Expectations of your role, (EMPLOYEE POSITION), include consistently displaying acceptable workplace behavior.

Hilltop’s Employee Conduct policy (page 16 of the employee handbook) outlines that certain conduct is considered unacceptable. This conduct includes:

* (LIST THE BULLET POINT OF UNACCEPTABLE CONDUCT FROM EMPLOYEE HANDBOOK)

On (DATE), you set a redirection plan with your supervisor.

Since the redirection, your conduct has not met the expectation of displaying acceptable workplace behavior. This was displayed through (BRIEFLY RECAP THE SITUATION).

Unfortunately, the redirection plan was unsuccessful. We are asking you to decide if this role is the right fit for you. If this is the right fit for you, please tell us how you will improve your conduct and behavior to meet Hilltop’s expectations.

|  |
| --- |
| What will the employee do to improve performance?  |

|  |
| --- |
| Additional Comments:  |

*To be successful in your position, it is essential your performance improve in the areas discussed. For the next \_\_\_\_\_ days, follow up will occur frequently to assess your improvements. This plan is not intended to be an employment contract or guarantee of continued employment.*

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Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

|  |  |
| --- | --- |
| Date of follow up | Employee & Supervisor notes on plan progress & completion |
|  |  |
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|  |  |
|  |  |
|  |  |

*After completion, the plan and progress notes will be uploaded into your employee file.*

**Date of Completion:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_