

**Disciplinary Conference/Coaching Session**

Date of Disciplinary Conference/Coaching Session:

Supervisor:

Employee:

Topic of Discussion (Infraction to be reviewed with employee):

* *Supervisor needs to document specifically what took place to cause this conference, use specific dates, times and names of affected parties.*
* This conference serves as *oral/written/suspension* reprimand.
* During the supervisory conference (date of conference), Employee, John Does was asked to… Supervisor conducting the conference needs to document what the EE should do differently in the future and if, the issue happens again, please state what the infraction will be.
* According to the S.C. First Steps Progressive Discipline policy, an offense due to *(list infraction(s)* can result in (*list possible consequences)* according to the policy. Should future infractions occur, the agency will follow its Progressive Discipline range of disciplinary actions.

Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit Manager Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The flow should go as follows: 1-discuss the infraction/policy violation

2- the consequences ie: written reprimand

3- future expectations

4- what will happen if policy violation continues to occur ie: follow progressive discipline policy