

DISCIPLINARY RULES AND PROCEDURES

To ADVA Employees:

The personal conduct of all Agency employees is a major factor in the proper and efficient delivery of ADVA services to all veterans, their dependents, and survivors, plus the Veterans Home residents, and in maintaining a good working environment. Fair and equitably administered disciplinary practices is a significant factor in the morale and productivity of Agency employees. Most employees perform their duties in a professional and efficient manner as well as conduct themselves in a manner which reflects credit upon themselves and the Agency. Unfortunately, however, some employees resort to unacceptable behavior requiring that disciplinary action be taken. It is for this reason that written disciplinary, rules and procedures are necessary in order to ensure that fair and impartial disciplinary action is taken on a consistent and nondiscriminatory basis when willful and inexcusable breaches of Agency rules, policies and procedures occur.

All employees have a right to know what can and cannot be done, their rights and privileges, and the consequences of unacceptable behavior and rule violations.

It is the purpose of the attached document to furnish you with relevant information concerning Agency disciplinary rules and procedures and the consequences of willful infractions and/or violations. You should familiarize yourself with these rules and procedures and discuss any questions you may have with your Supervisor.

Nathaniel (Nate) Todd
Director

The Agency Disciplinary Policy, Rules and Procedures have been discussed with me by my Supervisor and I have been given an opportunity to ask any questions I may have. I have also been furnished a copy of the disciplinary rules for my personal reference.

Employee Signature

Date

Supervisors Signature

Date