

# MITIGATING CONFERENCE SUMMARY

*To be provided to the DGS Personnel Division after mitigating conference is held.*

*(For Supervisor Use Only)*

Mitigating Conference held on: \_\_\_\_\_  
(Date)

Present at the Conference: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summary of Discussion:

Therefore, after having considered all relevant factors, including but limited to employee's employment history, attendance records, achievements, and based on the circumstances of this particular incident, it is my determination that \_\_\_\_\_ should be \_\_\_\_\_ for \_\_\_\_\_.

**Note:** *Disciplinary Actions should not be discussed with the employee before consulting with the DGS Personnel Division for consistent application of disciplinary actions and to coordinate formal notification of Disciplinary Action to the employee.*