PERFORMANCE IMPROVEMENT PROGRAM (PIP)
RECORD OF COUNSELING and/or STATUS CHANGE
(PERSONNEL ACTION ALSO REQUIRED)

Name	CSO #	Agency/Department
		/

INSTRUCTIONS: Civil Service Rule 12.9 defines the PIP procedures. This form is used to document changes in PIP status and PIP counseling sessions. PIP counseling sessions are required to be held every 60 calendar days or sooner. **PIP status may change after a counseling session or between sessions.**

What was the date and type of the most recent prior PIP event (for example, the start of PIP or a prior counseling session)? Date: _____ Type: _____

SUPERVISOR'S COMMENTS AND RECOMMENDATIONS
(use "see attached" as needed)

Supervisor's Name	Supervisor's Signature	Date

PIP STATUS CHANGE

☐ **Continue PIP. Next Meeting Scheduled Date (max of +60 days from today): _____.**

☐ **Extend PIP an Additional ___ Days. Next Meeting Scheduled Date (max = +60 Days): _____.**

☐ **Suspend PIP Due to a Leave of Absence.**

☐ **Remove from PIP due to one of the following:** ☐ **Leave of Absence**

☐ **Successful Job Performance** ☐ **Pending Disciplinary Action**

☐ **Job Change. Please Explain: _____**

EMPLOYEE COMMENTS/ACKNOWLEDGEMENT OF COUNSELING

I hereby acknowledge receiving the counseling summarized above and I have the following comments (If none, so state):

Employee's Signature	Date