



# STATE OF ARKANSAS

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## PERSONNEL

ADVAP 2-12

December 1, 2013

### **New Employee Orientation**

1. **GENERAL:** This procedure ensures that each employee has completed all necessary processing to meet federal, state and department requirements, has received all required briefing and handouts and is oriented/trained as to his/her specific duties and responsibilities.
2. **RESPONSIBILITIES:**
  - a. The Human Resource Analyst or the Human Resource Specialist, ADVA, will brief each new Veterans Affairs Division employee on personnel policies and will provide copies to the employee. The Human Resource Analyst or the Human Resource Specialist will obtain required signatures and file documentation in the employee's personnel file. The Human Resource Analyst or the Human Resource Specialist will provide the employee with an orientation book for personal records as well as copies of all signed documents.
  - b. The Human Resource Analyst or the Human Resource Specialist, ADVA, will discuss group health and life insurance, insurance available through Arkansas State Employees Association (ASEA), and any other miscellaneous deductions. The Human Resources Analyst or the Human Resources Specialist will assist in completion of forms, or verify information on the form. The Human Resource Analyst will enroll new employees. All EBD forms will be completed by the employee and mailed directly to EBD.
  - c. The ADVA section supervisors will brief on job duties, performance evaluations, and do the section orientation.
  - d. The Administrative Specialist III, Arkansas Veterans Home (AVH), and the Human Resources Specialist (FVH) will obtain payroll information, establish and maintain a personnel file and a performance evaluation file.

- e. The Veterans Home Supervisors will brief new employees on job duties, performance evaluations, and do the section orientation.
3. All ADVA Employee Orientation. Each new employee will:
- a. Be advised that they are on probation for six (6) months and will receive a three (3) month evaluation; may be separated without right of appeal or hearing, and except in case of alleged discrimination, at any time during this period.
  - b. Receive orientation of written procedures, job duties and responsibilities within first two (2) weeks of employment.
  - c. Receive training from direct supervisor on policies and procedures.
  - d. Be advised their signatures are for record and serve as proof of orientation and if they have questions about anything they do not understand, they must address questions to supervisor.
  - e. Be advised that the state employee retirement plan, Arkansas Public Employees Retirement System (APERS), is a contributory plan. To be vested in retirement, an employee must have five (5) years of service.
  - f. Performance evaluations are conducted annually at the latest date of hire and they are to help employees know clearly what their job duties are and what their supervisor expects from them.
  - g. Be advised that ADVA employees are to report all work related injuries to the supervisor on duty as soon as possible after its occurrence
  - h. Be advised that the department has a grievance procedure which will be discussed at the completion of the probationary period and a copy will be provided to the employee.
  - i. Be advised that discrimination of any employee based upon race, creed, religion, national origin, age, sex, or gender shall constitute grounds for dismissal.
  - j. Be advised that an employee must have been employed by the state for one (1) year, and have worked 1250 hours during the 12 month period preceding leave time, to be eligible for the Family Medical Leave Act. A copy of this procedure, ADVAP 2-16, will be given to a new employee at the completion of one (1) year of employment.
  - k. Be advised that to be eligible for catastrophic leave, an employee must have been employed by the state for at least two (2) years and not have been disciplined or counseled for leave abuse in the previous two (2) years. A copy of the Catastrophic Leave Procedure, ADVAP 2-14, will be given to a new employee at the completion of two (2) years employment.

4. ORIENTATION: The following appropriate forms will need to be completed for each new employee:
  - a. Code of Ethics
  - b. Internet, Email, and Computer Use
  - c. Whistle Blower Acknowledgment
  - d. HIPPA
  - e. Orientation Checklist
  - f. Signed Performance Evaluation
  - g. Receipt of handbook
  - h. AR4EC, W4
  - i. Bank detail with voided check
  - j. APERS enrollment
  - k. Minnesota Life enrollment
  - l. Drug Free Acknowledgment
  - m. Disciplinary rules
5. SUPERSESSION: This procedure supersedes, ADVAP 2-12, March 29, 2004, in its entirety.
6. FORMS PRESCRIBED:
  - a. ADVA Form 65, ADVA EMPLOYEE ORIENTATION
  - b. AVH Form 73, WORKPLACE ORIENTATION

By:

Nathaniel (Nate) Todd  
Director

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