

<p>Americans with Disabilities Act (ADA) Questions and Answers</p>	<p><i>Provides guidelines to leaders and an overview of processes for initiating (and conducting) the Americans with Disabilities Act (ADA) Interactive Meeting process for employees.</i></p>
<p>Coaching & Progressive Discipline (Series I)</p> <p><u>Prerequisite for: Documenting for Success</u></p>	<p><i>Provides an understanding of the processes to review, assess, and address job-related behavior that does not meet expected performance and/or behavioral standards. Teaches leaders how to approach issues before the behavior warrants Progressive Discipline. Scenarios are included to ensure understanding.</i></p>
<p>Documenting for Success (Series II)</p>	<p><i>Provides additional processes and tools to supplement the Coaching and Progressive Discipline training. This includes sharing the goal and roles of Employee Relations; sharing definitions to assess various forms of misconduct and/or performance; employee and employer rights in due process, sharing investigative tips. Scenarios are included to ensure understanding in determining the appropriate courses of action.</i></p>
<p>Workers' Compensation Overview</p>	<p><i>Provides an overview of the Workers' Compensation process which is a legal remedy whereby an employee who is injured on the job may be entitled to certain benefits. This includes sharing the proper end-to-end steps for reporting all injuries for timely and complete processing of claims.</i></p>
<p>Sexual Harassment</p>	<p><i>Provides an understanding of the law and appropriate workplace conduct along with, sharing details on the UAMS internal complaint procedures, emphasizes the importance of treating all employees with dignity and respect, and to promote a safe and inclusive work environment.</i></p>