EMPLOYEE DEVELOPMENT RECORD

Employee Name: _____

Classification: _____

Performance Category _____Action Taken_____

Attendance
Work Performance
Conduct

OR = Oral Reminder
WR = Written Reminder
DML = Decision-making Leave
"45"C = Forty-five minute Call-in Counseling

PC = Positive Contact
FC = Counseling Session
DD = Discipline Deactivation

Date	Performance Category Action Taken	Brief Summary of Why Action Was Taken	Date Deacti-vated	Action Taken by (Name)
X/xx/07	FC	Sick Leave (Optional entry of Doctor's Note Required)	18 months	OS Name /signature