



**Office of Human Resources
Standard Operating Procedure
HR SOP #804**

Subject: Personnel/Position Actions

Effective Date: August 16, 2018

Policy Statement:

All Department of Natural Resources personnel/position actions will be accomplished using the *Personnel/Position Action Request Form* (Attachment 1) in accordance with this procedure.

Definitions:

Action/Reason Code Manual: Manual that describes the appropriate uses of and combinations of action codes and reason codes for accurate recording in TeamWorks. See the DNR intranet at <http://dnrintranet.org/sites/default/files/dnrnet/pdf/AR%20code%20manual.pdf>.

Appointing Authority: The Appointing Authority for DNR is the Commissioner. For the Environmental Protection Division, it is the Director. The Department Deputy Commissioner(s) or the Human Resources Director may be designated as the Appointing Authority in certain situations.

Position Information Form (PIF): Provides specific information about a position, such as the job to which it is assigned, the responsibilities of the position and the number and type of subordinates assigned to the position.

Procedure:

Completing a Personnel/Position Action Request:

Forms:

All personnel/position action requests will be submitted in a timely manner using the *Personnel/Position Action Request Form (PAR)*, (Attachment 1). The PAR should be completed in accordance with the *Personnel/Position Action Request Instructions* (Attachment 2). The instructions provide detailed information regarding each of the data fields required on the PAR.

Reference Documents:

Use of PAR reference documents may be required to complete several of the data fields on the PAR. The following is a list of reference documents that are needed to complete personnel and position actions that are available on the DNR intranet at <http://dnrintranet.org/hr/position-action-request>.

- *Action Reason Code Manual*: For completion of the Action/Reason Code data field in Section 2 of the PAR reflecting the type of employee or position action being recorded.
- *Department Number List*: For completion of the data field in Section 3 of the PAR reflecting the department number assigned to the position.
- *County Code List*: For completion of the data field in Section 3 of the PAR reflecting the county location of the position.
- *Mail Drop ID List*: For completion of the data field in Section 3 of the PAR reflecting the maildrop ID of the position.
- *Salaried Job Code Reference Document*: For completion of the data fields in Section 3 of the PAR listing the Official Job Code, Job Title, Pay Grade and DNR entry salary rate of a position or incumbent.
- *Statewide Pay Scale and Law Enforcement Pay Scale*: These are general references providing information about pay grade minimums, market averages, and maximums. However, the entry pay rate for full-time jobs used by DNR may be found in the *Salaried Job Code Reference Document*.
- *Hourly Job Code Reference Document*: For completion of the data fields in Section 3 of the PAR listing the official Job Code, Job Title, Pay Grade and DNR entry salary of a position or incumbent.

Additional resources include:

TeamWorks: TeamWorks system itself provides the information regarding employees, jobs and position data that is required for personnel/position actions.

The Employee Position Budget Status Report (EPBS): A semi-monthly report listing position and incumbent data that is electronically distributed to each division by the DNR Office of Human Resources (OHR).

Documentation:

To be processed, documents supporting the request must be attached to the PAR. Typically required documentation is a before action and an after action organization chart, a memo justifying the personnel/position action, etc. All **position** actions (those with a POS action code) require a *Position Information Form (PIF) (Attachment 3)*. Incomplete PARs, or those without all required documentation, will be delayed until the required information is submitted. Details regarding the documentation requirements for various types of personnel/position actions are located on the agency intranet at <http://dnrintranet.org/hr/position-action-request>.

Effective Dates:

With limited exceptions, personnel/position actions will be effective on the 1st or the 16th of the month. Exceptions include but are not limited to hourly hires and some termination, leave and disciplinary actions. Division HR representatives must be aware of payroll Confirm dates to ensure that Personnel/Position Actions regarding full-time employees/positions are submitted through their chain-of-command to allow time for OHR to process the request for the requested effective date. All personnel/position actions must be received by OHR at least 5 business days

prior to the requested effective date. See Hire/Rehire section below for information about effective dates for part-time hires.

