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### Performance Improvement Plan

Employee: Joe Mastrocola, HR Generalist

Supervisor: Steve Zant, Director of Human Resources

PLAN START DATE: 07/01/2024

PLAN END DATE: 09/30/2024

**Commented [JM1]:** It's recommended that PIPS between 30-90 days.

#### Performance Areas Requiring Improvement:

- Interpersonal Relationships
  - Failure to confront co-workers appropriately
    - On 4/1/24, Joe was informed that his approach to interpersonal work relationships was inappropriate by Steve Zant. After that conversation, on 4/7/24, Joe used the exact same approach to confront John Smith that his direct supervisor already deemed inappropriate.
  - Failure to send email communications free of passive aggressiveness and combative responses.
    - On 2/24/24, Joe responded to an email from Jane Doe that included two passive aggressive statements. Both statements were used to sarcastically belittle Jane Doe, suggesting that she was incapable of doing her job.
- Administrative Tasks
  - Repeatedly late in submitting the payroll file to SURS
    - Joe was late on the 7/15/23, 10/15/23, 11/30/23, 1/15/24, 3/30/24, and 6/15/24 payrolls and required multiple reminders to submit them
  - Failure to respond to time sensitive emails from hiring managers.
    - Steve received three different complaints from three different hiring managers this fiscal year complaining they did not receive responses from Joe regarding their hiring process
  - Failure to correctly enter data on a consistent basis
    - When entering personal information into the benefits systems, Joe frequently makes mistakes. There are 5 documented incidents in



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the past 6 months where information was entered correctly, causing several issues for HR and payroll that require extensive time to fix.

Specific Action Employee Must Take to Improve Performance:

- Follow all directives provided by supervisor
- Engage with colleagues in a professional and appropriate manner both in written and verbal communications.
- Complete all administrative tasks in a timely manner without the need of reminders from his supervisor
- Respond to time sensitive emails from co-workers in a timely manner (generally within 24 hours)
- Correctly enter personal data into all systems by reviewing and double checking the information before submitting it

By signing below, the employee agrees to adhere to the action items listed above. If at any point the employee fails to meet the actions listed above the employment status of the employee will be evaluated. An initial re-evaluation meeting will be scheduled on or before 09/30/2024.

SIGNATURES :

\_\_\_\_\_  
Joe Mastrocola, HR Generalist

Date: \_\_\_\_\_

\_\_\_\_\_  
Steve Zant, Director of Human Resources

Date: \_\_\_\_\_

\_\_\_\_\_  
Nashwa Mekky, Chief People, Equity, and Culture Officer

Date: \_\_\_\_\_