



Human Resources and Administrative Policy

In order to establish DNR administrative policy, the Department of Natural Resources, Office of Human Resources and Office of Administrative Services will periodically issue and revise Standard Operating Procedures (SOPs). SOPs will contain the Department policy on each subject as well as the procedures necessary to implement the policy.

SOPs are based on applicable State of Georgia and federal laws, regulations, policies, as well as State Personnel Board Rules and other guidance and are binding on each Division and all DNR employees. Any limited applicability will be noted in the SOP. All DNR employees are required to read, acknowledge, and adhere to the requirements of each SOP. Failure to follow SOPs may result in disciplinary action, up to and including dismissal.

As SOPs are issued, they will supersede previous DNR policies, procedures and formal guidance on the same Administrative or Human Resources subject.

Variance Requests:

Division Directors (other than the EPD Director) may choose to supplement official SOPs with Division-specific procedural guidance. However, Division Directors are required to submit any variances/supplements to SOPs to the Human Resources Director or Director of Administrative Services, as applicable for review and approval prior to issuance. The EPD Director will provide information on any variance in that Division to the Human Resources Director or to the Director of Administrative Services, as applicable prior to the issuance of the variance.

Acknowledgement:

Each agency employee must read and sign a *DNR Acknowledgement Statement for Human Resources and Administrative Services Standard Operating Procedures*. New employees will sign the document as part of the hiring package at the time of hire. Current employees will sign the document periodically as directed. The acknowledgement statement confirms that each employee has read and understands all applicable DNR SOPs. The signed statement will be kept in the employee's official personnel file.

A handwritten signature in blue ink, appearing to read "Mark Williams", written over a horizontal line.

Mark Williams, Commissioner
April 1, 2017

A handwritten signature in blue ink, appearing to read "Richard Dunn", written over a horizontal line.

Richard Dunn, EPD Director
April 1, 2017