NOTE: Considering that review, analysis and approval must be completed prior to processing, the effective date listed on the PAR should be considered tentative until the division is notified by the Human Resources Director of the approval of the request.

Receipt and Approval:

All PARs submitted from the Divisions must be signed by the Division Director and forwarded to OHR for processing. All personnel/position actions received by OHR are logged into a database. Field HR representatives may contact OHR to verify the receipt and progress of submitted personnel/position actions. The DNR Human Resources Director will notify the Division Director and Division HR Representative of approval of full-time new hires, promotions, salary increases, and/or transfers. However, Division HR Representatives must monitor TeamWorks for approval of other types of PARs.

NOTE: Position actions will not be entered into TeamWorks until after the official effective date but prior to the payroll cutoff for that effective date which is *approximately* 6 days after the effective date.

Position Actions:

A position action is a request to establish a position or modify the data associated with a position. The following is a discussion of general requirements of common and most frequently processed position actions. Several types of position actions may be accomplished for the same effective date on the same PAR.

NOTE: Not all position actions are addressed in this procedure. Refer to the *Action/Reason Code Manual* or consult OHR for information regarding position action types that are not listed.

Job Change:

This action is used to change the assignment of a vacant position to a different job code, OR to change the assignment of a filled position to a different job code on the same pay grade.

To initiate the action:

- The Division should complete a PAR;
- Propose an appropriate job title for the position;
- Prior to submission of the job change action, the Division may choose to consult OHR regarding an appropriate job title;
- Division management must ensure that the incumbent meets the minimum qualifications of the recommended job;
- Make a note of this decision in the Comments section of the PAR; and
- Include a copy of the incumbent's application with the PAR.

A *Position Information Form* (PIF) must be submitted with a job change action. The PIF provides specific information about the position used by OHR to make a determination about the proper classification and FLSA status of a position.

The correct action/reason code for a job change is POS/JCG (Position/Job Change).

Promotion:

This action is used to change the assignment of a filled position to a different job that is on a higher pay grade.

To initiate the action:

- The Division should complete a PAR;
- Propose an appropriate job title for the position;
- Prior to submission of the job change action, consultation may be required between division management and OHR;
- Division management must ensure that the incumbent meets the minimum qualifications of the recommended job;
- Make a note of this decision in the Comments section of the PAR; and
- Include a copy of the incumbent's application with the PAR.

The correct action/reason code for this action is POS/PRO (Position/Promotion). Use of this code indicates that the employee is promoted on his current position.

A PIF must be submitted with a promotion action.

Upon promotion the incumbent typically receives a salary increase of 10%. The salary upon promotion must be an amount that is within the pay range of the new job. If the promotion is processed without a salary increase or an increase of less than 5%, the employee must agree in writing to a promotion with a salary increase of less than 5% or without a salary increase. See *Promotion with Less Than a 5% Salary Increase Memo (Attachment 4)*. Send this memo to OHR to be retained in the employee's personnel file. Note: DNR typically provides a 10% increase upon promotion.

Department Number Change:

This action is processed to reflect the movement of a position from one department number/organization number to another.

To initiate the action, the Division should complete a PAR. The correct action/reason code is POS/DNC (Position/Department Number Change). A PIF must be submitted with a department number change.

Position Data Update:

This action is processed to update a variety of miscellaneous position data. Use this action when changing the follow data:

- Zip Code Change: Used when the position is assigned to another physical location with a different ZIP code.
- County Code Change: Used when the position is assigned to another physical location in a different county.
- Mail Drop ID Change: Used when the position is assigned to another location with a different assigned maildrop ID.
- Reports To Change: Used when the position is changing supervisors and will be reporting to a different employee.
- Drug Test Indicator: Used when the position requires, or no longer requires, drug testing (e.g., The incumbent acquires a CDL for use on the job.).

To initiate the action, the division should complete a PAR. The correct action/reason code for all of the above is POS/UPD (Position/Position Data Update).

