



CITY OF HOUSTON



Houston Public Works
Performance Improvement Discussion
Pre-Meeting Worksheet



NAME: _____ DATE: _____ EPE PLAN DATE: _____

CLASSIFICATION: _____ EMPLOYEE NUMBER: _____

TYPE OF PROBLEM: ATTENDANCE PERFORMANCE BEHAVIOR/SAFETY

FIVE MANDATORY QUESTIONS

- | | | |
|--|------------------------------|-----------------------------|
| 1. Is there a written policy that was violated? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 2. Did the employee know in advance that such conduct would be subject to corrective/disciplinary action? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 3. Was the rule violated reasonably related to the safe, efficient and orderly operation of the business? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 4. Is there substantial evidence that the employee actually did violate the rule? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 5. Is the action planned reasonably related to the seriousness of the offense, the employee's record with PWE and to action taken with other employees who have committed a similar offense? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

DATES OF PREVIOUS DISCUSSIONS ABOUT THE PROBLEM: _____

BASIC ISSUE / OVERALL CONCERN: _____

DESIRED PERFORMANCE: _____

ACTUAL PERFORMANCE: _____

IMPACT (The good business reasons why the problem must be solved): _____

ACTION PLAN (The steps that will be taken to help resolve the problem): _____

CONSEQUENCES (The logical consequences the individual will face if he/she fails to correct the situation): _____

THIS EVENT IS INTENDED TO BE: PID (Listening & Discussing) Reminder I Reminder II
 Decision Making Leave Indefinite Suspension

Assistant Director (only required for Reminder I)

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Policy 1-24
Attachment C
Page 1 of 1
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