

## DC DEPARTMENT OF HUMAN RESOURCES

July 15, 2021

Juniper Azalea Viburnum

901 15<sup>th</sup> Street South  
Arlington, Virginia 22202

Subject: **Performance Improvement Plan Extension**

Dear Mr. Juniper Viburnum,

On May 12, 2021, Mr. Atreyu Artax initiated a Performance Improvement Plan (PIP) as you failed to identify significant trends and issues in your role as a Program Specialist for the District of Columbia Department of General Services, Sustainability and Energy Division, which hindered the agency's ability to successfully complete a project. Mr. Artax discussed documenting your daily analyses progress, participating in best practice training and early findings submission for peer review to identify any missed points to ensure your success. Although you have not met the desired performance goals as of July 12, 2021, we recognize you have made progress.

To date, the following items within your performance goal were not met:

1. Training in best practices; and
2. Early findings submission for peer review.

We are hopeful you will meet your performance goal if given more time. Therefore, we are extending the end date for your PIP, providing an additional 30 days. The extension of your PIP will begin July 19, 2021.

We look forward to continuing to work with you on your performance journey.

Sincerely,

John Doe  
Placeholder Specialist