



Raymondville Independent School District

419 FM 3168, Raymondville, Texas 78580

Phone: (956) 689-8178 ext. 4115 • FAX: (956) 689-8189 – Human Resource Office

CORRECTIVE ACTION FORM – SERVICE AND SUPPORT PERSONNEL

Please check one of the following:

- ☐ Verbal Warning
☐ Written Warning

Employee Name: _____ Campus/Dept: _____

Position Title: _____ Date: _____

Please check one of the following:

Neglect of duty ☐
Unauthorized absence (s) ☐
Dishonesty/Theft ☐
Alcohol or drug abuse ☐
Failure to follow directives ☐
Insubordination ☐

Unsatisfactory Performance ☐
Tardiness ☐
Lack of regular attendance ☐
Failure to follow established safe work practices ☐
Failure to follow dept/district policies and procedures ☐
Other: ☐

Supporting Evidence:

Recommendation/Corrective Measures:

Employee's Comments:

Must have hand-written signatures. Please print and sign form.

Employee's signature *

Date

Supervisor's signature

Date

Witness signature

Date

*Signature does not necessarily signify concurrence but rather that the above was reviewed by the employee. Employee has the right to submit his/her rebuttal within 10 days of receipt.

A copy of this report will be placed in your personnel file and will be considered in the future concerning your employment status with the district. Failure to improve the above area(s) as indicated may result in further disciplinary action including termination of employment.

Copy To:

- ☐ Employee ☐ Supervisor ☐ Human Resources ☐ Dept/Campus File

"The Raymondville Independent School District is an Equal Opportunity Employer that does not discriminate on basis of race, color, national origin, gender, religion, age or disability in employment or provision of services, programs or activities."

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