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 were terminated based on conduct that did not meet the professional expectations of acceptable workplace behavior. This was displayed through (BRIEFLY RECAP THE REASON(S) FOR INVOLUNTARY TERMINATION).

As a condition of your rehire, it is an expectation you meet and maintain the following:

|  |
| --- |
|  (IDENTIFY SPECIFIC EXPECTATIONS)  |

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

*To be successful in your position, it is essential you meet and maintain the performance standards identified above. For the next \_\_\_\_\_ days, follow up will occur frequently to assess your ability to meet Hilltop’s standards and expectations. This plan is not intended to be an employment contract or guarantee of continued employment.*

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

Employee Signature Date

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

Supervisor Signature Date

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

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

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

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