

# Office of Management and Enterprise Services

## Employee Engagement Form

The first step of progressive discipline shall be employee engagement and may include steps of warning, discussion, corrective interview, coaching, counseling, oral reprimand or a Letter of Concern. Employee engagement may be utilized to correct infractions of statute, rule, policy, practice or procedure regarding work performance or behavior.

<b>Employee:</b>		
<b>Supervisor:</b>		
<b>Subject:</b>	<b>Date:</b>	<b>Time:</b>
<b>Attendees:</b>		
<b>Location:</b>		

<b>Discussion Items:</b>
<b>Discussion Notes:</b>

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.*

*I acknowledge receipt of this document. My signature does not indicate agreement with the information contained in the document; only that I have received the information and was provided a copy for my records.*

**Employee Name:**

**Employee Signature:**