



**COUNTY COMMISSIONERS OF
CAROLINE COUNTY
OFFICE OF HUMAN RESOURCES**

109 MARKET STREET, ROOM 103
DENTON, MARYLAND 21629
410-479-4105 FAX 410-479-4023

Charles C. Cawley, County Administrator
Patricia A. Eigenbrode, Personnel & Benefits Coordinator
Sherry A. Bratton, Accounting Technician

EMPLOYEE CONTACT PLAN

- Commendation
- Thank You
- Written Reprimand
- Documented Counseling
- Demotion

- Recommendation
- _____ Day Review
- Suspension
- Other _____

DATE:

NAME:

JOB TITLE:

DEPARTMENT:

COMPLETED BY:

JOB TITLE:

REASON FOR CONTACT:

NATURE OF DISCUSSION:

OUTCOME OF DISCUSSION:

ACTION REQUIRED:

EMPLOYEE SIGNATURE

COMPLIANCE DATE

TO EMPLOYEE: WHEN PERTAINING TO FORMAL ACTION, THIS FORM WILL BE FORWARDED TO THE OFFICE OF HUMAN RESOURCES AND WILL BECOME PART OF YOUR PERSONNEL FILE. YOU HAVE THE RIGHT TO A COPY OF THIS FORM.

Supervisor's Signature Date

Department Head Review Date