A tutor may be placed on a Performance Improvement Plan for various reasons, including, but not limited to:

- Lack of professionalism while tutoring
  - use of cell phone
  - failure to comply with dress code
  - engaging in activities unrelated to tutoring during scheduled tutoring time
- Failure to engage in timely and effective communication when prompted
  - failure to respond to emails within 48 hours
  - lack of professional communication with teachers or coordinators
- Failure to attend mandatory Reads & Counts activities
- Any violation of Reads & Counts tutor agreement

When an employee is placed on a Performance Improvement Plan, (s)he will meet with the tutor coordinator and program coordinator to discuss the actions/behavior that resulted in a need for the plan. During the meeting, goals and required activities for reaching those goals will be set forth for the employee. Additionally, a date for a progress check will be set. The progress check will be conducted by the tutor coordinator and/or program coordinator. The tutor must show progress towards the goals set forth in the Performance Improvement Plan. If the tutor fails to demonstrate progress or repeats the problem behavior, (s)he will be subject to further disciplinary action, including possible termination.

I have read and understand the Performance Improvement Plan Policy.