



STATE OF ARKANSAS

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PERSONNEL

ADVAP 2-1

October 5, 2018

Disciplinary Policies, Rules and Procedures

SUMMARY OF CHANGES: Change 1: Changes have been made to the following paragraphs:

- Para. 5. FORMAL DOCUMENTATION, ATTACHMENT 4: (rewritten)
- Para. 7. Added ADMINISTRATIVE LEAVE PENDING INVESTIGATION policy
- Para. 8. 9. 10. Renumbered
- Notes: Added Note 3 Explanation of illegal weapon
- Attachment 2, Class A Infraction
 - Para 1.a. Changed: (Unauthorized absence for two (2) days, forty-eight (48) hours).
Changed to (Unauthorized absence for ***more than*** two (2) days, forty-eight (48) hours).
 - Para 1.b. Deleted: Sleeping on Job (Security Personnel)
 - Para 1.c. Renumbered to Para 1.b.
- Attachment 2, Class B Infraction
 - Para 1. Deleted: Leave and Attendance and related
 - Para 1. Added: Failure to show for work.
- Attachment 2, Class C Infraction
 - Para 9. Added: Leave and Attendance and related
 - Para 10. Added: Unexcused Call-ins
 - NOTES: Added 5 Explanation of Call-in disciplinary actions
 - NOTES: Added 6 Leave and Attendance and related guidance

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. All Divisions:

- 1) The Supervisor will submit disciplinary action form and supporting documentation of infraction to the Administrator, Facility Manager, or Assistant Director for Veteran Services.
- 2) For infractions not resulting in loss of pay or termination:
 - a) the Administrator, Facility Manager, or Assistant Director for Veteran Services will review all documentation,
 - b) make the final determination, and
 - c) upon completion, submit all documentation to ADVA Human Resources.
 - d) Human Resources will file the documentation in the individual's personnel file.
- 3) For infractions resulting in potential loss of pay or termination:

- a) the Administrator, Facility Manager, or Assistant Director for Veteran Services will review for completeness, adherence to policy and consistency of discipline,
- b) make a recommendation for disciplinary action for the ADVA Deputy Director, and
- c) submit all disciplinary documents to ADVA Human Resources.
- d) The ADVA Human Resources will review documentation for completeness, adherence to policy and consistency of discipline. Upon completion, submit the completed package and recommendation to the ADVA Deputy Director.
- e) The ADVA Deputy Director will make a final determination.
- f) Human Resources will file the documentation in the individual's personnel file.

6. CORRECTIVE ACTION PLAN: The Corrective Action plan includes the expected behavior, the items to be retrained, 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. ADMINISTRATIVE LEAVE PENDING INVESTIGATION: ADVA reserves the right to place any employee on "Administrative Leave" pending the investigation or outcome of disciplinary actions. The duration of this action is unique to the situation as it may be dependent upon outcomes derived from external agencies. Any Administrative Leave due to an internal investigation may last no longer that 3 days without ADVA Deputy Director authorization.

8. INQUIRIES: Questions may be directed to Human Resources at 501-683-1386 or 501-683-2446.

9. SUPERSESSION: This procedure supersedes Disciplinary Rules and Procedures, Employee and Disciplinary Action Guidelines for Supervisors, August 1, 2013, in their entirety.

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

By:

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