



State of Oklahoma
Oklahoma Department of Agriculture, Food, and Forestry

Policies and Procedures
Progressive Discipline
Supervisor Notes / Informal Discipline / Coaching

Employee:	
Supervisor:	
Subject:	
Attendees:	
Location:	
Date:	Time:

Discussion Items:
Discussion Notes:

Action Items	Person Responsible	Due Date

I have informed the employee that repeated infractions or continuing deficient performance or behavior may be cause for further disciplinary action up to and including termination.