

Montgomery County Public Schools – Division of School Plant Operations

Record of Conference

This form for use documenting pre-evaluations, performance, and meetings of any kind by SPO Supervisors and Managers.

Employee Name(s): _____ Position(s): _____

Conference Date(s): _____ Time(s): _____ AM PM Place: _____

Participants: _____

Subject/Issues:

() Pre-Evaluation () Performance () Complaint () Disciplinary*

() Other Issue (describe): _____

*Note: If disciplinary, advise employee in advance of their right to request union representation "...within 2 duty days..." (Article 17).

Discussion: () See Attached

Multiple horizontal lines for notes or discussion details.

If Pre-Evaluation, directives and timeframe for employee improvement: () See reverse/attached

- 1) _____ By Date: _____
2) _____ By Date: _____
3) _____ By Date: _____
4) _____ By Date: _____
5) _____ By Date: _____

Pre-evaluations must allow a reasonable amount of time prior to performance review for improvements to occur.

Employee Comments: () See reverse / attached () Employee wishes to provide comments later

Multiple horizontal lines for employee comments.

SIGNATURES: Your signature(s) indicate that you have participated in this conference.

Employee: _____ Date: _____ Participant: _____ Date: _____
Employee: _____ Date: _____ Participant: _____ Date: _____
Participant: _____ Date: _____ Participant: _____ Date: _____

If employee/participant refuses to sign, the following persons so witnessed:

Witness: _____ Date: _____ Witness: _____ Date: _____

Manager/Supervisor: _____ Title: _____ Date: _____

Always provide a copy to the employee. Additional copies on yellow to:

() Local employee file () SPO Supervisor/School Mgr. () Director-SPO () Official Personnel file () Other: _____