



# Understanding Development Plans, Performance Improvement Plans (PIP), and Disciplinary Actions

*Workday Reference Guide for Employees*

## Overview

Use this reference guide as a high-level overview to understand the difference between Development Plans and a Performance Improvement Plan or Disciplinary Action.

## Performance Improvement Plan, Disciplinary Action, Development Plan

Talent Data	Description
<b>Development Plans</b>	Development plans are like goals; you can view and update them ad hoc within Workday. Each development item can be linked to a competency, job profile, or work experience. Additionally, you can assign each item a status such as In Progress, Complete, or Not Applicable.
<b>Performance Improvement Plan (PIP)</b>	The purpose of the Performance Improvement Plan (PIP) is to provide employees an opportunity to address concerns that the employee’s performance is not meeting College’s/management’s expectations.  The PIP identifies expectations and performance gaps, progress points, and consequences of not meeting the items set forth in the PIP. A PIP is initiated by Managers or Employee and Labor Relations.
<b>Disciplinary Action</b>	Initiated by Managers, Disciplinary Actions are used to identify issues and to provide an employee with the opportunity to improve performance or correct behaviors. In addition, it identifies consequences of not improving performance or correcting behaviors to an acceptable level.

## Related Job Aids

Use the job aids listed below for step-by-step guidance on how to initiate a Development Plan. Job aids are located on the Workday project website.

- Start a Development Plan