



Employee Discussion Record

City of South Padre Island
4601 Padre Blvd.
South Padre Island, TX 78597
Phone: (956) 761-8102
Fax: (956) 761-3888

Employee Name: _____ Date: _____

Specific details of attendance, performance, or conduct issue, including date, time and place:

Prior discussion or corrective action on this subject, including date, time and place:

Policy rule on this subject:

Summary of corrective action to be taken, including dates for improvement and plans for follow-up:

Intended Improvement - Employee's Comments:

Employee Signature

Supervisor Signature

Director Signature