

EXHIBIT EE

Performance Improvement Plan – Status Report

The Performance Improvement Plan (PIP) is a tool used to formally communicate and document situations when an employee's performance does not meet the requirements of his/her position. It is a written document that outlines actions the employee must achieve. Failure to achieve the expected results will lead to disciplinary action, up to and including termination. The ultimate goal of the Plan is for the employee to return his/her performance to a satisfactory level and maintain satisfactory performance consistent with job requirements.

Employee

Name	Job Title
Department	Supervisor

Effective Date of the PIP: **From:** _____ **To:** _____

Date of this status report: _____

Section 1: Areas in Need of Improvement

<input type="checkbox"/> Job Knowledge	<input type="checkbox"/> Quality of Work	<input type="checkbox"/> Productivity
<input type="checkbox"/> Teamwork	<input type="checkbox"/> Initiative	<input type="checkbox"/> Professionalism
<input type="checkbox"/> Required Skills/Training	<input type="checkbox"/> Problem Solving	<input type="checkbox"/> Adaptability
<input type="checkbox"/> Takes Direction	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Adherence to Guidelines
<input type="checkbox"/> Organization/Planning	<input type="checkbox"/> Safety/Security	<input type="checkbox"/> Knowledge of Equipment
<input type="checkbox"/> Timeliness	<input type="checkbox"/> Attendance	<input type="checkbox"/> Dependability

Identified Performance Standards:

Current Status:

	<u>At Expected Level</u>	<u>Needs Improvement</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Resources that have been made available to the Employee: (Identify training that has been provided, counseling sessions, one-on-ones and dates of same.)

Date of Next Status Meeting with Employee: _____

Standards that must be met by that date:

Outline any additional resources that will be available to the employee (if any):

Additional Comments:

Employee Comments:

Employee Signature: _____

Date: _____

Supervisor/Manager Signature: _____

Date: _____