

**From:** Human Resources News  
**To:** DNRDL  
**Date:** 5/1/2013 1:41 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 May 1, 2013. These changes are reflected on the DNR Intranet at [dnrmet.dnr.state.ga.us](http://dnrmet.dnr.state.ga.us) > Human Resources > Standard Operating Procedures.

**New Standard Operating Procedures:**

- \* SOP HR004-C, Filling a Vacant Part Time Position

**Updated Standard Operating Procedures:**

- \* SOP HR000 - SOP Table of contents - Updated to reflect the new SOP and revised SOP effective dates.
- \* SOP HR001 - FMLA (Updates reflect 2013 changes to the law regarding qualifying exigency and military caregiver leave).
- \* SOP004-A - Filling a Vacant Fulltime Position (Note regarding PT positions deleted from page 3).
- \* SOP HR006 - Donated Leave (Update to last paragraph of the first page regarding leave).
- \* SOP HR019-B - Time keeping (Minor modifications to attachments #1 and #2).
- \* SOP HR022 - Operation of Vehicle on Department Business (Defensive driving video requirement added to page 3 and to attachment #1).
- \* SOPHR027 - Department Owned Housing (Last sentence of section 3 was deleted).

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

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**From:** Human Resources News  
**Sent:** Tuesday, September 17, 2013 7:52 AM  
**To:** DNR-All Users  
**Subject:** 9/16/13 Update to Human Resources Standard Operating Procedures

The following additions/updates have been made to DNR Human Resources Standard Operating Procedures and are effective September 16, 2013. These changes are reflected on the DNR Intranet at [dnrnet.dnr.state.ga.us](http://dnrnet.dnr.state.ga.us) > Human Resources > Standard Operating Procedures.

New Standard Operating Procedures:

- SOP HR004-D, Verification of the Right to Work in the United States

Updated Standard Operating Procedures:

- SOP HR000 – SOP Table of contents – Updated to reflect the new SOP and revised SOP effective dates.
- HR004-A, Filling a Vacant Full time Position (Updates reflect a revision of attachment 2, veterans preference info. and a deadline date for announcements has been added to the SOP)
- HR004-C, Filling a Vacant Part Time Position (Updates include a revision of attachment 1 and veterans preference info. has been added)
- HR019-B, Timekeeping (Updates include a revision to attachment #4 and a reference to a new email address on page 4 of the SOP)
- HR023, Performance Management, (Updates include removal of references throughout the SOP to the mid-year performance plan requirement and a mid-year performance evaluation form was added.)
- HR025, Employee Conduct (Updates include the addition of a section on Violence in the Workplace)

Transferred Standard Operating Procedure:

- SOP HR022, Operation of Vehicles on Department Business, will become an Administrative SOP. It has been deleted from the Human Resources SOP section of the intranet and will be placed in the Administrative Services SOP section of the intranet.

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

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**From:** Human Resources News  
**Sent:** Thursday, October 31, 2013 12:37 PM  
**To:** DNR-All Users  
**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 1, 2013. These changes are reflected on the DNR Intranet at [dnrnet.dnr.state.ga.us](http://dnrnet.dnr.state.ga.us) > Human Resources > Standard Operating Procedures.

**New Standard Operating Procedures:**

- HR SOP 005-A, Use of Personal Electronic Devices to Access the Agency Network
- HR SOP 021-A, Workplace Safety

**Updated Standard Operating Procedures:**

- SOP HR000 – SOP Table of Contents – Updated to reflect the new SOPs and revised SOP effective dates.
- SOP HR013 – Internships (Paid and Unpaid) – Updated to highlight the differences between paid and unpaid internships.
- SOPHR023 – Performance Management – Update to page 5 regarding recordkeeping and to attachment 4.

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