

**Office of Management and Enterprise Services**  
**Supervisor Notes / Informal Discipline / Coaching**

Employee:					
Supervisor:					
Subject:		Date:		Time:	
Attendees:					
Location:					

Discussion Items:
Discussion Notes:

Action Items	Person Responsible	Due Date

Repeated infractions or continuing deficient performance or behavior may be cause for further disciplinary action up to and including termination.

Employee Name / ID

Employee Signature / Date