

University of Alabama at Birmingham

**POLICY CONCERNING EMPLOYEE FALSIFICATION
OF UAB RECORDS AND DOCUMENTS**

April 20, 1998

(Replaces “Policy Concerning Falsification of UAB
Records and Documents” dated June 27, 1996.)

[Edited May 31, 2007, for change in unit name]

See also the following related items:

“Policy Concerning the Maintenance of High Ethical Standards in Research
and Other Scholarly Activities”

Regulations and procedures governing faculty credentials

Board of Trustees Board Rule 105 *Ownership and Preservation of Records and Files*.

NOTE: Falsification of documents and records by a student who is not functioning in a UAB employee capacity is considered nonacademic misconduct and is handled in accordance with regulations covering nonacademic misconduct. See *Direction Student Handbook*.

Introduction

As a health-care, research, and educational institution, the University of Alabama at Birmingham is acutely interested in issues relating to the integrity of its employees.

For purposes of this policy, falsification of records exists when a UAB employee is discovered to have provided false information on the employment application; to have failed to disclose requested information; knowingly to have falsified information; or knowingly to have recorded false information on any UAB document or record, regardless of format and including electronic communications. The following is a partial list of infractions which are specifically prohibited: falsifying information on an application for initial employment or for transfer; falsifying employee recruitment/credential records; falsifying employee expense account records or other reimbursement records; falsifying personnel/payroll documents (including, but not limited to, pay records, time sheets, or other types of time records); clocking the time card/time record of another employee or completing and submitting for approval the time sheet/time record of another employee; falsifying health records or vacation/sick leave records; falsifying research records, medical records, or departmental administrative records; and falsifying student records (including, but not limited to, admissions application materials, transcripts, grade sheets, registration documents, and student identification documents).

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Policy Statement

Falsification of UAB records or documents is prohibited. Any knowing or negligent misrepresentation of a material fact or any failure to make a complete disclosure of any requested information are causes for immediate discharge without notice or pay in lieu of notice for nonfaculty employees or termination for cause for faculty employees. Any exception to the immediate and automatic discharge of nonfaculty employees for these reasons must be approved in writing by the Chief Human Resources Officer. Any exception to the recommendation of termination for cause for faculty for these reasons must be approved in writing by the Provost and by the Chief Human Resources Officer.

Implementation

The Office of the Vice President for Financial Affairs and Administration is responsible for procedures to implement this policy as it relates to employee or departmental administrative records. The Office of the Provost is responsible for procedures to implement this policy as it relates to academic records, research records, or faculty recruitment/credential records.