

THE SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA

**Employee Conference Report**

I have on this date discussed with the below named employee the topic described.

Date \_\_\_\_\_

Employee \_\_\_\_\_ Position \_\_\_\_\_

Topic \_\_\_\_\_

Complainant: Name \_\_\_\_\_ Phone \_\_\_\_\_  
(If applicable)

Address \_\_\_\_\_

**Action Taken** Instructions to Employee \_\_\_\_\_

Other \_\_\_\_\_

Witnesses at Meeting \_\_\_\_\_

Representation Requested ☐ Yes ☐ No

Representative Present at meeting ☐ Yes ☐ No

Representation Offered ☐ Yes ☐ No

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee (indicating receipt of this form)

\_\_\_\_\_  
Date

The employee has a right to write a rebuttal to this information.

The rebuttal should be sent to the Professional Services Department within 10 days of receiving this conference report.