Applies to: All OFMD Staff (as applicable)

GUIDELINES:
Issued: March 29, 2017
Revised: N/A

PURPOSE:
To establish guidelines in completing an employee conference record based upon an employee’s actions, conduct, and/or incident that occurred.

DEFINITIONS:

Employee Conference Record: A document which records an incident, action and/or conduct of an employee by detailing specific information including all facts, objectives, solutions and further actions

PROCESS:
Each manager/supervisor shall complete an Employee Conference Record for their employees (as applicable), to serve as a documented record of a recent incident that occurred due to the employee’s action or behavior, while on the job and at the workplace. The Employee Conference Record template can be found on the OFMD website under the Guidelines section: https://facilities.med.wustl.edu/about/facilities-management-guidelines/

Once the employee conference record document has been downloaded, please fill out the following information:

1. Employee Name
2. Employee ID
3. Employee Job Title
4. Employee Hire Date
5. Supervisor/Director Name
6. Department
7. Conference Date

Ensure to briefly describe the type Action before proceeding to the second section of the form.

An Employee Conference Record will be completed for each incident, or misconduct incurred by the employee. There are a total of five sections to complete, that will provide the comprehensive details related to the occurrence:

A. Previous Corrective Action: Identify and describe any previous coaching, correcting, or discipline given to the employee.

B. Facts: Describe what happened and provide details of the incident or misconduct that incurred by the employee. These may also include statements made by other witnesses of the incident or behavior as well as conversations held.
C. **Objectives:** Identify and describe what behavior or action needs to corrected by the employee and detail those proceeding expectations that the employee must exhibit.

D. **Solutions:** Outline suggestions and/or resources to help the employee meet those established expectations and modified behaviors. Within this section, be sure to include the employee’s commitment to meeting these objectives.

E. **Actions:** Identify the corrective action(s) you as supervisor will establish if employee doesn’t meet expectations and their given objectives as related to this incident. Make sure to include what steps will be taken if the employee’s behavior does not change.

Examples within each of these five sections have been provided on the template (in red ink). These examples are meant as only a useful guide and will need to be deleted as you complete the document based upon the occurrence/behavior.

1. Any previous documented coaching, disciplining or discussion with the employee, should be noted and attached to the current employee conference record. If none exist, please just make a notation.

2. Please ensure that only facts are used to detail the incident or misconduct, as well as to provide details specific only to the occurrence being documented within the record.

3. It is recommended to cite any university or OFMD policy that the employee’s incident or behavior has not complied with. Please make sure to provide a copy of related policy to the employee.

4. The time frame for improvement will be determined by the manager/supervisor and as accordingly based on the incident. The follow up date selected should be aligned within time frame determined. Manager/Supervisors must ensure that a follow up is completed as stated on this record.

The manager/supervisor will complete the Employee Performance Record and discuss this incident and objectives with the employee. The employee will be asked to sign the written record. A completed and signed copy of the Employee Performance Record will be given to the employee and a copy will be sent to OFMD HR office to retain within the personnel files.