PERFORMANCE IMPROVEMENT PROGRAM (PIP)
INITIAL ENROLLMENT OR RESUME AFTER SUSPENSION DUE TO A LEAVE
(PERSONNEL ACTION ALSO REQUIRED)

Name	CSO #	/ Agency/Department

INSTRUCTIONS: Civil Service Rule 12.9 defines the PIP procedures. This form is used to enroll an employee in PIP or resume a PIP interrupted by a leave of absence. Every sixty calendar days (or less) the supervisor must conduct a meeting with the employee and document the meeting using the CS Form 16A.

OPTIONS (Select One):

1. ☐ **ENROLL IN PIP EFFECTIVE: _____.**
   First Counseling Session Scheduled On: _____ (within 60 days of enroll).
   Enrollment in PIP requires that the employee sign this form.

2. ☐ **RESUME PIP (after a leave) EFFECTIVE: _____.**
   Next Counseling Session Scheduled On: _____ (within 60 days of resume).
   Resuming PIP (after a leave) does not require that the employee sign this form.

SUPERVISOR'S COMMENTS AND RECOMMENDATIONS
(use "see attached" as needed)

Supervisor's Name	Supervisor's Signature	Date

EMPLOYEE COMMENTS/ACKNOWLEDGEMENT OF COUNSELING

I hereby acknowledge receiving the counseling summarized above and I have the following comments (If none, so state):

Employee's Signature	Date