



STATE OF ARKANSAS

Department of Veterans Affairs
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Asa Hutchinson
Governor

Matt Snead
Director

PERSONNEL

ADVAP 2-13

January 1, 2012

Scheduling Employees

1. GENERAL: Employee work hours must comply with state directives, the Fair Labor Standards Act and their terms of employment. In addition, the Governor's Policy Directive (GPD-5), August 1988, Standards of Performance, will apply.

2. RESPONSIBILITIES:

Arkansas Department of Veterans Affairs - Claims Office.

- 1) Work hours are established at 7:30 a.m. until 4:00 p.m. These hours are directed to match those of the United States Department of Veterans Affairs, as required to provide veterans claims service.
- 2) Non-standard hours.
 - a) As required for special events such as Veterans Day and Memorial Day, will be provided to all affected employees no later than five (5) working days prior to such event.
 - b) Part time or modified work schedules may be prescribed to accommodate qualified employees with disabilities.

b. Arkansas Veterans Home and Fayetteville Veterans Home

- 1) Work requirements are established as 24 hours per day, seven (7) days per week in order to meet the requirements of operating a domiciliary/nursing care facility. Each employee is responsible for

reporting for duty in accordance with a posted schedule or meeting the regular business hours as established by the agency.

- 2) Each supervisor will post a schedule with the first and last names of each employee, the assigned work days and hours to work, for each two (2) week pay period. This schedule will be posted in the work area no less than five (5) days in advance of the beginning day of the schedule.
- 3) Once a schedule is made and posted, do not revise it by printing a new schedule, regardless of the change. Make all annotations to the schedule originally posted/distributed, to include drawing a line through a termination and writing in a new name and duty hour change.
- 4) Employees may be provided a copy of the schedule upon request, however the employee remains responsible for checking the posted schedule, daily, for any changes. Employees do not have the authority to change a schedule. An employee may not switch days with another employee without having the supervisor's approval and having the change made on the schedule. Emergency changes made in the absence of the supervisor must be approved by the administrator.
- 5) Supervisors will schedule days off, when possible, to accommodate an employee's leave request submitted prior to the development of the schedule.
- 6) Employees who are unable to provide advance notice for annual or sick leave are subject to having their desired leave changed to achieve the required staffing for their work area. Other employees may have schedules changed to meet work load requirements in the absence of regularly scheduled employees.
- 7) Supervisor will verbally notify employees as soon as possible when a schedule change is necessary and the posted schedule will be annotated to show the change.
- 8) Supervisor will provide the Administrator, the Administrative Specialist III (Arkansas Veterans Home), the Human Resources Specialist (Fayetteville Veterans Home) with schedules. When any change is made the Supervisor will annotate their copies on the day of occurrence or on the first working day after a weekend or holiday.

b. Arkansas State Veterans' Cemetery and Birdeye Cemetery

1) Operating hours are established at 7:30 a.m. until 4:00 p.m.

3. SUPERSESSION: This procedure supersedes, ADVAP 2-13, September 2, 2004, in its entirety.

4. FORMS PRESCRIBED:

- a. ADVA Form 47 – Nursing Scheduling Grid
- b. ADVA Form 48 - Scheduling Grid
- c. Daily Staffing Log (Attachment 1)

By:

Matt Snead
Director

DISTRIBUTION:

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