

# Baymont Inn & Suites

## Performance Improvement Plan

Baymont Inn & Suites policy on disciplinary action is one that is positive and progressive in nature. The policy shall allow the individual to improve his/her understanding and performance of duties and responsibilities while enabling the manager and the associate to collaboratively identify and agree on corrective measures and a preventative action plan outlining areas of misunderstanding, poor performance and/or conflict.

<b>Associate Name:</b>	<b>Date:</b>
<b>Position:</b>	

<input type="checkbox"/> INITIAL WARNING	<input type="checkbox"/> SECOND WARNING	<input type="checkbox"/> THIRD WARNING	<input type="checkbox"/> SUSPENSION	<input type="checkbox"/> TERMINATION
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*Note: A minimum of 3 warnings is NOT required for disciplinary action warranting immediate suspension or termination.*

**Description of incident requiring improvement or correction** *(include specific dates, names, facts & examples)*

**Action plan to modify behavior and/or improve performance** *(include specific verifiable goals and objectives and time frames)*

**Follow-up review/evaluation of correction and/or performance improvement date:** \_\_\_\_\_

Signature:

Date:

Signature:

Date: