## **MT Catholic Schools-GFB**

Plan of Improvement						
Employee:		Administrator:				
Job Title:	School:		Date of Report:			

THIS PLAN OF IMPROVEMENT IS TO INFORM YOU OF THE FOLLOWING PERFORMANCE OR CONDITIONS RELATING TO YOUR EMPLOYMENT.

## **PROTOCOL:**

In the interest of maintaining effective school personnel management and professional accountability, all employees will be accorded a Plan of Improvement (POI) under the following conditions:

- When an observation process indicates the employee is having professional difficulties and/or has failed to meet school expectations, the employee shall be provided a POI.
- Before a school administrator issues the POI, the superintendent will be notified.
- All steps used in the POI process shall be documented in the employee's personnel file.
- If the employee fails to improve his/her performance and/or comply with the terms as outlined, he/she may be subject to suspension of employment, (with or without pay), non-renewal of employment, revocation of employment contract, or termination.
- Nothing contained herein shall preclude the school administrator from initiating disciplinary proceedings against any employee who has committed an act that would constitute grounds for revocation or suspension of a professional license, breech of employment contract, violation of school or diocesan policy, or be against the teachings and principles of the Catholic Faith.

## HOW OR IN WHAT WAYS HAS THE EMPLOYEE FAILED TO MEET EMPLOYEE EXPECTATIONS?

WHAT MUST THE EMPLOYEE DO TO MEET EMPLOYEE EXPECTATIONS?

Employee:	Administrator:	Date of Report:

## ACTION TO BE TAKEN IF EMPLOYEE FAILS TO MEET EMPLOYEE EXPECTATIONS:

**RECOMMENDED SOLUTION(S) FOR IMPROVEMENT:** 

PLAN OF IMPROVEMENT DURATION:

Administrator:	_ Date:	_Additional Comments:	Attached
Employee Response:			
Employee:	Date:	_Additional Comments:	Attached

(Signature denotes receipt of form. Additional comments from Employee may be attached to this page.)