



Summary of Employee Conference

Office of Human Resources and Development
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

MCPS Form 425-54
June 2014
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INSTRUCTIONS: Please complete this form. Person holding the conference should retain original, and a copy should be given to the employee.

CONFERENCE DETAILS

School/Office: _____ Administrator: _____

Employee Name: _____ Conference Date ____/____/____ Time: ____:____

Supervisor: _____
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

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 identified actions that should occur as an outcome of the employee conference.
- **Employee Signature:** This denotes receipt, but not necessarily agreement with the summary of employee conference. Employees retain the right to provide comments or a response which may be attached to the original. As the form is non-disciplinary, no grievance process applies.

For Use

- This form may be used with all staff. Employee conferences with SEIU staff may opt to use the *Record of Conference* form.
- The *Summary of Conference* form is part of a non-disciplinary protocol to reinforce or clarify expectations for employees or to document commendations that demonstrate a positive impact on the organization.
- This form can 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.
- Employee signature denotes receipt of the summary of conference, not necessarily agreement with the content. All employees retain the right to provide a written addendum or response that may be attached to the Summary of Conference form.