

ARIZONA STATE PERSONNEL SYSTEM
ADOA DISCIPLINE AND DISMISSAL GUIDANCE WORKSHEET
(to be completed by manager)

Employee's Name

EIN

Manager's Name

Manager's

Manager's Email
Address

Phone #

This tool is designed to provide you with guidance on important factors to consider when preparing to discipline or dismiss an employee and may also help you respond to any ADOA requests for additional information.

If the employee is AZ Post certified ensure all notice rights are provided to the employee prior to any investigative interview.

1. Please summarize the behavior or performance issues that you have been having with the employee.

2. How long has the employee been employed by the State? How long has the employee been in their current job?

3. What steps have you taken to address the employee's unsatisfactory behavior or performance? *Note: If immediate dismissal is sought because of the severity of the incident or for egregious conduct, please provide details in the 'other' section below.*

Evaluation Planner

Performance Conversations

Memorandum of Concern

Letter of Reprimand

Suspension

Documentation of Performance
or Behavior Conversations

Performance Improvement Plan

Performance Evaluation Score &
Comments

Other - State in Box Below

4. Has the employee received education or training to perform their work? *If so, is documentation included in the employee's file (e.g. resume, job application, certifications, etc.?)*

No

Yes

5. When did the unsatisfactory behavior or performance begin? Have you provided the employee time to improve the unsatisfactory behavior or performance? If so, how long?

6. Have performance expectations been clearly communicated to the employee? *Have they been documented and acknowledged in the employee's Performance Evaluation Notes?*

No Yes

7. Has the employee proven their ability to be successful with this type of work in the past? *Explain in detail. Is documentation included in the employee's file (e.g. Performance Evaluations, awards, etc.?)*

No Yes

8. How has the employee demonstrated continued failure to meet acceptable performance or behavior standards?

9. Have you previously received Human Resources guidance regarding this employee?

No Yes

10. Do you feel additional guidance on how to address the employee's behavior or performance issues would be helpful?

No Yes

(For further guidance, please contact your agency Human Resources Office or ADOA Human Resources Shared Services at 602-542-5482)

11. Has the employee mentioned any health issues; had attendance problems; requested, received approval for, or mentioned the need for Family and Medical Leave Act (FMLA) leave; or requested an accommodation that might be protected under the Americans with Disabilities Act (ADA)?

No Yes

(For further guidance, please contact your agency Human Resources Office or ADOA Human Resources Shared Services at 602-542-5482)

12. Has the employee indicated they feel they are being discriminated against, harassed, or retaliated against, or does the employee have an open claim filed with the EEOC, Worker's Compensation, OSHA or any other state or federal agency?

No Yes

(For further guidance, please contact your agency Human Resources Office or ADOA Human Resources Shared Services at 602-542-5482)

Manager's Signature

Date