

## Long, Mike

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**From:** Human Resources News  
**Sent:** Tuesday, September 03, 2019 1:54 PM  
**To:** DNRandEPDDL  
**Subject:** Updates to Human Resources Standard Operating Procedures

The following updates have been made to the DNR Human Resources Standard Operating Procedures and are effective September 1, 2019. These changes are reflected on the DNR Intranet at <https://dnrintranet.org/hr/standard-operating-procedures>

### Updated Standard Operating Procedures:

- SOP000 – SOP Table of Contents – Updated to reflect the new effective date of SOP 404 (9/1/19)
- SOP404 – Appropriate use of Information Technology Resources
  - Training Section on page 6 updated to reflect training mandated by the Governor’s Executive Order

## Long, Mike

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**From:** Human Resources News  
**Sent:** Friday, December 13, 2019 10:38 AM  
**To:** DNRandEPDDL  
**Subject:** New and Revised Human Resources Standard Operating Procedures

The following additions/revisions have been made to DNR Human Resources Standard Operating Procedures and are effective December 16, 2019. These changes are reflected on the DNR Intranet at <https://dnrintranet.org/hr/standard-operating-procedures>.

### New Standard Operating Procedures:

- SOP HR503 – Overtime Compensation for Emergency Response

### Revised Standard Operating Procedures:

- SOP HR000 – SOP Table of contents – Updated to reflect the new SOP and revised SOPs.
- SOP HR101 – Filling a Vacant Full-Time Position
  - Headings added for clarity
  - Division only, Department only, and Public vacancy announcement requirements are clarified.
  - Part time employees are not eligible for the positions announced only within the Division.
  - Announcements will be published upon receipt and will be updated continuously instead of published once each week.
  - Minors under age of 18 are exempt from background checks.
  - Instructions for processing a Background Consent form are provided.
  - Decision to exclude an applicant due to criminal background is made by the HR Director.
  - DNR notice to the applicant of potential and actual exclusion due to criminal background is eliminated and replaced by notice by the vendor.
  - Consent for Pre-employment Background Check Form is revised.
  - Applicant Screening Summary Sheet, Attachment 4 is revised
  - Several attachments are revised, renumbered and/or eliminated.
- SOP HR102 – Filling a Vacant Part-Time Position
  - Instructions for processing a Background Consent form are provided.
  - Decision to exclude an applicant due to criminal background is made by the HR Director.
  - DNR notice to the applicant of potential and actual exclusion due to criminal background is eliminated and replaced by notice by the vendor.
  - Minors under age of 18 are exempt from background checks.
  - Consent for Pre-employment Background Check Form is revised.
  - Attachments 6, 7 and 8 are eliminated.
- SOP HR303 – Employee Complaint Resolution
  - Definitions added.
  - Notice requirement section added.

- Deleting sexual harassment as an eligible issue and referring employees to SOP HR505, Sexual Harassment for complaints regarding sexual harassment.
- SOP HR501- Work Period
  - Revise the TeamWorks Link
  - Clarify the prohibition on use of Georgia Compensatory Time at the end of an employee's tenure.
- SOP HR505 – Harassment
  - Definitions added and revised.
  - Indicated the Office of Inspector General is part of the process
  - Added new Sexual Harassment prevention training requirement.
  - Added the following attachments:
    - Sexual Harassment Complaint Form
    - New Supervisor/Manager Registration Information Form
    - Sexual Harassment Prevention Policy/Training Video Acknowledgement Statement
- SOP HR609 – Donated Leave
  - Add the definition of Eligible
  - Add the definition of Medical Hardship
  - List medical hardship as the purpose of solicitation and receipt of donated leave.
  - Emphasized that leave may only be donated to and received by DNR employees only.
  - Changed the number of hours a recipient must be on Authorized Leave Without Pay in order to receive leave donations from 80 hours to 40 hours.