**Summary and Findings of Employee Disciplinary Conference**

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| --- | --- |
| **Employee:** | [name] |
| **Date of Conference:** | [MM/DD/YYYY}] |
| **Time of Conference:** | [hh] |
| **Presiding Officer:** | [name] |
| **Conference Attendees:** | [list names of those present] |

Facts:

A disciplinary conference was held for the individual at the date, time, and location listed above.

[Employee Name] did receive a Notice of Employee Disciplinary Conference dated [date of notice].

The following facts were presented by [name] for the Canton City Health District:

* [fact]
* [fact]

The following facts were presented by [employee or representative]

* [fact]
* [fact]

Determination:

After careful consideration of all the facts presented at this conference I have determined that [name] [did/did not] violate [list].

Recommendation:

[Summary or recommendations.

I certify that this summary is a true and accurate record of this employee disciplinary conference.

|  |
| --- |
|  |
| [name, title] |
| [date] |

**Attachments:**

* [enter]
* [enter]