



**RECORDED SOLUTIONS AND ACTIONS**

Solutions developed and discussed by supervisor and employee to overcome the problem(s) and prevent further involvement. (Outline all solutions and indicate which one(s) elected by employee):

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**Employee's Comments:**

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

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

***Supervisor's Remarks /Follow-up Action:***

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