

# UIS PERFORMANCE PARTNERSHIP PROGRAM QUICK REFERENCE GUIDE

ACTION	INITIATOR	PRIOR APPROVAL	DOCUMENTATION REQUIRED	PRE-DISCIPLINE MEETING	MANAGER OR DESIGNEE ATTENDANCE	DOCUMENT DISTRIBUTION	Maximum NUMBER ALLOWED	LENGTH OF TIME ACTIVE	RESPONSIBILITY FOR DEACTIVATION	ELIGIBLE FOR TRANSFER/ REASSIGNMENT PROMOTION
<b>INFORMAL DISCUSSIONS</b>										
<b>POSITIVE CONTACT</b>	immediate supervisor	none	informal note (optional)	n/a	n/a	no	unlimited	n/a	n/a	n/a
<b>CONSTRUCTIVE CONTACT</b>	immediate supervisor	consult w/HR	informal note after meeting	n/a	n/a	Employee, Unit file, Labor & Employee Relations/Personnel File	unlimited	n/a	n/a	yes
<b>POSITIVE RECOGNITION</b>	immediate supervisor	none	letter required	n/a	n/a	Employee, unit file, Personnel File	unlimited	n/a	n/a	n/a
<b>PERFORMANCE IMPROVEMENT DISCUSSION (PID)</b>	immediate supervisor	consult w/HR	performance discussion worksheet and confirming letter	no	no	<b>Letter only:</b> employee, union <b>Letter with PDW:</b> employing unit file, Labor & Employee Relations/Personnel File	unlimited	n/a	n/a	yes
<b>FORMAL CORRECTIVE ACTION</b>										
<b>WORK PERFORMANCE REMINDER (WPR)</b>	immediate supervisor	next level of supervision, HR	performance discussion worksheet (PDW) with confirming letter	yes	optional	<b>Letter only:</b> employee, union, <b>Letter with PDW:</b> employing unit file, Labor and Employee Relations, Personnel File, State University Civil Service System	two	12 months	immediate supervisor	No (until length of time active expires)
<b>WRITTEN REMINDER (WR)</b>	immediate supervisor	next level of supervision and HR	performance discussion worksheet and formal letter to employee	yes	yes	<b>Letter only:</b> employee, union <b>Letter with PDW:</b> employing unit file, Labor and Employee Relations, Personnel File, State University Civil Service System	two	24 months	immediate supervisor	no (until length of time active expires)
<b>DECISION MAKING LEAVE (DML)</b>	immediate supervisor	departmental designee, HR, Legal Counsel	performance discussion worksheet and DML letter to employee and notice of suspension with attachments	yes	yes	<b>Letter and suspension papers only:</b> employee, union <b>Letter with PDW and suspension papers:</b> employing unit file, Legal Counsel, Labor and Employee Relations, State Universities Civil Service System, Personnel File	one	24 months	next level of supervision	no (until length of time active expires)
<b>DISCHARGE</b>										
<b>DISCHARGE</b>	immediate supervisor	departmental designee, HR, Legal Counsel	performance discussion worksheet, "intent to file written charges for discharge" with attachments, and "written charges to discharge" with attachments	yes	yes	Employee, employing unit file, Legal Counsel, union, Personnel File, Labor and Employee Relations, State Universities Civil Service System	n/a	permanent (not eligible for rehire)	n/a	n/a