

# Performance Management Quick Guide

## Recommendations For Supervisor Corrective Action Steps

1. *Verbal Counseling* – Talk to employee about concerns and convey expectations. Document conversation.
2. *Written expectations* – If concerns continue, provide the expectations in writing to employee. Examples: Job duties document, email expectations to employee, revised performance goals.
3. *Performance Improvement Plan* – Form 200 and follow up meetings – Be sure to conduct and document all three progress meetings.
4. *Written Warning* – Complete sections 1 through 5 of Form 45 and send to the HRBP. The BP will provide the Pre-Disciplinary Letter and then you will have the Pre-Dis meeting at least 24 hours after the employee receives the letter. If there is no evidence to refute the allegation, request that the BP compose the written warning document.
5. *Disciplinary Probation* – Form 45, Pre-Dis Letter, Pre-Dis Meeting, Probation Letter.
6. *Disciplinary Suspension* – Can occur in conjunction with Probation if allegations are severe enough. Can occur separately as well, same process: Form 45, Pre-Dis Letter, Pre-Dis Meeting, Suspension Letter.
7. *Termination* – Form 45, Pre-Dis Letter, Pre-Dis Meeting, Termination Letter.

## Documentation Tips

- Write legibly, always have a date, add signatures to witness statements.
- Be accurate.
  - Don't make assumptions, don't embellish, or exaggerate the situation.
- Stick to the facts.
  - Be cautious of judgement statements around employee behavior.
- Include all details.
  - Record the who, what, when, where for a complete picture of what is happening.
- Identify witnesses, add statements written by the witness, do not write for them.
  - Important for investigations and corroboration.
- Describe how the performance is not meeting expectations.
- Provide and document coaching the employee should use to improve performance.
  - Be realistic and focus on a couple key areas.
- Set deadlines for correcting the behavior or performance.
  - Follow up at the specified deadline. If you don't follow up, it shows you don't care.
- Describe how you explained the follow-up processes and potential consequences if the employee does not meet the expectations that you provided.
- Avoid vague phrases that could provide grounds for discrimination lawsuits.
  - For example: "Bad attitude" is too vague, talk about their actions and performance. Leave your feelings out of your documentation.
- Avoid abbreviations and slang as much as possible.
  - Write your documentation as if a third-party person that doesn't work for NDOT was reading it and needed to understand the situation.

## Contact Information

Jess Kreger, HR Business Partner Manager	531-739-9706	Jessica.Kreger@nebraska.gov
Brenda Briley , HR Business Partner: Districts 1-3	402-853-2138	Brenda.Briley@nebraska.gov
Vacant, HR Business Partner: Districts 4-8	contact Jess Kreger	
Aleta Sanford, HR Business Partner: Divisions	402-890-2210	Aleta.Sanford@nebraska.gov