



STATE OF ARKANSAS

Department of Veterans Affairs
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PERSONNEL

ADVAP 2-1

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Disciplinary Policies, Rules and Procedures

1. **GENERAL:** All employees have a right to know what can and cannot be done, their rights and privileges, and the consequences of unacceptable behavior.
2. **PURPOSE:** To transmit a new procedure pertaining to agency disciplinary policies, rules and procedures. This procedure is being furnished for each Supervisor. Copies of Section II (excerpt) pertaining to the class definitions and the specific rules and/or infractions and prescribed penalties are being distributed to each Agency employee.
3. **PROCEDURE:**
 - a. Supervisors will:
 - 1) Study and familiarize themselves with the contents of the Disciplinary Policies, Rules and Procedures.
 - 2) Discuss the disciplinary policies, rules and procedures with all employees and furnish each employee with a copy of Section II (Attachment 2), the employee excerpt on Disciplinary Rules and Procedures.
 - 3) Detach and retain the signed employee certification in the office employee file.
4. **INFORMAL DOCUMENTATION, ATTACHMENT 3:**

- a. Supervisors will:
 - 1) Ask themselves the questions on page 1 of Attachment 3 prior to recommending a disciplinary action.
 - 2) Submit formal documentation with the recommendation for disciplinary action to the Arkansas/Fayetteville Veterans Home Administrator, Cemetery Manager, Arkansas Department of Veterans Affairs (ADVA) Program Manager and/or Assistant Director.

5. FORMAL DOCUMENTATION, ATTACHMENT 4:

- a. Veterans Home Divisions:
 - 1) The Supervisor will submit disciplinary action form and supporting documentation of infraction to the Administrator.
 - 2) The Administrator will review all documentation; submit all documentation to Human Resources to be reviewed.
 - 3) Human Resources will investigate the incident or series of incidents and report findings to the ADVA Assistant Director.
 - 4) The ADVA Assistant Director will review all documentation, investigate and make a written recommendation to the ADVA Director stating why a disciplinary memorandum is necessary.
 - 5) The ADVA Director will make a final determination. If the formal documentation is appropriate, the ADVA Assistant Director or Veterans Home Administrator will prepare it.
- b. Veterans Affairs Division:
 - 1) The Supervisor will submit documentation of infraction to the ADVA Assistant Director.
 - 2) The ADVA Assistant Director will review all documentation, investigate and submit to Human Resources.
 - 3) Human Resources will investigate the incident or series of incidents and reporting findings back to the ADVA Assistant Director.
 - 4) ADVA Assistant Director will make a written recommendation to the ADVA Director stating why a disciplinary memorandum is necessary.
 - 5) The ADVA Director will make a final determination. If the formal documentation is appropriate, the ADVA Director or his designee will prepare it.

c. Arkansas State Veterans' Cemetery and Arkansas State Veterans' Cemetery at Birdeye Division:

- 1) The Cemetery Manager will submit documentation of infraction to Human Resources.
- 2) Human Resources will investigate the incident or series of incidents and report finding back to the ADVA Assistant Director.
- 2) The ADVA Assistant Director will review all documentation; investigate the incident or series of incidents and report findings to the ADVA Director.
- 4) The ADVA Director will make a final determination. If the formal documentation is appropriate, the ADVA Director or his designee will prepare it.

6. CORRECTIVE ACTION PLAN: The Corrective Action plan includes the expected behavior, the items to be retrained on, and the resources to help the employee. The supervisor will meet with the employee and administer the disciplinary action. All forms must obtain signatures. Upon completion of the disciplinary action form, a Correction Action Plan (CAP) will be created. When suspension is issued, a CAP will be created upon employees first day of return. CAP's must be sent to Human Resources to maintain in personnel file along with disciplinary action.

7. INQUIRIES: Questions may be directed to the Human Resources Analyst or the Human Resources Specialist at 501-992-0190 through customary channels.

8. SUPERSESSION: This procedure supersedes Disciplinary Rules and Procedures, Employee and Disciplinary Action Guidelines for Supervisors, October 6, 2004, in their entirety.

9. FORMS PRESCRIBED: ADVA Form 72 - Employee File Notes
ADVA Form HR Disciplinary Action Form
ADVA Corrective Action Form

By:

Matt Snead
Director

Distribution:

- a. ADVAP 2-1 with Attachments: D, F, N.
- b. ADVAP 2-1 Attachment 2, Section II only: A.