

Below is an overview of the differences between the PIP (Performance Improvement Plan) and revised ODAP (Opportunity to Demonstrate Acceptable Performance) procedures. To ensure compliance, it is crucial that managers work quickly and conscientiously with their IC's servicing Employee and Labor Relations Specialists as soon as deficient performance is identified.

Opportunity to Demonstrate Acceptable Performance (ODAP)

Last Updated 7/11/2018

	PIP Procedures	New ODAP Procedures
Minimum time on plan before an unacceptable performance determination can be made	Generally 90 days	Supervisor may determine performance is unacceptable at any time during the rating period; there is no minimum time requirement
PIP/ODAP Length	Appropriate length (usually left to the supervisor's discretion)	Generally 30 days; or, the shortest period which allows a reasonable opportunity to demonstrate acceptable performance
Action required at the end	Determine whether performance has improved to Level 2 or better	Issue letter of successful/unsuccessful completion, within 7 days of ODAP end date
Successful: Improved to Level 2 or better	Issue letter, must maintain at least Level 2 in that critical element, 1 full year (from date of PIP)	Issue letter, must maintain at least Level 2 in that critical element, 1 full year (from date of ODAP)
Unsuccessful: Remained at Level 1	Issue a proposal to remove or demote, offering a 14-day reply period. (Or, the employee may be reassigned without a proposal)	On appeal, the action will be either affirmed or set aside