

Performance Improvement Plan

Musician Name

Length of Review Period

Position

Review Committee

Date of PIP Establishment

Date of Follow Up Review

Instructions: The Performance Improvement Plan (PIP) should be used when a musician's performance falls below acceptable performance levels as determined by the musical director and as authorized by LUCO policy. Refer to LUCO's Member Policies for further guidance on the appropriate use of the PIP process and completion of the PIP form.

Performance Improvement Plan (to be completed by the review committee)

a. Summary of performance or behavior(s) to be changed:

b. Describe expected changes to be made by the musician to improve performance or behaviors: *(including situations and/or conditions)*

c. List criteria to be met at the completion of the review period: *(this is the list of objective criteria that will be used to determine whether the PIP has been satisfied)*

d. Additional notes of interim discussions while PIP is in effect: *(include dates of discussions)*

SECTION

1

Performance Improvement Plan

Results of Performance Plan	
Follow-Up Review:	To be completed by the review committee within a reasonable amount of time after the initiation of the Performance Improvement Plan (e.g. 60 – 90 days). Please place an 'X' in the appropriate response box and provide comments to support your selection.
<input type="checkbox"/>	Musician has satisfactorily improved behavior or performance as described in Section 1.
<input type="checkbox"/>	Musician has not satisfactorily improved behavior or performance as described in Section 1.
Review Committee Comments and Recommended Course of Action:	
Musician Comments:	

SECTION

2

Performance Improvement Plan

Signatures	
PIP Establishment:	The Performance Improvement Plan has been reviewed and discussed. A signature indicates the musician reviewed and understood the requirements to improve performance.
SECTION 3	<p>Musician Signature: _____ Date: _____</p> <p>Music Director Signature: _____ Date: _____</p>
Follow-Up Review:	The completed Performance Improvement Plan has been reviewed and discussed. A signature indicates review occurred; not necessarily agreement with the results and recommendations.
	<p>Musician Signature: _____ Date: _____</p> <p>Music Director Signature: _____ Date: _____</p>