

From: Human Resources News
To: DNRDL2
Date: 2/15/2011 3:39 PM
Subject: Update to Human Resources Standard Operating Procedures

The following additions/updates/deletions have been made to DNR Human Resources Standard Operating Procedures and Policies and are effective February 26, 2011. These changes are reflected on the DNR Intranet at dnrnet.dnr.state.ga.us > Human Resources > Standard Operating Procedures.

(2/15/2011)

Implementation of these SOPs in EPD will be delayed. Implementation in EPD will be announced by the EPD Director at a later date.

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New Standard Operating Procedures:

- SOP HR019-A - Working Hours, Compensatory Time, and Overtime.
- SOP HR019-B - Timekeeping.
- SOP HR019-C - Sick Leave.
- SOP HR019-D - Annual and Terminal Leave.

Updated Standard Operating Procedures:

- SOP HR000 - SOP Table of Contents (updated to reflect new SOPs listed above.)
- SOP HR010 - Underwater Dive Pay (minor changes)

Discontinued Policies:

(2/15/2011)

DNR Administrative policy #211- Administrative Policy on work Hours and Overtime (discontinued and deleted from the intranet and replaced by SOP HR019-A) **Note: Policy 211 remains in effect for EPD employees only until the EPD Director announces the implementation of the SOPs listed above.**

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From: Human Resources News
To: DNRDL
Date: 3/16/2011 9:50 AM
Subject: Additions/Updates to Human Resources Standard Operating Procedures

The following additions/updates/deletions have been made to DNR Human Resources Standard Operating Procedures and Policies and are effective March 16, 2011. These changes are reflected on the DNR Intranet at dnrnet.dnr.state.ga.us > Human Resources > Standard Operating Procedures.

New Standard Operating Procedures:

- * SOP HR020 -Grievances - unclassified service
- * SOP HR021 - Workers Compensation

Updated Standard Operating Procedures:

- * SOP HR000 - SOP Table of Contents (modified to include the changes).
- * SOP HR001 -Family Medical Leave (minor change to the procedure and minor changes to attachments 1, 3, 4, 5, 6, and 7).
- * SOP HR007 - Alternative Work Schedules (minor change to the procedure and the addition of attachment 2 and 3, AWS timesheets)

Discontinued Policies:

Governor's Policy on Employee Grievances in the Unclassified Service will be deleted from the policy section of the intranet.

Note: All DNR and EPD employees are personally responsible for being knowledgeable of and complying with the requirements of these Standard Operating Procedures. Non-compliance with SOPs may result in disciplinary action up to and including dismissal from employment.

From: Human Resources News
To: DNRDL
Date: 5/3/2011 3:59 PM
Subject: Additions/Updates to Human Resources Standard Operating Procedures

The following additions/updates have been made to DNR Human Resources Standard Operating Procedures and are effective May 3, 2011. These changes are reflected on the DNR Intranet at dnrnet.dnr.state.ga.us > Human Resources > Standard Operating Procedures.

(5/3/2011)

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New Standard Operating Procedures:

- * SOP HR016 - Official Bulletin Boards
- * SOP HR019E - Leave Without Pay

Updated Standard Operating Procedures:

- * SOP HR000 - Table of Contents, (modified to reflect new and revised SOPs)
- * SOP HR004 - Filling a Vacant Fulltime Position, (modified primarily to include the requirement for criminal background checks.)

Note: All DNR and EPD employees are personally responsible for being knowledgeable of and complying with the requirements of these Standard Operating Procedures. Non-compliance with SOPs may result in disciplinary action up to and including dismissal from employment.

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From: Human Resources News
To: DNRDL
Date: 5/16/2011 4:13 PM
Subject: Additions/updates to Human Resources Standard Operating Procedures

The following additions/updates have been made to DNR Human Resources Standard Operating Procedures and are effective May 16, 2011. These changes are reflected on the DNR Intranet at dnrnet.dnr.state.ga.us > Human Resources > Standard Operating Procedures.

New Standard Operating Procedure:

- * SOP HR023 - Performance Management

Updated Standard Operating Procedure:

- * SOP HR000 - Table of Contents, (modified to reflect the new SOP)

Note: All DNR and EPD employees are personally responsible for being knowledgeable of and complying with the requirements of these Standard Operating Procedures. Non-compliance with SOPs may result in disciplinary action up to and including dismissal from employment.

From: Human Resources News
To: DNRDL2
Date: 8/3/2011 12:14 PM
Subject: Additions/Updates to Human Resources Standard Operating Procedures

The following additions/updates have been made to DNR Human Resources Standard Operating Procedures and are effective August 1, 2011. These changes are reflected on the DNR Intranet at dnrnet.dnr.state.ga.us > Human Resources > Standard Operating Procedures.

New Standard Operating Procedures:

* SOP HR022 - Operation of Vehicles on Department Business

Updated Standard Operating Procedures:

* SOP HR000 - Table of Contents, (modified to reflect the new SOP)

* SOP HR013 - Customer Service Awards Program, (modified to reflect program change)

Note: All DNR employees are personally responsible for being knowledgeable of and complying with the requirements of these Standard Operating Procedures. Non-compliance with SOPs may result in disciplinary action up to and including dismissal from employment.

From: Human Resources News
To: DNRDL
Date: 11/16/2011 3:52 PM
Subject: Update to Human Resources Standard Operating Procedures

The following additions/updates have been made to DNR Human Resources Standard Operating Procedures and are effective November 16, 2011. These changes are reflected on the DNR Intranet at dnrmet.dnr.state.ga.us > Human Resources > Standard Operating Procedures.

Standard Operating Procedure Revisions:

Two new SOPs have been added and updates have been made to existing DNR Human Resources Standard Operating Procedures.

New Standard Operating Procedures:

- * SOP HR024 - Employee Discipline
- * SOP HR025 - Employee Conduct

These two new SOPs are not applicable to EPD employees

Discontinued Policies:

Policy #216 - Administrative Policy on Disciplinary Matters is discontinued.

Policy #217 - Administrative Policy on Employee conduct is discontinued.

Note: Policy 216 and 217 remain in effect for EPD employees only.

Updated Standard Operating Procedures:

- * SOP HR000 - SOP Table of Contents - updated to reflect the new SOPs and revised effective dates.
- * SOP HR004 - Filling a Vacant Fulltime Position - Revision to the first paragraph and note under the procedure section of page 2 and an addition of information regarding degree equivalency on page 4.
- * SOP HR006- Donated Leave - Revision to prohibit employees who have resigned or applied for retirement from donating leave - page 3.
- * SOP HR019C , Sick Leave - Revision to clarify the transfer of leave - page 4
- * SOP HR019D, Annual Leave - Revision to clarify the transfer of leave - page 3
- * SOP HR021 - Workers Compensation - Attachment #2 revised
- * SOP HR022- Operation of Vehicles on State Business - Change to SOP and Attachments 1 and 3.

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