Appendix A

Action Plan to Improve Deficient Performance

**Appendix A: Action Plan to Improve Deficient Performance**

**Appendix A: Action Plan to Improve Deficient Performance (Used only in cases of remediation)**

LCCEF Article 11.10.2 states: “Reports of deficiencies shall include recommendations for remediation, time-lines, and a follow-up date for review.”

The following Action Plan is provided for that purpose.

***Example…***

***Behavior to be corrected: Employee Tardiness Date of meeting:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Strategy for remediation** | **Action Steps** | **Supportive Actions** | **Date to check progress** | **Deadline for completion** |
| *Example:*  *Clarify expectations, consistent with LCCEF, and consequences if expectations are not met* | *Meet with [name] to explore reasons for consistent tardiness to build understanding* | *Understand cause of tardiness* |  |  |
| *Meet with [name] to review job description/classification, and expectations for hours of work; refer to LCCEF as needed* | *Clarification of expectations* | **NA** |  |
| *Set up follow-up meeting in two weeks to check progress* | *Partnering to check progress* |  |  |

**Behavior to be corrected:** **Date of meeting:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Strategy for remediation** | **Action Steps** | **Resources needed** | **Date to check progress** | **Deadline for completion** |
|  |  |  |  |  |
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