



# 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  
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