

**Discipline - Required Supportive Documentation**  
**OFFICE OF HUMAN RESOURCES – EMPLOYEE RELATIONS**

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Related Policy: Administrative Guide 4.2.02, Employee Discipline

Behaviors	Necessary/Required Documentation
<p><b>Attendance – Related Incidents</b></p> <p>E.g.: (NCNS) No Call No Show; Walking off the job; Tardiness; Call-ins; Unapproved Absences</p>	<ul style="list-style-type: none"> <li>• Accurate record of attendance for period listed on Employee Disciplinary Notice (EDN) (e.g. Attendance Log/ Abscal Sheet)</li> <li>• Policy or Policies Violated</li> <li>• Certified Mail receipt (when dismissal form is mailed to employee); Personal email address with read receipt turned on</li> </ul> <p><b>*Three days NCNS is dismissal</b></p>
<p><b>Job Performance</b></p> <p>E.g.: Not Following Through; Mistakes/Errors; Not meeting expectations</p>	<ul style="list-style-type: none"> <li>• <u>Supporting documentation may include:</u> emails, signed/dated employee and witness statements, screenshots, Video footage/ photos with explanation of each photo</li> <li>• Policy or Policies Violated</li> </ul>
<p><b>Misconduct/Behavior</b></p> <p>- Policy Related Violations</p> <p>E.g.: Disrespectful; rude; disruptive behavior; inappropriate use of social media; Misuse of UAMS property; HIPAA Violations</p>	<ul style="list-style-type: none"> <li>• <u>Supporting documentation may include:</u> emails, signed/ dated employee and witness statements, screenshots, Video footage/ photos with explanation of each photo</li> <li>• Policy or Policies Violated</li> </ul>
<p><b>Gross Misconduct</b></p> <p>- <b><u>Not all inclusive</u></b></p> <p>E.g.: Theft; Violence; Threat; Fighting; Falsification of Record; Patient/Child Endangerment; Drugs/Alcohol; Sexual Harassment</p>	<ul style="list-style-type: none"> <li>• <u>Supporting documentation may include:</u> emails, signed/ dated employee and witness statements, screenshots, Video footage/ photos with explanation of each photo</li> <li>• Policy or Policies Violated</li> </ul>
<p><b>Administrative Leave or Suspension</b></p> <p>- <b><u>Not all inclusive</u></b></p> <p>E.g.: Theft; Violence; Threat; Fighting; Falsification of Record; Patient/Child Endangerment; Drugs/Alcohol; Sexual Harassment Title VII or IX investigations</p> <p><b>Consult with your Employee Relations Partner, prior to taking action.</b></p>	<ul style="list-style-type: none"> <li>• <u>Supporting documentation may include:</u> emails, signed/ dated employee and witness statements, screenshots, Video footage/ photos with explanation of each photo</li> <li>• Policy or Policies Violated</li> </ul>

**Note:** Employee Relations must review employee dismissal instances, prior to taking action.

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