

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

Work Performance Improvement Plan (WPIP)

Inter-Bureau Procedure #03-10-93

Authority Jerry L. Harper, Chief Probation Officer

Work Performance Improvement Plan (WPIP)

The purpose of a Work Performance Improvement Plan, (WPIP), is to assist employee's in meeting job standards. WPIP's are not disciplinary in nature and should not contain language that can be construed as discipline.

A supervisor of an employee can implement a WPIP whenever an employee is not meeting job standards or expectations. A WPIP must be implemented whenever an employee is rated as below job standards in an overall category of a Work Performance evaluation. A WPIP can be implemented for recurrent or probationary employees at the supervisor's discretion.

Prior to implementing a WPIP the supervisor should have informal discussions with the employee regarding the specific area in which the employee is not meeting job standards, and how to improve in order to meet job standards. These informal discussions should be documented in the supervisor's working desk file.

Following informal discussions and documentation, if the employee is still not meeting job standards or expectations, a supervisor may implement a WPIP with the approval of the respective division director. The division director will insure that the supervisor has attempted to improve the employees work performance in an informal manner prior to implementing a WPIP.

The WPIP will be written in an inter-office memo format from the supervisor to the employee. The format of the WPIP will be as follows:

- 1) How job standards were not met This section should contain measurable and documented instances of when and how the employee failed to meet job standards or expectations. Dates and other pertinent information should be provided. Each instance where the employee failed to meet a job standard or expectation should be referenced to a department or county policy or procedure, or written job expectations.
- 2) Past attempts to improve performance. This section should contain information as to how the supervisor attempted to help the employee meet job standards or expectations in the past. All attempts at assisting the employee should have been documented by the supervisor and placed in the supervisor desk file.
- 3) How to improve performance. This section should indicate what the employee needs to do to meet job standards. The section should contain measurable goals and objectives that the employee is expected to achieve, along with time frames.
- 4) Supervisor's Assistance and Guidance. This section should detail how the supervisor will assist the employee in meeting job standards This may include mentoring, additional training, or other types of formal or informal assistance.

- 5) Further Action. This section should outline how the employee's progress will be monitored. Work performance is to be monitored in increments of 30 days or less until the conclusion of the WPIP. Upon completion of each increment, a discussion with the employee will occur along with a memo documenting the employee's progress on the WPIP. The supervisor shall document in a memo, the work improvement conference detailing progress or lack of progress regarding the employee's job performance. The memo should also document the employee's willingness and receptiveness to the WPIP. If the employee meets job standards, the WPIP should be terminated with a reference to the fact that the employee now meets job standards. If the employee fails to meet job standards after the final monitoring date, further action should be discussed with the division director.

All WPIP's and follow-up memos should be signed by the supervisor and employee for inclusion in the employee's personnel file. All WPIP's and follow up memos will be sent to the personnel section by the supervisor for inclusion in the employee's department personnel file. The employee is to be given a copy of all memos.

Issued By: _____
Jerry L. Harper, Chief Probation Officer

Date: September 16, 2003

Revised: May 24, 2004

Policy Reference: