



Chris Clark
Commissioner

Paul Burkhalter
Deputy Commissioner

October 4, 2010

TO: ALL DNR EMPLOYEES

FROM: Jim Laine
Human Resources Director

SUBJECT: HR Standard Operating Procedures Acknowledgement Statement

Over the past several months the Office of Human Resources (OHR) has replaced several long standing HR policies, memos and guidelines with the new format HR Standard Operating Procedures (SOP). As I have indicated previously, this process will lead the Department to the point where all official HR guidance for employees is contained on the Department intranet site in the form of SOP's.

Recently, OHR continued this process by placing additional SOP's on the Department intranet site, including a new SOP on harassment. With the placement of these latest SOP's on the intranet as well as those older HR policies/memo/guidelines already on the intranet site, we have reached our first goal in the conversion process, the point where all official HR guidance for this Department is contained in the HR section of the DNR intranet site. This guidance is listed under the headings of either "Policies" or "Standard Operating Procedures". As the process continues more of those items listed under "Policies" will be converted to SOP's.

However, at this point it is time to officially notify all employees of this source of HR guidance and, for legal reasons, obtain each employee's signature on the attached acknowledgement statement. Therefore, you will find attached to this memo the new standardized acknowledgement statement.

This statement must be signed by every DNR employee.

Each Division HR Representative will be responsible for distributing and collecting this statement. Please follow the instructions in your Division for returning the form after completion.

Our goal with this process is to provide all DNR employees up-to-date Human Resources policies and procedures in an easy to access location. The legally required signature on the acknowledgement statement is just one more step in that process. Thank you, in advance, for your cooperation.

From: Human Resources News
To: DNRDL
Date: 10/19/2010 7:10 AM
Subject: Additions/Updates to Human Resources Standard Operating Procedures

The following additions/updates have been made to DNR Human Resources Standard Operating Procedures and Policies effective October 15, 2010. These changes are reflected on the DNR Intranet at <http://dnrnet.dnr.state.ga.us/> > Human Resources > Standard Operating Procedures.

New SOPs:

- * Standard Operating Procedure HR012 - Drug Testing.
- * Standard Operating Procedure HR014 - Alcohol Testing.

Updated SOPs:

- * Standard Operating Procedure HR000 - SOP Table of Contents (updated to reflect new SOPs, HR012 and HR014.

Discontinued Policies:

- * DNR Administrative policy #218-A Drug Testing of Employees (discontinued and deleted from the intranet. Replaced by new SOP HR012)