

PERFORMANCE PARTNERSHIP PROGRAM:

What is it: An alternative disciplinary process that is intended to correct unsatisfactory performance or other violations of rules/regulations by facilitating more constructive conversations between the supervisor and the employee. Employees and supervisors take a more collaborative approach addressing problems to help make sure employees understand what the issue is and what needs to be done to correct it. **All disciplinary actions, whether informal or formal need to be sent to Human Resources for inclusion in the employee's personnel file.**

Who is subject to this process: Non-union civil service employees and employees in classifications represented by the UPI Clerical, Service or Technical Unions.

Below is a comparison of the steps in the Performance Partnership Program to the Traditional Disciplinary Process:

PPP	Traditional Discipline
Constructive Contact	Verbal Warning
Performance Improvement Discussion	Written Warning
Work Performance Reminder	Short-Term Suspension
Written Reminder	Intermediate Suspension
Decision Making Leave	Long-Term Suspension
Discharge	Discharge

INFORMAL Steps of the PPP:

Constructive Contact

Performance Improvement Discussion

Informal Steps do not expire and there are no limits on the number an employee may receive. After the conversation with the employee, a brief summary is provided to the employee.

FORMAL Steps of the PPP:

Work Performance Reminder:

Written Reminders

Decision Making Leave

Formal Steps do expire after a given amount of time. Formal steps require a pre-disciplinary meeting and a formal letter/memo is issued after the meeting. When an employee receives formal discipline under the PPP, they are not eligible to apply/test for other vacant positions at UIS until the disciplinary action is no longer active. They are also prohibited from requesting reassignment to another unit while the disciplinary action is active. Below is a quick reference chart regarding the formal discipline:

Formal Discipline Steps	Disciplinary Life-Cycle	Number Allowed
Work Performance Reminder	12 months	2
Written Reminder	24 months	2
Decision Making Leave	24 months	1

Forms and templates have been developed to assist supervisors with the disciplinary process and are available upon request. If you are contemplating issuing a disciplinary action, please contact the Human Resources Office.