



Corrective Action/Discipline

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

Employee Name: _____ Employee #: _____ Date of Incident: _____

<input type="checkbox"/> Written Warning	<input type="checkbox"/> Second Written Warning	<input type="checkbox"/> Work Suspension Notice
<input type="checkbox"/> Employee Termination Record	<input type="checkbox"/> Probation	<input type="checkbox"/> Demotion

Reference to Rule/ Regulation:	
Summary:	
Response:	

_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
_____ Department Director Signature	_____ Date	_____ City Manager Signature	_____ Date