PERFORMANCE DRAFT SAMPLE

Performance Notice Memorandum

TO: STAFF MEMBER

FROM: SUPERVISOR

RE: PERFORMANCE EVALUATION

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As discussed during our conference on (date), attended by (name of attendees), I am concerned about observed weaknesses in the performance of your job responsibilities. In the future, I expect that you will satisfactorily perform all aspects of your job description and that particular attention will be devoted to your performance in the following areas:

a. (List specific job description provisions of concern)

b.

c.

Your performance in the above-noted areas has recently been less than satisfactory and must be improved. {While I understand that you are undergoing (list any extenuating circumstances) you must understand that the provision of proper services is, and must always be, our more important objective.} Should you require further assistance in or clarification of the above referenced areas, please contact either myself or (name of administrator with cooperative responsibility).

{} indicates language which may vary upon circumstances and/or intended ramifications for failure to improve.
TO: STAFF MEMBER
FROM: SUPERVISOR
RE: PERFORMANCE CONFERENCE SUMMARY

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This communication will serve as a written summary of our conference held on (date), which was attended by (list all attendees). At this conference, you were notified that the following specific weaknesses in your performance continue to be a problem:

a. (List specific job description provisions that have been previously identified as weaknesses)

b. 

c. 

As I indicated during our prior conference on __[date]__ (copy attached), it is the administration's expectation that your performance in the above referenced areas must be improved, without lapses in your performance in the remainder of your job duties.

In particular, the administration expects you to make the following changes in your performance.

a.

b. 

c.
To achieve this improvement, I would suggest that you do the following:

a.  
b.  
c.  
d. Seek consultation with other staff members to elicit alternative procedures in the above areas.
e. Contact myself or (name of administrator with cooperative responsibility) should you have questions on how to handle specific problems.

While we are available for consultation at any time and sincerely hope that you will successfully deal with these problem areas, you should be aware that your failure to improve in these areas may result in your being \textit{changed to Special Support Status/disciplined up to and including termination of your employment}. Should you so desire, you may make written comments regarding this assessment that will be attached to it and included in your record.

Should you have any questions regarding this communication, please do not hesitate to contact me.

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PERFORMANCE DRAFT SAMPLE

Change of Status Memorandum

TO: STAFF MEMBER
FROM: SUPERVISOR
RE: PROGRESS EVALUATION

This communication represents your official notification that I consider a change in your evaluation status to be imminent. During the past year you were notified that the following areas in your performance have been unsatisfactory:

a. (List the previously identified specific job description areas of concern. Also include specific examples of each problem.)

b.

c.

To date, I have met with you on dates of [dates of all conferences and evaluations] (copies attached) to discuss my concerns regarding your performance. On [date] (copy attached), I provided you with suggestions on how to improve your performance.

In spite of the above actions, it is my opinion that you have failed to make the improvements in your performance necessary for you to continue your employment. You have not (provide a narrative of the areas where problems continue). This level of performance is totally unsatisfactory and, if not immediately improved, will result in [your being placed on Special Support Status/recommendation that your contract be considered for termination].

Please be advised that you have the right to submit a written response to this assessment that will be attached to it and placed in your personnel file.

Note, however, that significant improvement in your performance must occur in the immediate future or you will be subject to further adverse job actions. Should you have any questions regarding this assessment or need for further assistance in your attempts to correct
the identified problems, please do not hesitate to contact me.

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PERFORMANCE DRAFT SAMPLE

Letter of Termination

[Date]

Dear ___________

This communication will serve as a summary of our __[date]__ meeting and notice of my decision stemming from serious and ongoing concerns about your job performance discussed with you and your union representative during this meeting. At the meeting, you were given the opportunity to respond to the allegations regarding your poor performance.

A review of your file indicated that these concerns were originally identified to you on __[date of original meeting regarding administrative expectations]__. Subsequent to that identification, I met with you on the following dates __[dates]__ to discuss my evaluation of your progress and made the following suggestions for improvement in your performance:

a. 

b. 

c. 

d. Seek consultation with other staff members to elicit alternative procedures in the above areas;

e. Contact myself or (name of administrator with cooperative responsibility) should you have questions on how to handle specific problems;

and you were given __________ months to improve your performance.

Despite these efforts, however, I have determined that your performance has not improved to an acceptable level and, as such, I have no alternative other than to __recommend to __[name of decision-making authority]__ that your employment be terminated/terminate your employment__ with the Board. __Please make arrangements with __[name or position]__ to return your keys and/or other City/Town property no later than __[date]__.__

Should you have any questions about this communication or your status, please feel free to contact my office.

Sincerely,

cc: Personnel File
    {Union Representative}

{} indicates language which may vary upon circumstances.