

**WAKULLA COUNTY SCHOOL BOARD
HUMAN RESOURCES DEPARTMENT
SUPPORT PERSONNEL PLAN FOR IMPROVEMENT**

EMPLOYEE'S NAME: _____ POSITION: _____

WORK LOCATION: _____

EMPLOYEE'S STATUS: Permanent Probation Temporary / Date of Hire _____

Reason For Plan: Employee performance needs improvement

Other, explain: _____

1. Deficiencies in employee performance or areas in which improvement is needed:

A.

B.

C.

2. Activities to improve:

A.

B.

C.

Your performance will be reviewed again on ____/____/____ and ____/____/____. Failure or refusal to correct the above listed deficiencies or act upon recommendations for improvement could result in disciplinary action which may include termination of employment.

Employee Comment(s): _____

Administrator Comment(s):

Immediate Supervisor Date

Employee Date