



# STATE OF ARKANSAS

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**Asa Hutchinson**  
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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:**
  - Class C infraction's first step of disciplinary rules and procedures
  - Form is part of supporting documentation for next level of discipline

- a. Supervisors will:
  - 1) Ask themselves the questions on page 1 of Attachment 3 prior to recommending a disciplinary action.
  - 2) Complete Employee Files Notes form for Verbal Warnings. This is an informal document but should be written and delivered to employee in a professional manner.
  - 3) Review form with employee, obtain employee's signature, and retain original in Supervisor's files. Employee is entitled to a copy of the signed document.

5. FORMAL DOCUMENTATION, ATTACHMENT 4:

- a. All Divisions:
  - 1) The Supervisor will submit Notice of Disciplinary Action Form and supporting documentation of infraction to the Administrator, Facility Manager, Assistant Director for Veteran Services, or ADVA Chief of Staff.
    - a) Form must be completed by Supervisor providing as much detail as possible
    - b) Consequences of continued action should be clear and precise
  - 2) For infractions not resulting in loss of pay or termination:
    - a) the Administrator, Facility Manager, Assistant Director for Veteran Services, or ADVA Chief of Staff 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, Assistant Director for Veteran Services, or ADVA Chief of Staff will review for completeness, adherence to policy and consistency of discipline,
    - b) make a recommendation for disciplinary action for the Chief of Staff and,
    - c) 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 Chief of Staff.

d) The ADVA Chief of Staff will make a final determination.

e) Human Resources will file the documentation in the individual's personnel file.

6. 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 than 3 days without ADVA Chief of Staff authorization.

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

8. SUPERSESSION: This procedure supersedes Disciplinary Rules and Procedures, Employee and Disciplinary Action Guidelines for Supervisors October 11, 2018, in their entirety.

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

By:

Nathaniel (Nate) Todd  
Secretary