

**SCHOOL BUILDING AUTHORITY OF WV
IMPROVEMENT PLAN WORKSHEET**

Section 1 – General Information

Employee Name: _____ Date: _____

Office & Division/Location: _____

Department Head Name: _____

Is the Improvement Plan a result of the Annual Personnel Evaluation Process? _____

Is the Improvement Plan a result of unsatisfactory performance prior to the evaluation process? _____

Section 2 – Identified Performance Expectation Area(s) of Deficiency

The following Performance Expectation area(s) are for all employees of the School Building Authority of WV and reflect the Annual Personnel Evaluation Form areas that is/are deficient.

MAINTAINS FLEXIBILITY
<input type="checkbox"/> Willingly accepts a variety of responsibilities
<input type="checkbox"/> Adapts to new situations in a positive manner
<input type="checkbox"/> Displays openness to learning and applying new skills
<input type="checkbox"/> Works well with others to achieve organization's goals
<input type="checkbox"/> Is resourceful and generally seeks work process improvements
DEMONSTRATES CREDIBILITY
<input type="checkbox"/> Shares information with others when appropriate
<input type="checkbox"/> Acts independently while keeping supervisor informed
<input type="checkbox"/> Performs work according to current guidelines and directives
<input type="checkbox"/> Maintains personal appearance appropriate to job
<input type="checkbox"/> Exhibits ability to secure and evaluate facts before taking action
<input type="checkbox"/> Maintains accessible & complete records (pertinent to job)
COMMUNICATION WITH OTHER AGENCIES & CONSULTENTS
<input type="checkbox"/> Respectful of Agency/consultants needs for timely responses
<input type="checkbox"/> Communicate clear directives
<input type="checkbox"/> Addresses conflicts and problem that arise with patience and tact
PERFORMANCE FACTORS AND STANDARDS
QUALITY OF WORK
<input type="checkbox"/> Work output matches expectations established
<input type="checkbox"/> Employee completes all assignments
<input type="checkbox"/> Employee consistently meets deadlines

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QUALITY OF WORK
<input type="checkbox"/> Work results satisfy organization's goals
<input type="checkbox"/> Work is organized and presented professionally
<input type="checkbox"/> Work product is thorough and complete
<input type="checkbox"/> Work product is free of flaws and errors
AVAILABILITY FOR WORK / WORK HABITS
<input type="checkbox"/> Employee's attendance supports the expected level of work
<input type="checkbox"/> Employee's presence can be relied upon for planning purposes
<input type="checkbox"/> Employee observance of work hours
The following Performance Expectation area(s) are for all employees of the School Building Authority of WV and reflect the Annual Personnel Evaluation Form areas that is/are deficient for Department Head/Directors
PERFORMANCE FACTORS AND STANDARDS
LEADERSHIP
<input type="checkbox"/> Provides clear direction and purpose
<input type="checkbox"/> Models ethical workplace behavior
<input type="checkbox"/> Demonstrates influencing skills by setting goals
<input type="checkbox"/> Empowers subordinates to achieve objectives
<input type="checkbox"/> Acts to motivate, coach, and develop subordinates
MANAGEMENT
<input type="checkbox"/> Organizes and distributes work among subordinates
<input type="checkbox"/> Secures resources and audits their effective use
<input type="checkbox"/> Communicates behavioral expectations and performance standards
<input type="checkbox"/> Monitors, documents, and evaluates employee conduct and
<input type="checkbox"/> Provides appropriate and timely feedback
WORK ENVIRONMENT
<input type="checkbox"/> Maintains a safe and healthy workplace
<input type="checkbox"/> Promotes equal opportunity & protects the right of all employees
<input type="checkbox"/> Encourages and provides opportunities for subordinates to obtain and apply new skills and knowledge
<input type="checkbox"/> Encourages a team approach that reflects high morale, clear focus, and group identity

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Category 3: Employee Goal Setting

3.1 Evaluation Results of Employee's Annual Goals

Section 3 – Improvement Plan (Copy and paste Section 3 below for each deficiency identified)

- 3.1.1. Identify the deficient Performance Expectation from the Improvement Plan Worksheet

- 3.1.2. Identify the specific details of deficiency(ies).

- 3.1.3. Specify the corrective action to remediate the deficiency(ies).

- 3.1.4. Specify the time frame for monitoring and deadlines for meeting the Performance Expectation.
(Note An Improvement Plan may be for a maximum of eight weeks in length)

- 3.1.5 Describe the resources and assistance available to assist in correcting the deficiency(ies).

Section 4 – Improvement Team

4.1. A referral to an improvement team for an employee whose evaluation is unsatisfactory may occur when the Department Head determines he/she needs such assistance or when the employee requests such assistance.

Improvement team assigned? Yes No

4.2. The improvement team shall be comprised of three (3) employees as follows: the Department Head, the Director of Administration and the Executive Director. In certain extenuating circumstances, the Executive Director reserves the right to assign the two other Team Member.

Improvement Team Membership: _____ Department Head's Name
_____ Executive Director's Name
_____ Director of Administration Name
(or Executive Director's Designee)

- 4.3. The improvement team shall serve only as a resource to the Department Head who shall retain authority for the evaluation.

- 4.4. The improvement team shall monitor the improvement plan and may: a) conduct conferences, b) provide technical assistance to the Department Head and/or employee to assist in meeting the performance expectation(s) outlined in the plan, and c) identify additional resources.

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- 4.4.1. List conferences conducted by the improvement team.

- 4.4.2. List technical assistance provided to the supervisor and/or employee by the improvement team.

- 4.4.3. Identify additional resources provided by the improvement team.

After the employee has successfully corrected deficiency(ies), the employee must continue to meet performance expectation(s) or the employee may be subject to dismissal.

Signature of
Department Head: _____ Date: _____

I certify that this SBA *Improvement Plan Worksheet* has been reviewed with the employee and I have provided him/her a copy of the Plan.

Signature of Employee: _____ Date: _____

I certify that this SBA *Improvement Plan Worksheet* has been reviewed with me and I have received a copy of the Plan.

