



ARKANSAS DEPARTMENT OF THE MILITARY
OFFICE OF THE ADJUTANT GENERAL
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ASA HUTCHINSON
GOVERNOR

KENDALL W. PENN
MAJOR GENERAL
THE ADJUTANT GENERAL

NGAR-DOTM

23 August 2019

MEMORANDUM FOR DEPARTMENT OF THE MILITARY (DOTM) STATE EMPLOYEES

SUBJECT: Department of the Military (DOTM) Policy 45-2019 Arkansas Administrative Statewide Information Systems (AASIS) Termination Codes Policy

1. The Department of the Military (DOTM) Human Resources unit is responsible for the creation, updating, revision and dissemination of state policies and procedures. These policies and procedures assist the department in maintaining a competent workforce.
2. This policy establishes DOTM AASIS Termination Codes, definitions and procedures regarding the departments' reasons for terminations, these codes are applicable to all DOTM State employees. Separation from DOTM employment, whether voluntary or involuntary, will be handled in a responsible manner by all individuals involved.
3. Point of contact for this memorandum is Scott Stanger at (501) 212-5167.

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

KENDALL W. PENN
Major General
The Adjutant General

Encl.
Department of the Military (AASIS) Termination Codes Policy

NGAR-DOTM

SUBJECT: Department of the Military (DOTM) Policy)45-2019 AASIS Termination Codes Policy

TERMINATION CODES		REASONS
Action	Name of Reason for Action	Code Z5
01	Voluntary	Used when an employee voluntarily terminates employment.
02	Involuntary	Ineligible for re-employment with AMD for a period of two (2) years
03	Seasonal/Temporary	Used when an employee occupies a Seasonal/Temporary position and is terminated
04	No Reason Given	Used when an employee does not submit any reason for termination.
05	Management Conflict	Used when the employee indicates termination was due to a conflict with management.
06	Probationary Period	Used when an employee is terminated during his/her probationary period.
07	Career Opportunity	Used when the employee indicates termination was due to a career opportunity.
08	Military	Used when the employee indicates termination was due to military reasons.
09	Health Reasons – Self	Used when the employee indicates termination was due to health reasons related to themselves.
10	Health Reasons – Family	Used when the employee indicates termination was due to health reasons related to a family member.
11	Education/Retraining	Used when the employee indicates termination was due to education/retraining purposes.
12	Relocation	Used when the employee indicates termination was due to relocation.
13	Non-Participating Agency	New employment in a non-participating agency
14	Limited Advancement	Used when the employee indicates termination.
15	Insufficient Pay or Benefits	Used when the employee indicates termination was due to insufficient pay or benefits.
16	Working Conditions	Used when the employee indicates termination was due to working conditions.
17	Unsatisfactory Job Performance	When employees has unsatisfactorily performed his/her job duties.
18	Non-Reappointment	Employee not re-appointed to his/her position
19	Death of Employee	Used when an employee expires.
20	Reduction in Force (RIF)	Used when Reduction in Force Occurs
21	Gross Misconduct	Permanently ineligible for re-employment with AMD.
22	Decline Job Offer	Employee does not take the job
23	Reorganization	Position ended due to reorganization of the agency
Action	Name of Reason for Action	Code Z7
01	Retirement	Used when an employee indicates their retirement.
02	Early Retirement	Used when an employee indicates early retirement as a reason for termination.