A PIF must be submitted with a position data update.

Create New Position:

This action is used to create a new position in TeamWorks.

The Division Director must obtain approval from the Budget Office that the new position is already, or will be, funded. Make a note of this in the Comments section of the PAR.

Once funding is assured, to initiate the action, the Division must complete a PAR and propose an appropriate job for the position. OHR may be consulted for assistance.

The correct action/reason code is POS/NEW (Position/ New Position).

Position numbers for new positions are generated by TeamWorks. An OHR representative will notify the division of the new position number.

A PIF must be submitted with a personnel action to create a new position.

Demotion Actions:

Voluntary Demotion:

This action is used to change the assignment of the employee's current position to a different job on a lower pay grade. This action is voluntarily requested by the employee.

Typically, the employee or Division managers propose the voluntary demotion. The requested job title must be appropriate for the agency/section and staffing pattern. The Appointing Authority may approve or reject the request for a voluntary demotion.

To initiate the action:

- The Division should complete a PAR;
- Prior to submission of the job change action, consultation may be required between division management and OHR;

- Division management must ensure that the incumbent meets the minimum qualifications of the recommended job;
- Make a note of this decision in the Comments section of the PAR; and
- Include a copy of the incumbent's application with the PAR.

The employee must sign a written statement requesting a voluntary demotion, identifying the new job and acknowledging the specific amount of the reduction in pay. A copy of this statement must be attached to the PAR. See the *Voluntary Demotion Memo* (Attachment 5).

A demotion may include a salary reduction. The salary after demotion must not be higher than the salary before demotion and must fit in the pay range of the new job. A salary reduction should be determined in accordance with guidance provided in HR SOP #801, *Salary Guidelines*.

The correct action/reason code is POS/VDM (Position/Voluntary Demotion).

Involuntary or Disciplinary Demotion:

This action is used to change the assignment of the employee's current position to a different job on a lower pay grade.

POS/IDM (Position/Involuntary Demotion) is the correct action reason code to use to demote an employee to meet the needs of the agency.

POS/DDM (Position/Disciplinary Demotion) is the correct action reason code to use to demote an employee as a result of a disciplinary action.

To initiate the action:

- The Division should complete a PAR;
- Prior to submission of a demotion, the Division must propose an appropriate job title for the employee;
- Prior to submitting a disciplinary demotion, consultation between division management and OHR may be necessary, this action must be approved by the Appointing Authority;
- Division management must ensure that the incumbent meets the minimum qualifications of the recommended job;
- Make a note of this decision in the Comments section of the PAR; and
- Include a copy of the incumbent's application with the PAR.

A demotion for disciplinary purposes requires a salary reduction of at least 5%. A copy of the adverse action must be attached to the PAR. See HR SOP #403, *Employee Discipline* for additional information regarding demotions and adverse actions. The appropriate action reason code is PAY/RED (PAY/Salary Reduction).

Personnel Actions:

A personnel action is a request to modify personnel data associated with an employee. The following is a discussion of general requirements of common personnel actions. Frequently

several types of personnel actions may be accomplished for the same effective date on the same PAR.

NOTE: Not all personnel actions are discussed here. Refer to the *Action/Reason Code Manual* or consult OHR for information regarding action types that are not listed.

Hire and Rehire Actions:

The hire action is for hiring a full-time or part-time employee. The rehire action is for rehiring a full-time or part-time employee.

New hires must complete the hire package documents. Three new hire packages are available. A unique hire package is provided for full-time, part-time and POST law enforcement employees on the DNR intranet at http://dnrintranet.org/hr/hiring_packages.

To initiate the action, the division should complete a PAR. The correct action/reason code for hiring full-time employees, part-time 29-hour employees and co-op employees is HIR/APP. (Hire/Appointment). The correct action/reason code to rehire these employees is REH/REH (Rehire/Rehire).

