

3. Training/Direction to be Provided by Supervisor:

4. Reasonable Improvement Time Frame:

5. Result of Next Occurrence within Time Frame (Next Disciplinary Step):

6. Scheduled Review Date:

7. Employee Comments:

8. Employee Acknowledgment of Performance Improvement Plan:

Employee Signature: _____

Date: _____

9. Supervisor Signature: _____

Date: _____

10. Witness' Signature: _____

Date: _____