



1. Purpose

- 1.1. Tooele Technical College values its employees and is committed to help them achieve high performance and to provide reasonable resources to help them be successful.
- 1.2. The purpose of this policy is to set forth the process for helping employees improve inadequate or inconsistent job performance and provide the steps that the College may take if sufficient improvement does not occur in a timely manner.
- 1.3. Failure to meet job-related behavior or conduct standards should be addressed under the Employee Disciplinary Action Policy or the At-will Policy depending on the individual circumstances of each situation and the nature and extent of correction that is needed.

2. Scope

- 2.1. This policy applies to College employees in situations when it is determined that the following steps will reasonably help an employee to consistently demonstrate satisfactory performance.

3. At-Will Employee Policy Statement

- 3.1. In accordance with State of Utah law, all Tooele Technical College employees are at-will employees. At-will employees may be suspended, demoted or terminated with or without cause.

4. Resignations

- 4.1. Employees who intend to resign will provide their immediate supervisor(s) at least two-weeks written notice.

5. Policy

- 5.1. The following procedures set forth in this document are designed to provide guidance and help employees develop and improve performance while maintaining accountability.

6. Performance Improvement Procedure

- 6.1. In the majority of situations, addressing performance problems begins with coaching and then proceeds if needed. However, there may be situation in which the severity of the unacceptable performance warrants and immediate written plan, a final plan or termination of employment.

6.1.1. Step 1 – Coaching

- 6.1.1.1. In the event a supervisor finds the job performance of an employee to fall below the acceptable level expected by the College, the supervisor should communicate job performance expectations in a clear and timely manner directly to the employee. The College believes that a majority of performance concerns can be addressed and resolved at this early informal state if properly approached by a supervisor.

6.1.2. Step 2 – Written Performance Improvement Plan

6.1.2.1. If coaching does not yield improved job performance in a reasonable timeframe, or if the situation is of a nature that requires more formal action without the coaching step, the employee may be issued a written performance improvement plan. In general, performance improvement plans outline clear expectations for performance with the idea that the employee's success in the position is the primary goal. This document should include specific objectives for the employee to meet, identify specific performance deficiencies, lay out a schedule of meetings between the supervisor and employee to evaluate progress and review work progress for the desired improvements, and define a timeframe in which performance is expected to improve.

6.1.3. Step 3 – Final Performance Improvement Plan

6.1.3.1. If the coaching and the first written performance improvement plan do not result in the expected performance improvements in a timely manner, or if the performance is of a level that requires immediate action without going through the above steps, a final performance improvement plan may be issued to an employee. The final performance improvement plan generally follows a similar structure as the initial written performance improvement plan, including details of the problem(s), options, expectations, timeframe for assessment and consequences.

6.1.3.2. The respective Vice President is responsible for completing this step.

6.1.3.3. A copy of the written performance plan and final performance plan shall be maintained by the Human Resources Department.

6.1.4. Step 4 – Termination of Employment

6.1.4.1. In the event job performance does not improve after going through the above steps, or if the performance is of a level that requires immediate action without going through the above steps, employment may be terminated.

6.1.4.2. All decisions to terminate an employee will be made only after seeking advice from the State of Utah's Division of Risk Management and the College's assigned Attorney from the office of the Utah Attorney General.

6.1.4.3. While the respective Vice President is authorized to terminate their assigned employees; another Vice President must review the rationale behind the decision to terminate the employee and agree that the decision to terminate is being made in harmony with this policy.

6.1.4.4. The President is solely responsible for making management and disciplinary decisions in regard to Executive Employees.

7. Appeals and Grievances

7.1. College employees who feel they were wrongly terminated may file a grievance in accordance to the Employee Complaints and Grievance Policy.

7.2. Vice Presidents are exempt from the Employee Complaints and Grievance Policy for reasons related to the terms and conditions of their employment.

7.3. Questions regarding this policy should be directed to the Human Resources Department.