
From: Human Resources News
Sent: Thursday, March 01, 2018 7:47 AM
To: DNRandEPDDL
Subject: Additions/Updates to Human Resources Standard Operating Procedures

In an effort to more efficiently and logically categorize the Standard Operating Procedures, the Office of Human Resources has modified the numbering system of the SOPs. A cross-reference list of the new numbers and old numbers is included at the end of this email.

The following updates have been made to DNR Human Resources Standard Operating Procedures and are effective March 1, 2018. These changes are reflected on the DNR Intranet at <http://dnrintranet.org/hr/standard-operating-procedures>.

Updated Standard Operating Procedures:

- **SOP HR000 – SOP Table of Contents – Updated to reflect the current changes.**
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- **SOP HR101– Filling a Vacant Full-Time Position (previously HR004-A)**
 - Definitions updated;
 - Added headings for clarity;
 - Updated internal announcements;
 - Applicants for POST Certified positions are required to disclose criminal history on the POST Certified Application;
 - Updated second interviews;
 - Updated reference checks;
 - Added providing employment references; and
 - The biggest change to this SOP is the process when a criminal background check shows a criminal conviction. Those involved in the hiring process should note the process change.

Attachments were updated to include revisions to Attachments 13 and 14 and the addition of three attachments.

- **SOP HR102– Filling a Vacant Part-Time Position (previously HR004-B)**
 - Definitions updated;
 - Applicants who provide false information for background checks are given no further consideration;
 - Undated reference checks; and
 - The biggest change to this SOP is the process when a criminal background check shows a criminal conviction. Those involved in the hiring process should note the process change.

Attachments were updated to include revisions to Attachments 3, 4 and 6 and the addition of two attachments.

- **SOP HR401 – Employee Conduct – (previously HR025) This SOP has been expanded to provide more guidance.**
 - Policy statement updated;
 - General prohibitions added;
 - Verbally abusing others and make false statement about others is prohibited;

- o Information added on attendance, secondary employment, nepotism, using IT resources, equal employment opportunity, harassment, social media, safety, pets and working/service animals in the office.

- SOP HR404 – **Appropriate Use of Information Technology Resources** – (previously HR005) The Personally Owned Devices section was updated.

Note: All DNR employees are personally responsible for being knowledgeable of and complying with the requirements of all Standard Operating Procedures. Thank you.

SOP Re-numbering Cross-Reference		
Table of Contents (000 series)		
Current Number	Current Title	Proposed Number
HR000	SOPs Table of Contents	HR000
Selection and Hiring (100 Series)		
Current Number	Current Title	Proposed Number
HR004-A	Filling a Vacant Full Time Position	HR101
HR004-B	Filling a Vacant Part Time Position	HR102
HR004-C	Verification of the Right to Work in the United States	HR103
HR013	Internships (paid and Unpaid)	HR104
Conditions of Employment: (200 series)		
Current Number	Current Title	Proposed Number
HR012	Drug Testing	HR201
HR014	Alcohol Testing	HR202
HR002	Secondary Employment	HR203
HR003	Employment of Family Members/Special Relationships	HR204
Employee Benefit Programs: (300 series)		
Current Number	Current Title	Proposed Number
HR007	Alternative Work Schedules	HR301
HR008	Telework	HR302
HR020	Employee Complaint Resolution	HR303
Employee Conduct, Investigation, and Discipline: (400 series)		
Current Number	Current Title	Proposed Number
HR025	Employee Conduct	HR401
HR026	Internal Investigations	HR402
HR024	Employee Discipline	HR403
HR005	Appropriate Use of Information Technology Resources	HR404

HR018	Appropriate Use of Social Media Networks	HR405
		HR406

Employment Law / Compliance: (500 series)

Current number	Current Title	Proposed Number
HR019-A	Work Period, Work Time, Overtime, and Compensatory Time	HR501
HR019-B	Time and Leave Keeping	HR502
		HR503
HR011	Equal Employment Opportunity	HR504
HR015	Harassment	HR505
HR011-A	Americans with Disabilities Act and the Americans with Disabilities Act Amendments Act	HR506
HR021	Workers' Compensation	HR507
HR028	Return-to-Work	HR508

Leave (600 series)

