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Policy: Evaluation Plan for Improvement Policy  
Policy No: 4.10  
Approved: Board of Trustees: March 2006

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### **EVALUATION PLAN FOR IMPROVEMENT**

In most instances where a plan of improvement is required, there is dialog, discussion and agreement between the individual being evaluated and his/her supervisor. Occasionally, however there is disagreement as to how the plan should be implemented, or whether a plan is necessary, and on rare occasions, complete disregard for the plan after it has been submitted and approved.

On those rare occasions when there is a disagreement or disregard of an approved plan, the following procedure shall be activated.

- (Step I) Following an evaluation where there is recognition that areas of performance improvement are necessary, a meeting shall be scheduled between the employee and his/her supervisor at which a discussion of the evaluation and expectations for any improvement occur. Should there be a conflict/disagreement or the issue is not settled then step 2 will be activated.
- (Step II) The employee shall meet with the division chair if the immediate supervisor is a director/coordinator or with the VP if the immediate supervisor is a division chair. When a meeting is scheduled with the VP, the President of the PSA or the Shop Stewart in the case of Civil Service members may be invited to be in attendance. The decision crafted at this meeting shall be binding on the employee.

All plans for performance improvement must be specific to those areas identified as indicating performance inadequacies. There must be specific timelines for accomplishment of the expected improvement with checkpoints to determine progression toward accomplishing the expected outcome.