

**FAIRFAX COUNTY GOVERNMENT**  
**Oral Reprimand Form**

**INSTRUCTIONS:** This form serves as a record of an oral reprimand session.

- ☐The employee should be advised, privately, that an informal written record is being kept by the supervisor at the time of the coaching session;
- ☐The employee should be advised of the specific infraction of the rule or breach of conduct and the date(s) it occurred;
- ☐The employee should be advised that he or she has the right to review the contents of the record and submit a statement to be attached to this form;
- ☐The employee should be advised that future similar occurrences will result in more serious disciplinary action.
- ☐This form should be informally maintained by the supervisor and should not be included in the agency or Office of Personnel official personnel file; and
- ☐This form should be destroyed after one year if there are no further incidents involving discipline.

EMPLOYEE NAME: \_\_\_\_\_

AGENCY: \_\_\_\_\_ DIVISION: \_\_\_\_\_

IS THIS THE EMPLOYEE'S FIRST COACHING SESSION?    ☐YES ☐NO

IF "NO", GIVE PREVIOUS DATE(S) AND DISCIPLINE

SUMMARY OF REASONS FOR THIS COACHING SESSION:

SUMMARY OF EMPLOYEE'S RESPONSE:

SUGGESTIONS FOR IMPROVEMENT:

\_\_\_\_\_  
*Date of Coaching Session*

\_\_\_\_\_  
*Print Supervisor Name*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*