



ARKANSAS DEPARTMENT OF VETERANS AFFAIRS

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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) Employee Probation Period Policy

1. ADVA Human Resources is responsible for the creation, revision, and dissemination of agency policies and procedures in order to assist in the maintenance of an effective workplace.
2. This memorandum is intended to provide an update to the ADVA New Employment Orientation policy and is applicable to all ADVA employees. This policy shall remain in effect until revoked or superseded.
3. Point of contact for this memo is Melissa Butler at (501) 682-1954.

A handwritten signature in blue ink, appearing to read "Kendall W. Penn".

KENDALL W. PENN
MAJOR GENERAL, Retired
SECRETARY

ARKANSAS DEPARTMENT OF VETERANS AFFAIRS
Employee Probation Policy

I. PURPOSE:

The following shall establish and set forth the Arkansas Department of Veterans Affairs (ADVA) standard probationary periods for new hire and established employees.

II. POLICY:

All new employees shall be placed on a six (6) month probationary period with the option to extend an additional three (3) months at the discretion of the supervisor.

An employee who has transferred, been promoted, or demoted into a new position shall be placed on a three (3) month probationary period with an option of a three (3) month extension at the discretion of the supervisor.

Upon administration of disciplinary action, employees may be placed on a six (6) month disciplinary probation period with an option of a three (3) month extension at the discretion of the supervisor.

The state of Arkansas recognizes the doctrine of "employment at will" and termination of employment may occur at any time during the employment period, with or without cause. Successful completion of a probationary period is not intended to establish a contract of employment, express or implied, between any employee and ADVA.

No employee shall be eligible to apply for another position within ADVA during an active probationary period.

III. ADVA RESPONSIBILITIES:

Under this policy, ADVA supervisory and management staff shall be responsible for setting forth and documenting clear performance standards and expectations, to include a functional job description issued upon hire. Supervisory and management staff shall also conduct and document regular meetings to discuss performance with the employee to ensure that issues are addressed in a timely manner.

Failure to comply with any portion of this policy may result in disciplinary action up to and including termination.