

### PERFORMANCE PARTNERSHIP PROGRAM – QUICK REFERENCE CHART

ACTION	INITIATOR	PRIOR APPROVAL	DOCUMENTATION REQUIRED	PRE-DISCIPLINE MEETING REQUIRED <sup>2</sup>	MANAGER OR DESIGNEE ATTENDANCE	DOCUMENT DISTRIBUTION	NUMBER ALLOWED	LENGTH OF TIME ACTIVE <sup>1</sup>	RESPONSIBILITY FOR DEACTIVATION	ELIGIBLE FOR TRANSFER/ REASSIGNMENT PROMOTION
<b>INFORMAL DISCUSSIONS</b>										
<b>POSITIVE CONTACT</b>	immediate supervisor	none	informal note (optional)	n/a	n/a	no	unlimited	n/a	n/a	n/a
<b>CONSTRUCTIVE CONTACT</b>	immediate supervisor	none	informal note (optional)	n/a	n/a	no	unlimited	n/a	n/a	n/a
<b>POSITIVE RECOGNITION</b>	immediate supervisor	none	letter required	n/a	n/a	Employee, unit file, PPP Coordinator	unlimited	n/a	n/a	n/a
<b>PERFORMANCE IMPROVEMENT DISCUSSION (PID)</b>	immediate supervisor	none	performance discussion worksheet and confirming letter	no	no	<b>Letter only:</b> employee, union <sup>6</sup> <b>Letter with PDW:</b> employing unit file <sup>2</sup> , PPP Coordinator	unlimited	n/a	n/a	yes
<b>FORMAL CORRECTIVE ACTION<sup>3</sup></b>										
<b>WORK PERFORMANCE REMINDER<sup>4</sup> (WPR)</b>	immediate supervisor	next level of supervision <sup>5</sup>	performance discussion worksheet (PDW) with confirming letter	yes	optional	<b>Letter only:</b> employee, union <sup>6</sup> , <b>Letter with PDW:</b> employing unit file <sup>2</sup> PPP Coordinator, SHR – Labor and Employee Relations	maximum of two	6 months <sup>8</sup>	immediate supervisor	yes
<b>WRITTEN REMINDER (WR)</b>	immediate supervisor	next level of supervision <sup>5</sup> and others as determined by unit	performance discussion worksheet and formal letter to employee	yes	yes	<b>Letter only:</b> employee, union <sup>6</sup> <b>Letter with PDW:</b> employing unit file <sup>2</sup> , SHR – Records, SHR – Labor and Employee Relations, PPP Coordinator, Legal Counsel	one	12 months <sup>8</sup>	immediate supervisor	no (until 12 months of satisfactory performance)
<b>DECISION MAKING LEAVE (DML)</b>	immediate supervisor	departmental designee, SHR, Legal Counsel	performance discussion worksheet and DML letter to employee and notice of suspension with attachments <sup>7</sup>	yes	yes	<b>Letter and suspension papers only:</b> employee, union <sup>6</sup> , <b>Letter with PDW and suspension papers:</b> employing unit file <sup>2</sup> , Legal Counsel, SHR – Records, SHR – Labor and Employee Relations, PPP Coordinator, State Universities Civil Service System, University Office of Administration/Human Resources	one	24 months <sup>8</sup>	next level of supervision	no (until 12 months of satisfactory performance)
<b>DISCHARGE</b>										
<b>DISCHARGE</b>	immediate supervisor	departmental designee, SHR, Legal Counsel	performance discussion worksheet, “intent to file written charges for discharge” with attachments, and “written charges to discharge” with attachments <sup>7</sup>	yes	yes	Employee, employing unit file <sup>2</sup> , Legal Counsel, union, SHR – Records, SHR – Labor and Employee Relations, State Universities Civil Service System, PPP Coordinator, University Office of Administration and Human Resources	n/a	permanent (not eligible for rehire)	n/a	n/a

1. Disciplinary documents will not be used to progress the current discipline but will be used for historical information.

2. The employing unit file is an employee’s personnel file that is maintained in the unit. It is different than the personnel file maintained in SHR.

3. There is no requirement that these steps be followed in sequence. Should an employee commit a serious offense, the employee may be given a written reminder or decision making leave for the first offense. Additionally, if an employee has a pattern of repeating problems after the end of the active period of a disciplinary step, progression to a more serious step of the program may be warranted.

4. Note: Responsibility of the unit is to inform employee that the Work Performance Reminder is first step in the discipline process.

5. Each unit will be responsible for defining what is meant by “next level of supervision”.

6. Unless requested not to do so in writing by the employee.

7. Attachments consist of all previous performance discussion worksheets and letters given to employee.

8. Provided no other formal corrective action during this time period.