

From: Human Resources News
To: Human Resources News
Date: 3/1/2012 3:43 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 March 1, 2012. These changes are reflected on the DNR Intranet at dnrnet.dnr.state.ga.us > Human Resources > Standard Operating Procedures.

New Standard Operating Procedures:

- * SOP HR011 - Equal Employment Opportunity
- * SOP HR026 - Internal Investigations

Discontinued Policies:

- * Policy #201 - Administrative Policy on Equal Employment Opportunity
- * Policy #104 - Administrative policy on Internal Investigations

Updated Standard Operating Procedures:

- * SOP HR000 - SOP Table of contents - updated to reflect the new SOPs and revised effective dates.
- * SOP HR001 - FMLA - updated to include statements regarding the Genetic Information nondiscrimination Act (GINA) and various other minor changes.
- * SOP 019B - Timekeeping, (minor updates)
- * SOP HR021 - Workers Compensation (Updated attachment 3 and added a requirement for employees on WC to report to supervisor monthly).
- * SOP HR022 - Operation of Vehicles on Department Business - updated to include the requirement for employee to provide driver history if employee has an out of state drivers license.
- * SOP HR024 - Employee Discipline (minor change)
- * SOP HR025 - Employee Conduct (minor change)

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

From: Human Resources News
To: Human Resources News
Date: 7/17/2012 6:29 AM
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 July 16, 2012. These changes are reflected on the DNR Intranet at dnrnet.dnr.state.ga.us > Human Resources > Standard Operating Procedures.

New Standard Operating Procedures:

HR004B Employment of Individuals less than 18 years of Age
HR013 Internships
HR027 Department Owned Housing
HR028 Return to Work

Updated Standard Operating Procedures:

Note: The changes made to the SOPs listed below with an asterisk * indicate minor changes for the purpose of making the SOP inclusive of employees assigned to EPD. Other changes are listed below.

HR000 - SOP Table of Contents (Revision reflects new SOPs and revision dates)
HR001 - Family and Medical Leave (Minor revision)
*HR003 - Employment of Family Members/Special Relationships
HR004-A Filling a vacant fulltime position (Revision reflects LE hiring changes)
HR012 - Drug Testing (Revision to change references from SPA to HRA - DOAS)
HR014 - Alcohol Testing (Revision to change references from SPA to HRA-DOAS)
*HR018 - Social Media
* HR019-A Working hours, Comp. Time and OT (Revision reflects breastfeeding provision).
*HR019-B Time Keeping
*HR019-C Sick Leave
*HR019-D Annual and Terminal Leave
*HR019-F Event/Ceremony Attendance
HR021 Workers Compensation (Revision reflect s addition of attachment)
*HR022 Operation of Vehicles on Department Business
*HR024 Employee Discipline
*HR025 Employee Conduct

Discontinued Policies:

Policy 202 - Administrative Policy on the Employment of Close Relatives
Policy 211 - Administrative Policy on Work Hours and Overtime.
Policy 216 - Administrative Policy on Disciplinary Matters
Policy 217 - Administrative Policy on Employee Conduct
Policy Governing the Employment of individuals Less than 18 Years of Age

Changes to locations of documents:

The following documents have been moved to dnrnet.dnr.state.ga.us/directives

* Policy 214 - Grievance Procedure for DNR (classified) Associates

* Memo regarding Testimony at Trials, Hearings, and Dispositions

The Policies section of the intranet (dnrnet.dnr.state.ga.us/hr/dnr_policies) has been deleted.

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From: Human Resources News
To: DNRDL
Date: 11/16/2012 7:31 AM
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, 2012. 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-A, Grievances - Classified Service

Discontinued Policies:

Policy #214 - Grievance Procedure for Classified Associates

Updated Standard Operating Procedures:

- * SOP HR000 - SOP Table of contents - Updated to reflect the new SOP and revised SOP effective dates.
- * SOP HR001 - Family Medical Leave - Update to the first sentence on page 9 and update to attachment #8.
- * SOP HR004A - Filling a Fulltime Position - Updates throughout SOP and attachments.
- * SOP HR012 - Drug Testing - Update to instructions for obtaining approval for reasonable suspicion testing.
- * SOP HR013 - Internships - addition of note on page 3.
- * SOP HR014 - Alcohol Testing Program - Update to instructions for obtaining approval for reasonable suspicion testing.
- * SOP HR019A - Updated of Attachment #1.
- * SOP HR024 - Employee Discipline - Update to the Dismissal section of the SOP.
- * SOP HR027 - Department Owned Housing - Note added to the SOP. Update of section 23 of attachment #1 and #2. Update to the first page of attachment #3.

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