**Performance Improvement Plan**

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| **Employee Name:** |  |
| **Supervisor Name:** |  |
| **Date of PIP Review:** |  |

**YOU ARE HEREBY NOTIFIED OF THE FOLLOWING ACTION:**

**90 – Day Performance Improvement Plan** (Plan may be extended if determined necessary)

**Subject:***Written Notice of Performance Improvement Plan*

The purpose of this Performance Improvement Plan (PIP) is to define areas of concern as they relate to your work performance, reiterate expectations and provide the opportunity for improvement. This notice serves as a written improvement plan to help you work towards the level of performance needed to be successful in your position.

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| *Areas of Concern (What specific improvement needs have been identified?)* |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

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| *What improvement actions must be taken and by whom? Employee to establish actions. Must be measurable.* |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

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| *What additional resources or support is needed?* |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

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| *Expected time to completion for each area identified. Note: May be on-going.* |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

**Follow-up Plan:**You will be expected to make regular progress on the plan outlined above. Failure to meet or exceed these expectations, or any display of gross misconduct will result in further disciplinary action, up to and including termination. In addition, if there is no significant improvement to indicate that the expectations and goals will be met within the timeline indicated in this Performance Improvement Plan, your employment may be terminated prior to the plan 90 days. Furthermore, failure to maintain performance expectations after the completion of the Performance Improvement Plan may result in additional disciplinary action up to and including termination.

The Performance Improvement Plan does not alter the employment-at-will relationship. Additionally, the contents of this Performance Improvement Plan are to remain confidential. Should you have questions or concerns regarding the content, you will be expected to follow up directly with me.

Your supervisor will review your progress on each of the above items requiring improvement at minimum every *30 days*. As such, improvement must occur *immediately* and must then be *maintained*. Upon successful completion of the probationary period, your supervisor will schedule a follow-up evaluation to continue to monitor your success in improving performance and maintain that level of performance.

If any portion of this PIP is violated or improvements are not made during the specified probationary period, Acra Lending may make a change to improve department performance if the above requirements are not met. Failure to bring performance to any required standard within the time frame noted above may result in further disciplinary action up to and including termination.

Acra Lending may make a change to improve a department performance if the above requirements are not met. Employee signature indicates this document has been read and the expectations communicated. Failure to bring performance to any required standard within the time frame noted above may result in further disciplinary action up to and including termination. It does not indicate agreemen**t.**

As always, your supervisor and/or Human Resources is available to discuss any concerns you may have while working on this PIP.

***AT-WILL EMPLOYMENT:***This PIP is not meant to alter the employment at-will relationship. Either you or Acra Lending may **terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with**Acra Lending **for any set period of time.**

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Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Signature Date