
APPENDIX / JRS-KIT-E1

Secondary Review Trigger Reference

Record types and conditions that require secondary review before system entry. Any single indicator is sufficient. Apply the Secondary Review Escalation Form before the record advances in the workflow.

Document	JRS-KIT-E1 Appendix
Version	1.0
Effective	May 2026

Termination Documentation

HR secondary review plus legal consultation required.

Generalized performance characterizations without referenced supporting records

Termination basis conflicts with prior performance records in the file

No referenced disciplinary history supporting the separation decision

Decision rationale not documented separately from employee-facing communication

Accommodation Records

Legal or compliance review of interactive process documentation.

Interactive process steps not documented

No determination rationale in the file

Alternatives considered but not documented

Employee acknowledgment absent

Formal Disciplinary Action

Traceability review: confirm conduct dates, policy references, and prior warnings.

Specific conduct dates or incidents not identifiable in the file

Policy basis not cited or employee acknowledgment not on file

Prior warnings or counseling records referenced but not attached

Escalation language without a prior documented counseling trail

AI-Assisted Documentation

Source verification and human confirmation before system entry.

AI-assisted wording not reviewed against original source notes

Characterizations present in record not traceable to source material

Human confirmation not documented before submission

Conflicts between original notes and AI-assisted wording not resolved

Investigation Conclusions

Independent review of source evidence outside the drafting chain.

Source materials not identified in the record

Conflicting accounts not acknowledged

Conclusions extend beyond what identified evidence supports

Investigation record used as basis for subsequent disciplinary action

Escalation Without Prior Documentation

Return to drafter. Do not advance.

Escalation to formal discipline without referenced prior counseling

Pattern conduct claim without at least two anchored dated instances

Termination referencing ongoing performance issues with no PIP on file

Reviewer cannot establish the documented basis from the file alone

FROM PRACTICE

Reviewers often inherit records without source attachments. The record references meeting notes from April. The notes are not in the file. The reviewer cannot verify what the meeting showed. Missing dates are usually discovered late -- during escalation or proceedings, not during drafting.

LIMITATIONS

JRS does not constitute legal advice. It does not establish legal sufficiency or eliminate organizational risk. Organizations should consult with legal counsel regarding applicable documentation requirements in their jurisdiction.

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