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AM-227-1-4

*m* **Baltimore City Memorandum - SAMPLE**

TO: (Employee)  
FROM: (Supervisor)

SUBJECT: Performance Improvement Plan (For Violation of AM-227-1)

**WORK/BEHAVIOR WHICH REQUIRES IMPROVEMENT:**

On \_\_\_\_\_ [date] you were found to have engaged in behavior that is prohibited by the City's Workplace Violence Policy (PM 360 and AM-227-1). Specifically, [identify behavior in detail]

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Your behavior requires immediate improvement. A Performance Improvement Plan has been developed for you.

**DEADLINES FOR IMPROVEMENT (Examples):**

You must comply with and be monitored by the Employee Assistance Program (EAP) until \_\_\_\_\_ [date]

You must completely refrain from engaging in behavior construed as violent while working or engaging in the activities as a Baltimore City employee.

You must maintain satisfactory work performance.

You must inform and keep supervisor apprised of any injury sustained in the course or context of employment.

**STEPS TO BE TAKEN BY THE EMPLOYEE AND SUPERVISOR (Examples):**

You must not engage in any behavior that is defined as violent (as defined in PM 360 and AM-227-1). You must comply with all EAP recommendations. You are to successfully complete an anger management program as recommended or agreed to by EAP. You are to successfully complete one year monitoring by the EAP and the supervisor. You must never make any threats, implied or overt, to anyone while working.

Supervisor will monitor employee, conjointly, with EAP AND REPORT to Agency's Human Resources officer a second violation of the City's Workplace Violence policy (or this agreement). A second violation will result in disciplinary action consistent with the Workplace Violence Policy.

Superintendent/Supervisor

I ACKNOWLEDGE THAT I HAVE EITHER READ OR HAVE BEEN READ THE ABOVE MEMO.

\_\_\_\_\_ Witness \_\_\_\_\_  
Employee Signature (If employee refuses to sign)

**RELATED DOCUMENTS**

[AM 227-1](#) Workplace Violence Policy