**Performance Partnership Program (PPP) Overview**

**Positive Steps**

1. **Positive Contact** - a way of recognizing good performance in a continuous and ongoing way or on a day-to-day basis. A formal discussion is not required and the contact is generally not documented.
2. **Positive Recognition** - any acknowledgement by a supervisor to an employee that is intended to recognize good performance, give credit to the individual and create a permanent record of that performance. A Positive Recognition may or may not be given as part of an informal discussion, but, in either case, it will be formally documented with a written memo.

**Corrective Steps**

**Note:** Any and all informal and formal steps may be skipped if the severity of an infraction warrants a more severe level of action.

**Informal**

1. **Constructive Contact** - a normal, day-to-day discussion between a supervisor and an employee that is intended to provide coaching and constructive feedback to the employee. Constructive Contacts are non-disciplinary discussions and do not require documentation. The supervisor, however, may make informal notes.
2. **Performance Improvement Discussion (PID)** - a structured discussion between a supervisor and an employee about the need to improve performance and requires specific pre- and post-discussion documentation by supervisors. A PID can occur at any time, including during a period when an employee is under formal corrective action. Although a PID is an informal, non-disciplinary discussion, it is formally documented in a written memo.

**Formal**

**Note:** A pre-disciplinary meeting involving Labor and Employee Relations (LER) is required for all formal corrective steps and when discharge is being considered.

1. **Work Performance Reminder (WPR)** – the first formal step in the University’s corrective action procedure. A WPR requires a formal pre-disciplinary meeting in which the supervisor discusses an issue that must be resolved. A WPR is considered when problems arise following a PID or the seriousness of the infraction warrants a more severe level of discipline beyond informal. A WPR is active for 6 months. The discussion is documented in a memo by the supervisor.
2. **Written Reminder (WR)** - the second formal step in the University’s corrective action procedure. A formal pre-disciplinary meeting is held to discuss the problem. A WR is considered when the same problem arises within a six-month period following a WPR, the employee has been issued two WPRs for related or unrelated issues, or the seriousness of the infraction warrants a more severe level of discipline. A WR is active for 12 months. The discussion is documented in a memo by the supervisor.
3. **Decision Making Leave (DML)** – the third and final step in the University’s corrective action procedure. A formal pre-disciplinary meeting is held to discuss the problem. A DML is considered when the same problem arises within a twelve-month period following a WR or the infraction warrants a more severe level of discipline.

A DML is a one-day disciplinary suspension *with pay*. On the “Decision Day,” the employee must decide to **EITHER**:

1) Remain employed, solve the immediate problem and commit to fully acceptable performance in every area of the job, and face discharge if problems continue;

2) Remain employed without any commitment and face discharge if problems continue; **OR**

3) Voluntarily resign from the University.

The employee must inform the supervisor of his/her decision immediately upon his/her return. The discussion and the decision are documented by the supervisor in conjunction with LER. A DML is active for 24 months.

**Discharge** - is considered a failure of corrective action. It is not a step of the Performance Partnership Program. Discharge is considered when problems arise within a two-year period following a DML or the seriousness of the infraction warrants discharge.