



A. Initial Concerns Conference:

Persons in Attendance _____ Date _____

Concern, problem, work expectation or behavior needing correction (provide detailed statement of specific incident(s) that include date(s), location(s), and witness(es), and attach to this form).

- Excessive tardies and/or absenteeism (attach dates)
- Work not performed to the satisfaction of supervisor (attach samples of description)
- Uncooperative, rude
- Inappropriate worksite behavior/misconduct:

Employee's statement:

Solution and assistance, if appropriate:

Timeline for improvement: _____

- Employee was provided verbal warning/verbal reprimand to correct and/or improve

Employee's Signature _____ Supervisor's Signature _____

B. Follow-Up Conference:

Persons in Attendance _____ Date _____

- Employee has corrected the problem: Yes No
- Employee needs to continue working to improve: _____
- Employee continues to repeat the behavior, warranting a continuation of further disciplinary action. Unless the behavior is flagrant, discipline must be in the following order:
 - Letter of reprimand (attached)
 - Suspended without pay for 1-2 days on _____ or for 3-5 days on _____ by Superintendent or Designee (i.e., Director, Deputy Superintendent), [cc: Payroll]
 - Recommendation for termination

Employee's Signature _____ Supervisor's Signature or Designee _____