

Guidelines for using the Personnel Conference Report

Delaware County believes that our employees' performance and behavior contribute to the success of the county. Sometimes a clear process is needed to help employees understand and meet performance and behavior expectations in their job and to ensure that a safe work environment exists for all employees. The County may exercise discretion and proceed directly to termination if warranted.

- Details - List only facts, not opinions. Give concrete examples, when possible, to document the incorrect behavior.
- Prior Warnings? – List all prior warnings on this subject along with the date of warning.
- Correction Action Recommended – What is the desired outcome? What do you expect?

Personnel Conference Report/Warning Report			
Employee Name:			Date:
Job Title & Dept:	Supervisor:		
Attendees:			
Involuntary Demotion	Verbal Warning	Written Warning	Suspension: Paid Unpaid Termination
Reason for Conference			
Insubordination	Inefficiency	Neglect of Duty	Failure of Good Behavior Violation of Policy
Attendance/Tardiness	Other		
Details of Incorrect Behavior/County's Statement: (includes specific details such as dates, location of incident if applicable, etc.)			
Employee's Statement:			
Prior discussion/warning(s) on this subject? (verbal, written...)			Date of prior discussion/warning(s)
Warning Decision and Corrective Action Recommended:			
PIP meeting scheduled for:			
Employee signature		Date	
Supervisor/Manager signature		Date	
HR signature (if applicable)		Date	
Employee's signature in no way indicates agreement with the contents thereof. If the employee refuses to sign, write "refused to sign" and sign your name as a witness. Refusal or lack of signing by the associate shall be noted and thereby not preclude issuance of discipline. The associate shall have the right to submit a written response which shall be attached. Disciplinary action shall remain in the associates file per policy or appropriate bargaining unit. The manager must give a copy of the signed document to the employee and send the original to the Human Resources office.			