termination, the supervisor should inform the employee that upon further review the suspension may become a termination or, if warranted by the circumstances, that the suspension may remain a suspension or other disciplinary action may result.

- E. **Termination** – The prior approval of the President of the College or Senior Administrator for People & Culture is required for the termination of an employee. The supervisor should prepare and submit to the senior administrator in charge of People & Culture a written memo specifying the reasons for recommending termination, referencing the employee's past work record, including any relevant prior performance counseling or disciplinary action, and other relevant documentation.

Revision History:

- Date: 10/2023 Title Changed from Disciplinary Action to Performance Improvement, addition of Employee Success Plan, change from HR to P&C.
- Date: 12/2021 Clarification that verbal warnings do not require a written document to the employee
- Date: 02/2017 Responsible Party Title Change
- Date: 06/2012 Change of Responsible Party to Human Resources throughout.
- Date: 03/1999

Cross References:

- Performance Improvement Policy, [P 3.04.01](#)