

Appendix A  
Action Plan to Improve Deficient Performance

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LCCEF Article 11.10.2 states: “Reports of deficiencies shall include recommendations for remediation, time-lines, and a follow-up date for review.”

The following Action Plan is provided for that purpose.

**Example...**

**Behavior to be corrected: Employee Tardiness**

**Date of meeting:**

<b>Strategy for remediation</b>	<b>Action Steps</b>	<b>Supportive Actions</b>	<b>Date to check progress</b>	<b>Deadline for completion</b>
<i>Example: Clarify expectations, consistent with LCCEF, and consequences if expectations are not met</i>	<i>Meet with [name] to explore reasons for consistent tardiness to build understanding</i>	<i>Understand cause of tardiness</i>		
	<i>Meet with [name] to review job description/classification, and expectations for hours of work; refer to LCCEF as needed</i>	<i>Clarification of expectations</i>	<b>NA</b>	
	<i>Set up follow-up meeting in two weeks to check progress</i>	<i>Partnering to check progress</i>		

**Behavior to be corrected:**

**Date of meeting:**

<b>Strategy for remediation</b>	<b>Action Steps</b>	<b>Resources needed</b>	<b>Date to check progress</b>	<b>Deadline for completion</b>