



ARKANSAS DEPARTMENT OF VETERANS AFFAIRS

501 Woodlane Drive, Suite 401N

Little Rock, AR 72201

SARAH HUCKABEE SANDERS
GOVERNOR

KENDALL W. PENN
RET. MAJOR GENERAL
SECRETARY

15 April 2023

MEMORANDUM FOR EMPLOYEES OF ARKANSAS DEPARTMENT OF VETERANS AFFAIRS

SUBJECT: Arkansas Department of Veterans Affairs (ADVA) Policy Rescission

1. ADVA Human Resources is responsible for the rescission of various agency policies and procedures in order to assist in the maintenance of an effective workplace.
2. This memorandum is a listing of current in-force policies and procedures that are hereby rescinded.
3. Point of contact for this memo is Melissa Butler at (501) 682-1954.

A handwritten signature in blue ink, appearing to read "K. W. Penn", is written over a light blue horizontal line.

KENDALL W. PENN
MAJOR GENERAL, Retired
SECRETARY

ARKANSAS DEPARTMENT OF VETERANS AFFAIRS
Rescinded Policies

The following policies and procedures are hereby rescinded effective April 12, 2023:

- **ADVA Employee Handbook**, dated May 1, 2020.
- **ADVAP 2-1, Disciplinary Policies, Rules, and Procedures**, dated May 1, 2020, to include all associated documents. See ADVA Uniform Discipline Policy dated 8 March 2023.
- **ADVAP 2-2, Employee Grievance Procedure and Dispute Resolution**, dated May 1, 2020, to include all associated documents. See OPM Policy #63, Grievances, and associated documents.
- **ADVAP 2-3, Time and Leave**, dated December 1, 2017, to include all associated documents.
- **ADVAP 2-4, Inclement Weather Policy**, dated December 1, 2015, to include all associated documents. See OPM Policy #53, Inclement Weather and ADVA Inclement Weather Policy, dated 15 April 2023.
- **ADVAP 2-5, Fair Labor Standards**, dated August 1, 2013. See OPM Policy #28, Overtime and Compensatory Time.
- **ADVAP 2-6, Personnel Records**, dated January 1, 2012, to include all associated documents. See OPM Policy #20, Record Retention.
- **ADVAP 2-7, Workers' Compensation Claims**, dated October 17, 2014, to include all associated documents. See OPM Policy #60, Workers' Compensation.
- **ADVAP 2-8, Smoking**, dated August 25, 2014. See OPM Policy #15, Drug and Smoke Free Workplace.
- **ADVAP 2-9, Sexual Harassment**, dated February 4, 2016, to include all associated documents. See ADVA EEO Policy and Complaint Procedures, dated 8 March 2023.
- **ADVAP 2-10, Employment Procedure**, dated April 1, 2017, to include all associated documents. See OPM Policy #04 through #13 for recruitment and hiring.
- **ADVAP 2-11, Resignation/Termination/Rehire/Reinstatement**, dated March 13, 2017, to include all associated documents. See OPM Policy #61 through 65 for retirement and termination.
- **ADVAP 2-12, New Employment Orientation**, dated December 1, 2013, to include all associated documents. See ADVA Probationary Period Policy dated 15 April 2023.

- **ADVAP 2-13, Scheduling Employees**, dated January 1, 2013, to include all associated documents.
- **ADVAP 2-14, Catastrophic Leave Bank Program**, dated February 22, 2017, to include all associated documents. See OPM Policy #47, Catastrophic Leave.
- **ADVAP 2-15, Drug Free Workplace**, dated August 1, 2013, to include all associated documents. See ADVA Drug and Alcohol Testing Policy dated 15 April 2023.
- **ADVAP 2-16, Family Medical Leave**, dated September 3, 2015, to include all associated documents. See OPM Policy #51, Family and Medical Leave Act (FMLA).
- **ADVAP 2-17, Performance, Goals, and Compensation System**, dated December 3, 2018. See ADVA Performance, Goals, and Compensation System Policy dated 27 March 2023.
- **ADVAP 2-18, Attorney General's Opinion**, dated January 1, 2012. See A.C.A. §25-1-101, et. seq., or ADVA Compliance Manager.
- **ADVAP 2-19, Arkansas Whistle Blower's Act**, dated July 6, 2015, to include all associated documents. See OPM Policy #22, Whistle-Blower Protection, or A.C.A. §21-1-601, et. seq.
- **ADVAP 2-20, Anti-Fraud and Code of Ethics Policy**, dated July 1, 2015, to include all associated documents. See ADVA Code of Ethics dated 15 April 2023 and ADVA Theft and Anti-Fraud Policy, dated 15 April 2023.
- **ADVAP 2-22, Internet, Email, General Computer, and Cell Phone Use**, dated May 1, 2016.
- **ADVAP 2-23, Criminal Background Check Policy**, dated February 8, 2017. See ADVA Employee Background Checks, dated 15 April 2023.
- **ADVAP 2-24, Personal Appearance/Dress Code Policy**, dated August 1, 2013. See ADVA Dress Code Policy, dated 15 April 2023.
- **ADVAP 2-25, Writ of Garnishment Policy**, dated January 1, 2012, to include all associated documents.
- **ADVAP 2-27, Internship Policy and Procedure**, dated December 1, 2017.
- **ADVAP 2-28, Handling Service of Process**, dated October 16, 2015.
- **Fiscal – Agency Travel Policy.**