



CHECKLIST FOR SUBSTANDARD PERFORMANCE

Employee is working at an unacceptable level and is considered "unsuccessful" in any essential job function or objective which significantly impacts performance.

The Rater shall implement a "Warning Notice of Substandard Performance (Work Improvement Plan)." The Work Improvement Plan shall span 30-120 days, and may be issued at any time during the review period. It is designed to give the employee an opportunity to bring his or her performance up to an acceptable level. The Rater and employee shall work together to draft the plan.

The Warning Notice shall:

Be in writing, addressed to the employee, labeled as a "Warning Notice of Substandard Performance," and signed by the employee (witnessed, if employee will not sign).

List the job function(s) and/or objective(s) on the employee's planning stage that are considered "unsuccessful" with an explanation of the deficiencies for each job function and/or objective.

Include the Rater's Work Improvement Plan and a list of ways to improve the deficiencies.

Include the time period for improvement and the consequences if no improvement is noted.

Include a plan for meeting to discuss employee's progress during the warning period.

A copy of the Warning Notice shall be given to the employee and sent to Human Resources to be placed in the employee's official personnel file.

Unacceptable Job Duty(ies)/Objective(s) identified:

Time Period for Work Improvement Plan established:

Start Date: _____ End Date: _____

CHECKLIST FOR SUBSTANDARD PERFORMANCE (continued)

During the Work Improvement Period:

All meetings between the employee and Rater to discuss performance shall be held as stipulated in the Work Improvement Plan.

Progress toward performance goals shall be documented in writing at each meeting.

At the End of the Work Improvement Period:

Conduct a formal performance evaluation on the EPMS document.

If performance is now "Successful," the employee stays in the current position. Forward the completed EPMS, and all documentation related to the Work Improvement Plan meetings to Human Resources.

If performance is "Unsuccessful," notify Human Resources prior to the expiration of the Work Improvement Plan. According to the agency's EPMS policy, the employee must be removed from the position. All documentation related to the Work Improvement Plan meetings must be forwarded to Human Resources.

Questions? Please contact Brianne Perry at
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