Current number	Current Title	Proposed Number
HR019-D	Annual Leave	HR601
HR019-C	Sick Leave	HR602
HR019-I	Personal Leave	HR603
HR019-G	Military Leave	HR604
HR019-E	Leave without Pay	HR605
HR019-H	Education Support Leave	HR606
HR019-J	Administrative Leave	HR607
HR001	Family and Medical Leave	HR608
HR006	Donated Leave	HR609
HR019-F	Event Ceremony Attendance	HR610

Performance Management (700 series)

Current number	Current Title	Proposed Number
HR023	Performance Management	HR701

Salary and Personnel Administration (800 series)

Current Number	Current Title	Proposed Number
		HR801
HR017	CBI for Completion of the State Financial Management Certification	HR802
HR010	Underwater Dive Pay Supplement	HR803

General Information (900 series)

Current Number	Current Title	Proposed Number
HR016	Bulletin Boards	HR901
HR021-A	Work Place Safety	HR902
HR022	Handgun Carry	HR903
HR022-A	Handgun Variance EPD	HR904
HR027	Department Owned Housing	HR905
HR009	Retention and Disclosure of Personnel Records	HR906

Long, Mike

From: Human Resources News
Sent: Friday, August 17, 2018 10:52 AM
To: DNRandEPDDL
Subject: Additions/Updates to Human Resources Standard Operating Procedures

The following updates have been made to DNR Human Resources Standard Operating Procedures and are effective August 16, 2018. These changes are reflected on the DNR Intranet at: <http://dnrintranet.org/hr/standard-operating-procedures>.

New Standard Operating Procedures:

- HR SOP #804 – **Personnel Actions**

Updated Standard Operating Procedures:

- HR SOP #000 – **SOP Table of Contents** – Updated to reflect the current changes.
- HR SOP #104 – **Internships** (previously HR013)
 - SOP name changed;
 - Policy statement updated;
 - Information added in the bullets of the Procedure section;
 - Internships may be discontinued after notification of the student and the school;
 - FLSA/IRS Considerations section changed;
 - Applicants for internships must consent to a background check;
 - Interns who operate a vehicle on State business must comply with Admin SOP #030; and
 - Retain Att. 1 and documents granting credit for internships for 5 years.
 - Attachment 1 updated to include acknowledgment of HR SOP #401, *Employee Conduct*.
- HR SOP #301– **Alternative Work Schedules** (previously HR007)
 - SOP name changed;
 - Definitions added;
 - Att. 1 is required;
 - Supervisor Responsibilities section added;
 - Employee Responsibilities section added;
 - Compressed Work Week section added; and
 - Georgia Commute Options section added.
 - Minor updates to the attachments including name changes.
- HR SOP #302– **Telework** (previously HR008)
 - Policy Statement updated;
 - References to additional SOPs;
 - TW limitations for those also on a compressed work week;
 - Links to optional teleworking forms; and
 - Addition of Georgia Commute Options section.

HR SOP #403 – **Employee Discipline** – (previously HR024) This SOP has been expanded to provide more guidance.

- Definitions added;
- SOP reformatted for clarity;
- Retention section added.
- Attachments 1 – 5 added.

● HR SOP #505 – **Harassment** – (previously HR015)

- Policy Statement expanded;
- Additional information in Definitions section;
- Complaints will be kept as confidential as possible;
- Employees will not be penalized for reporting harassment;
- Questions about harassment may be directed to anyone in the employee’s management chain or to the HR Director;
- An Employee Complaint can be filed as an alternative reporting option; and
- Special relationships between managers and subordinates are prohibited.
- Attachment 1 added.

● HR SOP #507 – **Workers’ Compensation** – (previously HR021)

- Compensable WC Injuries section added;
- Documenting and Reporting the Injury section added;
- Investigation section added;
- Workers’ Compensation and Additional Income section added;
- Role of the Division HR Representative/Supervisors section added;
- WC does not compensate for an employee’s willful misconduct; and
- Workers’ Compensation Monthly Report section added.
- Attachment 6, *Leave Election Form* should be sent to the OHR WC Coordinator.

● HR SOP #508 – **Return to Work** – (previously HR028)

- Headings added for clarity;
- Communication section added;
- Information added to the Developing a Transitional Plan section; and
- An employee on WC who refuses to return to work on modified duty may result in suspension of WC benefits.

● SOP HR902 – **Workplace Safety** – (previously HR021-A)

- SOP expanded to provide more guidance.
- Attachment 1 added.

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