



STATECIVILSERVICE

JOB AIDS AND RESOURCES
Template – Supervisory Plan
(Hand delivered and discussed with Employee)

Date: Date

To: Employee

From: Appointing Authority or someone with delegated authority

Re: Supervisory Plan

Dear Employee:

I am placing you on a supervisory plan to help you improve your communication and interaction with your supervisors. Effective today:

1. When supervisory personnel communicate with you, you are to refrain from interrupting and from raising your voice. You are to listen carefully, ask questions if you need clarification, and take notes.
2. You are to comply promptly with any and all workplace directives or instructions that are not illegal, immoral, or unethical given to you by supervisory personnel.
3. If you believe any directive or instruction is illegal, immoral, or unethical, you must raise the issue through your chain of command: first Mr./Ms. _____, then Mr./Ms. _____, then Mr./Ms. _____. You may also avail yourself of the grievance procedure set forth in the Department’s policy, Policy number _____.
4. Prior to October 1, 2013, you are to attend and complete the Comprehensive Public Training Program (CPTP) course entitled “Effective Conflict Resolution Strategies.”

This supervisory plan is not a disciplinary action. However, failure to comply with this plan may result in disciplinary action being taken against you. A copy of this supervisory plan will not be placed in your personnel record.

You have a right to respond to this supervisory plan. If you intend to respond, please do so by April 9, 2013. I will attach a copy of your response to each copy of this plan that we maintain (one in my file and one in your supervisory file.) Should the same or a similar problem recur, this plan may be used to support the severity of any future discipline, in which case a copy of this plan will be included in your personnel file.

cc: Supervisory File

Received on _____ at _____m.

Employee