

See attached



## PERFORMANCE IMPROVEMENT PLAN (PIP)

Performance Improvement Plan (PIP)		
Date:	Name of employee:	Name of supervisor:
September 9, 2021	Bonnie MacDonald	Holly Sitch
<b>Goals of the employee's position:</b>	Coordinate the travel arrangements, released Safely, meals and accommodations and travel Good communication skills with co-workers/managers/clients Networking and Liaise with other stakeholders/partners. Team player - Computer Skills Decision making at times	
<b>Which goals are not being met:</b>	Working with computer applications in Microsoft Relationships/interactions with clients sometimes - Mental Health concerns Financial decisions Networking with partners - Montieth	
<b>Timeline and path for reaching those goals:</b>	1)Microsoft Office training. (Claudio - October?) 2)Planning for a possible 4th COVID wave by reaching out to other services. (immediately - via email) 3) Financial decisions will all go to the manager. (on-going) 4) Reach out for legal guidance regarding Montieth protocols. (Holly) 5) Reach out to Timmins police services and strengthen relationship. (immediately - via email)	
<b>Next meeting date:</b>	September 23, 2021	
NOTES:		

## Colette Shwetz

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**From:** Holly Sitch  
**Sent:** November 5, 2021 9:28 AM  
**To:** Colette Shwetz; Bonnie MacDonald  
**Subject:** RE: Bonnie MacDonald - PIP

Hi Colette,

I have just reviewed Bonnie's PIP and the only goal not reached is the Microsoft Office Training. Claudio has stated that he doesn't do this training therefore I will have to look online to see what I can find. This is my lateness that she has not received the training and I will do my best to have something set up before Christmas.

At this time Bonnie has taken on more responsibility and I am pleased with her performance. She is also reminding me when I miss a DTP for a client and she has been an asset to the team.

Miigwetch/Thanks,

Holly Sitch

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**From:** Colette Shwetz <[cshwetz@nanlegal.on.ca](mailto:cshwetz@nanlegal.on.ca)>  
**Sent:** September 14, 2021 10:39 AM  
**To:** Bonnie MacDonald <[bmacdonald@nanlegal.on.ca](mailto:bmacdonald@nanlegal.on.ca)>  
**Cc:** Holly Sitch <[hsitch@nanlegal.on.ca](mailto:hsitch@nanlegal.on.ca)>  
**Subject:** FW: Bonnie MacDonald - PIP

Hi Bonnie,  
Resending as per your request.

Thanks,

Colette Shwetz  
HR Manager



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**From:** Colette Shwetz

**Sent:** September 9, 2021 4:11 PM

**To:** Holly Sitch <[hsitch@nanlegal.on.ca](mailto:hsitch@nanlegal.on.ca)>; Bonnie MacDonald <[bmacdonald@nanlegal.on.ca](mailto:bmacdonald@nanlegal.on.ca)>

**Subject:** Bonnie MacDonald - PIP

Hi Holly and Bonnie,

Please see a copy of the PIP we developed this afternoon. We can update it at our next meeting.

Once again, thank you both for all your input.

Thanks,

Colette Shwetz  
HR Manager



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