

Texas Department of Criminal Justice

PERS 182

Employee Development Plan

Employee Development Plan: An Employee Development Plan is a collaborative document created between the conduct assessor and the employee. It is not a disciplinary action. The goal is to identify unacceptable performance or misconduct that needs improvement and set measurable goals, allowing employees to demonstrate improvement.

Employee Information

Printed Name	Payee ID Number	Job Title	Unit/Division
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Conduct Assessor Information

Printed Name:

Job Title:

Section I: Unacceptable Performance or Misconduct Concern

Description:

Impact – Explanation of how the behavior or incident affected the agency.

Section II: Employee Development Plan

The conduct assessor and employee collaboratively agree to focus on achieving the goals set in this Employee Development Plan.

Specify the expected goals to correct the unacceptable performance or misconduct.

Goals:

If the goals outlined above are not met, disciplinary action may occur.

Measurable Criteria - Establish criteria for tracking progress.

Achievable Actions - Set realistic actions to be taken.

- 1
- 2
- 3

Relevant Resources –TDCJ resources and training materials provided, if applicable.

- 1
- 2
- 3

Timeline - Set a clear deadline for achieving the goals and schedule reevaluation dates.

Start Date:	Completion Date:	Check-In Dates:	<input type="checkbox"/> 30-Day EDP	Date:
			<input type="checkbox"/> 60-Day EDP	Date:
			<input type="checkbox"/> 90-Day EDP	Date:

Employee Acknowledgement

Signature

Date

Conduct Assessor Acknowledgment

Signature

Date

Routing: Refer to PD-22 Procedure Section II.A.

Section III: Reevaluations

30-day Reevaluation

The employee has shown improvement. The employee has not shown improvement.

Evaluation

Feedback

Employee Acknowledgement

Signature

Date

Conduct Assessor Acknowledgment

Signature

Date

60-day Reevaluation

The employee has shown improvement. The employee has not shown improvement.

Evaluation

Feedback

Employee Acknowledgement

Signature

Date

Conduct Assessor Acknowledgment

Signature

Date

90-day Reevaluation

The employee has shown improvement. The employee has not shown improvement.

Evaluation

Feedback

Employee Acknowledgement

Signature

Date

Conduct Assessor
Acknowledgment

Signature

Date

Routing: Refer to PD-22 Procedure Section II.A.