



# Record of Employee Conference

Human Resources

Clear Form

Frederick County Public Schools  
191 South East Street  
Frederick, Maryland 21701

Form #003-F02  
August 2023

The Summary of Conference Form may be used with all staff. This form may be used prior to, in lieu of, or in addition to a Memorandum to the Record. Conferences resulting in a disciplinary response should utilize a Letter of Reprimand protocol. An employee's signature denotes receipt of the Summary of Conference and does not necessarily signify agreement with part or all of the document's content. All employees have the right to provide a written addendum or response to this document which will be attached upon request.

**INSTRUCTIONS:**

Following completion of this form, the person holding the conference should retain the original, and a copy must be given to the employee.

**CONFERENCE DETAILS**

School/Office: \_\_\_\_\_ Administrator: \_\_\_\_\_  
Employee Name: \_\_\_\_\_ Conference Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_  
*Name (print)* *Title Position*

Conference Format:  Telephone  In-Person

Conference Location:  School \_\_\_\_\_  Office \_\_\_\_\_

Present at Conference:

**PURPOSE OF CONFERENCE** — If more space is needed, attach another sheet.**SUMMARY OF DISCUSSION** — If more space is needed, attach another sheet.**RECOMMENDATIONS AND/OR NEXT STEPS**

Item	Action	Person Responsible	Due Date

**IS FOLLOW-UP NECESSARY?**

Yes  No If yes, explain.

\_\_\_\_\_  
*Signature, Supervisor*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature, Employee*

\_\_\_\_\_  
*Date*

Always provide a copy to the employee.

Original: Local Employee File

Copy: Employee

## Form Components

- **Purpose of Conference:** This section should include the reason the supervisor or administrator asked the employee to meet.
- **Summary of Discussion:** This section should include key points of what was shared, including supervisor expectations or commendations, employee feedback, input, or response.
- **Recommendations and/or Next Steps:** This section should include outcomes of the employee conference.
- **Employee Signature:** An employee's signature denotes receipt of the Summary of Conference and does not necessarily signify agreement with part or all of the document's content. All employees have the right to provide a written addendum or response to this document which will be attached upon request.