

# Kuspuk School District

## Classified Employee Plan of Improvement



Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_ Probationary \_\_\_\_\_ Permanent \_\_\_\_\_

Supervisor: \_\_\_\_\_ Work Site: \_\_\_\_\_

Observation 1 Date: \_\_\_\_\_ Observation 2 Date: \_\_\_\_\_

- A Plan of Improvement will be prepared and implemented for each classified employee whose performance does not meet the Kuspuk School District evaluation's average score, unless the individual's performance warrants immediate dismissal.
- The plan of improvement will be developed by the classified employee and the evaluating supervisor.
- The employee will be observed on the job at least twice during the course of a Plan of Improvement.
- If the employee's performance still fails to meet district standards at the conclusion of the plan, he or she may be dismissed.
- The Plan of Improvement shall last for not less than 60 working days, and not more than 90 working days, except that the minimum time may be shortened by agreement between the employee and the supervisor.

Specific Area(s) Needing Improvement	Expected Outcomes	Action Items	Assistance to be provided	Timelines

(please attach additional sheets if necessary)

Employee Signature & Date: \_\_\_\_\_

Supervisor Signature & Date: \_\_\_\_\_