

# Memo



To: DATC Policy Manual  
From: Ric Higbee – Human Resources Director  
Date: 5/22/2009  
Re: Policy Changes

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Effective May 19, 2009, the Employee Evaluation Plan Policy and Procedure was revised. This revision included the removal of references to Employee Plan for Improvement (EPI's). The definition and procedures for conducting EPI's will be relocated to the Disciplinary Sanctions of Personnel Policy. The sections removed from the policy include these:

**4.2.2.4.2.** Each employee who receives a written rating of “not acceptable” will be required to prepare an “Employee Plan for Improvement” (EPI) as outlined in this policy.

### **4.3. Employee Plan for Improvement (EPI)**

**4.3.1** Each employee who receives a written evaluation rating of “not acceptable” will be required to prepare an “Employee Plan for Improvement” (EPI). The Supervisor must inform the employee that the performance is unsatisfactory by providing the employee with a dated written notice (personal delivery or certified mail to the last known address as shown in the employment records of the College Campus) clearly stating the problem or problems pertaining to such employee and advising the employee that continued employment is in question. An outline of procedures and available assistance to correct such job performance deficiencies will be included in the written notice. On receipt of such written notice, the employee shall take immediate remedial action to remove or correct all such job performance deficiencies and shall accept and put into practice those suggestions, instructions or procedures outlined. The employee has the obligation to outline in writing a plan for improvement.

**4.3.2.** Any written notice to an employee of unsatisfactory performance shall be considered an evaluation.

**4.3.3.** The objectives of the EPI should be satisfactorily met prior to the time of the fiscal year end evaluation. If the objectives of the EPI are not satisfactorily met:

**4.3.3.1.** The employee is not eligible to participate in the monetary reward system.

**4.3.3.2.** The employee is not eligible to participate in any salary or wage increase based on the evaluation section of the Pay Progression Matrix.

The procedure and forms used for conducting an EPI will remain unchanged at this point, until further revisions and updates are made to the Disciplinary Sanctions policy and procedure.