The correct action/reason code for hiring a part-time seasonal employee is HIR/ATL (Hire/Appointment Time Limited). Seasonal employees are limited to 168 calendar days of employment. The correct action/reason code to rehire seasonal employees is REH/ATL (Rehire/Appointment Time Limited).

Since part-time employees do not require approval from the Appointing Authority and are paid on a two-week lag, the hire or rehire PAR for a part-time employee must be received by OHR within a week of the employment start date.

Promotion:

This action is used when an employee is selected to fill a different position in a job on a higher pay grade.

The correct action/reason code for this action is PRO/PRO (Promotion/Promotion).

To initiate the action:

- The Division should complete a PAR;
- Division management must ensure that the incumbent meets the minimum qualifications of the recommended job;
- Make a note of this decision in the Comments section of the PAR; and
- Include a copy of the incumbent's application with the PAR.

Upon promotion, the incumbent typically receives a salary increase of 5% or more. The salary upon promotion must be an amount that is within the pay range of the new job. If the promotion is processed without a salary increase or an increase of less than 5%, the employee must agree in writing to a promotion with a salary increase of less than 5% or without a salary increase. See the *Promotion with Less Than a 5% Salary Increase Memo* (Attachment 4). Send this memo to OHR to be retained in the employee's personnel file. Note: DNR typically provides a 10% increase upon promotion.

If a classified employee accepts and is promoted to a position that is unclassified, the employee must sign the *Classified to Unclassified Acknowledgement Statement* (Attachment 6).

Termination Actions:

Termination actions are used for separating full-time or part-time employees from employment.

To initiate the action, the Division must complete a PAR with the effective date being the first full day out of pay status. Termination actions use the TER (Termination) action code; however, there are many associated reason codes.

Division Human Resources Representatives must ensure that an accurate termination reason code reflecting the specific reason for the termination is used on the PAR.

Human Resources Representatives:

- Should review the termination code table that is part of the Separation Checklist that is located on the agency intranet at <http://dnrintranet.org/hr/separations>;
- Should determine the accurate termination reason through discussion with the employee; and
- Should **not** simply use the standard default action reason code TER/RES (Termination/Resignation) unless it is applicable.

Associated documents supporting the termination must be attached to the PAR. These documents include but are not limited to:

- A copy of the separation checklist;
- A resignation letter;
- A copy of the DOL-800;
- A retirement refund application;
- Final Clearance Form; and
- The last timesheet for part-time employees.

NOTE: Human Resources Representatives must complete the Separation Checklist, Final Clearance Form, and DOL-800 for each terminated employee and direct the employee to complete the agency exit questionnaire. See <http://dnrintranet.org/hr/separations> for additional information regarding HR representatives' responsibilities regarding separation.

Division Human Resources Representatives must notify OHR immediately upon the termination of a full-time employee via email and/or a working copy of the termination PAR. A delay in notification could result in the employee being overpaid. Send the PAR and associated termination documents to OHR as soon as possible after the employee's last day of work.

Note: Involuntary terminations of a full time employee must be approved by the Appointing Authority;

Pay Actions:

This type of action is used to change an employee's rate of pay. To initiate the action, the division must complete a PAR.

There are many reason codes associated with pay actions. The two most commonly used are INC (Salary Increase) and RTE (Hourly Rate Change). In most cases, PAY/INC is the correct action reason code to use when increasing the pay of a full-time employee. PAY/RTE is the correct code to use when increasing the hourly pay rate of a part-time employee.

Salary increases for full-time employees must conform to guidance provided in HR SOP #801, *Salary Guidelines*. Pay rate changes for part-time employees are determined by the Division Director.

Leave Actions:

This type of action places employees on unpaid leave for a variety of reasons. To initiate an action, the division must complete a PAR.

The correct action code to use for:

- Leave Without Pay is LOA (Leave of Absence). See HR SOP #605, *Leave Without Pay* for information regarding the various types of leave without pay.
- Family and Medical Leave is LOA/FML (Leave of Absence/Family Medical Leave). See HR SOP #608, *Family and Medical Leave* for more information.
- Military Leave is LOA/MIL (Leave of Absence/Military Leave). See HR SOP #604, *Military Leave* for additional information.
- Returning an employee from leave is RFL/RFL (Return From Leave/Return From Leave).

