



Work Plan

(Not Disciplinary)

Department:

Date:

Employee:

Department:

Supervisor:

Goal 1:

Timeframe or Target Date:

Goal 2:

Timeframe or Target Date:

Goal 3:

Timeframe or Target Date:

Goal 4:

Timeframe or Target Date:

Dashboard Report: Use color codes Green (on schedule), Yellow (goal at risk; identify issues causing delays/difficulties), and Red (goal not on target; again identify issues/difficulties for resolution).

Specific Guidance (if any):

Directives and Standards:

Assistance: If there is anything you need to be able to comply with this Work Plan you are encouraged to request it

Background and Additional Information:

Notes: The dashboard report is to be submitted weekly. This Work Plan will be reviewed at least once every two weeks.

Employee Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Union Representative Signature: _____

Date: _____