Transfer Actions:

This type of action moves an employee in or out of a state agency or laterally within the agency to a position on the same paygrade.

To initiate the action, the division must complete a PAR. The correct action code for transfer is XFR (Transfer). There are several reason codes. Refer to the Action/Reason Code Manual for additional information.

Division management must ensure that the employee meets the minimum qualifications of the recommended job when the employee is transferring into or within the agency. Make a note of this decision in the Comments section of the PAR. A copy of the incumbent's application must be included with the PAR.

NOTE: It is important that leave keepers ensure that leave balances are up to date for those employees transferring out to another State of Georgia agency so that their balances will accurately transfer to the agency. Division HR representatives will be asked to certify the leave balances upon transfer.

If a classified employee accepts and is transferred to a position that is unclassified, the employee must sign the *Classified to Unclassified Acknowledgement Statement (Attachment 6)*.

Demotion Actions:

Voluntary Demotion:

This action is used to change the assignment of a filled position to a different position on a lower pay grade. This action is voluntarily requested by the employee.

Typically the employee or Division managers propose the voluntary demotion. The requested job title must be appropriate for the agency/section and staffing pattern. The Appointing Authority may approve or reject the request for a voluntary demotion.

To initiate the action:

- The Division should complete a PAR;
- Division management must ensure that the incumbent meets the minimum qualifications of the recommended job;
- Make a note of this decision in the Comments section of the PAR; and
- Include a copy of the incumbent's application with the PAR.

The employee must sign a written statement requesting a voluntary demotion, identifying the new job and acknowledging the specific amount of the reduction in pay. A copy of this statement must be attached to the PAR. See *Voluntary Demotion Statement (Attachment 4)*.

A demotion may include a salary reduction. The salary after demotion must not be higher than the salary before demotion and must fit in the pay range of the new job. A salary reduction should be determined in accordance with guidance provided in HR SOP #801, *Salary Guidelines*.

The correct action/reason code is DEM/VDM (Demotion/Voluntary Demotion).

If a classified employee voluntarily demotes to a position that is unclassified, the employee must sign *Classified to Unclassified Acknowledgement Statement (Attachment 6)*.

Involuntary or Disciplinary Demotion:

This action is used to demote an employee to a different position on a lower paygrade.

DEM/IDM (Demotion/Involuntary Demotion) is the correct action reason code to use to demote an employee to meet the needs of the agency.

DEM/DDM (Demotion/Disciplinary Demotion) is the correct action reason code to use to demote an employee as a result of a disciplinary action.

To initiate the action:

- The Division should complete a PAR;
- Prior to submission of a demotion, the Division must propose an appropriate job title for the employee;

- Prior to submitting a disciplinary demotion, consultation between division management and OHR may be necessary; this action must be approved by the Appointing Authority;
- Division management must ensure that the incumbent meets the minimum qualifications of the recommended job;
- Make a note of this decision in the Comments section of the PAR; and
- Include a copy of the incumbent's application with the PAR.

A demotion for disciplinary purposes requires a salary reduction of at least 5%. A copy of the adverse action must be attached to the PAR. See HR SOP #403, *Employee Discipline* for additional information regarding demotions and adverse actions. The appropriate action reason code is PAY/RED (Pay/Salary Reduction).

Do not involuntarily demote a classified employee to an unclassified position.

Attachments:

Attachment 1 – *Personnel/Position Action Request Form (PAR)*

Attachment 2 – *Personnel/Position Action Request Instructions*

Attachment 3 – *Position Information Form (PIF)*

Attachment 4 – *Promotion with Less Than a 5% Salary Increase Memo*

Attachment 5 – *Voluntary Demotion Memo*

Attachment 6 – *Classified to Unclassified Acknowledgement Statement*