
From: Human Resources News
Sent: Friday, April 03, 2020 1:05 PM
To: DNRandEPDDL
Subject: Addition/Updates to Human Resources Standard Operating Procedures

The following updates have been made to DNR Human Resources Standard Operating Procedures and are effective April 1, 2020. These changes are reflected on the DNR Intranet at: <https://dnrintranet.org/hr/standard-operating-procedures>

New Standard Operating Procedures:

- HR SOP #602A – Emergency Paid Sick Leave

Updated Standard Operating Procedures:

- HR SOP #000 – SOP Table of Contents – updated to reflect the current changes.
- HR SOP #608 – Family and Medical Leave
 - A qualifying reason for Family and Medical Leave (leave due to a public health emergency) has been added to the SOP.
 - Attachment 1 and 2 are updated to reflect the new leave entitlement.

DNR Human Resources COVID-19 FAQs have been added to the intranet at <https://dnrintranet.org/hr/directives>
These FAQs address questions regarding the new leave benefits.

Long, Mike

From: Human Resources News
Sent: Tuesday, September 01, 2020 2:30 PM
To: DNRandEPDDL
Subject: Updates to Human Resources Standard Operating Procedures (effective 9/1/2020)

The following updates to DNR Human Resources Standard Operating Procedures are effective September 1, 2020. These changes are reflected on the DNR Intranet at <https://dnrintranet.org/hr/standard-operating-procedures>.

Updated Standard Operating Procedures:

- SOP HR000 – Table of contents – Updated to reflect the new and revised SOP effective dates.
- SOP HR101 – Filling a Vacant Full-Time Position
 - Announcement Request section moved from page 5 to page 3.
 - Information regarding how to give work credit for part time work added to the minimum qualification review section.
 - Responsibilities of CDL Drivers regarding drug testing and the FMCSA Clearinghouse added.
 - Responsibilities of HR Division Representatives regarding drug testing of CDL drivers and the FMCSA Clearinghouse added.
 - Responsibilities of the Agency Drug Testing Coordinator regarding drug testing of CDL drivers and the FMCSA Clearinghouse added.
 - Attachment #15 – Driver Consent and Acknowledgement Form added
 - Attachment #16 – Federal Drug and Alcohol Testing Registration Brochure added.
- SOP HR102 – Filling a Vacant Part-Time Position
 - Reference to SOP 101 added to demonstrate that requirements for CDL Drivers also applies to part time hires.
- SOP HR201 – Drug Testing
 - Updated policy statement.
 - Definitions added and modified.
 - Drug Free Standards added.
 - Self-Disclosure option added.
 - Timing of pre-employment test clarified.
 - Requirement to add the CDL # and date of issuance on the CCF for pre-employment testing added.
 - Consequences for positive result added to the pre-employment drug testing section.
 - Reference to FMCSA Drug Testing Clearinghouse added to the pre-employment section as well as a reference to SOP 101.
 - Timing of random drug testing clarified.
 - Requirement to add the CDL # and date of issuance on the CCF for Random testing added.
 - Consequences for positive result added to Random drug testing section.
 - Observation examples for Reasonable Suspicion testing clarified
 - Requirement to add the CDL # and date of issuance on the CCF for Reasonable Suspicion testing added.

- Consequences for positive result section added to Reasonable Suspicion drug testing section.
- Requirement to add the CDL # and date of issuance on the CCF for Post-Accident drug testing added.
- Consequences for positive result section added to Post-Accident drug testing section.
- Limited exception for medical marijuana added to drug testing result section of SOP.
- SOP HR 202 – Alcohol Testing
 - Updated policy statement
 - Updated definitions
 - Alcohol free standards added
 - Self-disclosure option added
 - Timing of random testing clarified.
 - Consequences for positive result added for random testing.
 - Observation examples for Reasonable Suspicion testing clarified
 - Consequences for positive result added for reasonable suspicion testing.
 - Consequences for positive result added for post-accident testing.
 - Reference to FMCSA Drug Testing Clearinghouse and a reference to SOP 101 added.
- SOP HR 402- Internal Investigations
 - Definition added.
 - Clarification that the appointing authority must give approval to initiate investigations and must be coordinated with the Office of Human Resources.
 - Paragraph headings added for clarity.
 - The title of attachments are added for clarity.
 - Investigative report content requirements are listed.
 - Attachments 1 & 2 combined to form one notice to the employee which is now attachment 1.
 - Minor change made to the third attachment, now attachment 2.
- SOP HR 405 – Appropriate Use of Social Media
 - Policy statement simplified
 - Definition updated
 - Link to the Rules for Use of Social Media updated.
- SOP HR 501 - Work Period, Work Time, Overtime and Compensatory Time
 - Break time for nursing mothers clarified based on changes in state law.
- SOP HR 504 Equal Employment Opportunity
 - Policy statement updated.
 - Definitions added.
 - Reference to Employee Complaint Resolution SOP added to clarify complaint process.
 - Clarification of supervisor/manager responsibilities regarding discriminatory behavior.
- SOP HR 602 – Emergency Paid Sick Leave
 - Information provided regarding documentation required for approval of EPSL.
 - Return to Work Guidance added.
- SOP HR 604 – Military Leave
 - Clarification regarding the need for Attachment #1 when duration of absence is limited.

- SOP HR 610 – Event Ceremony Attendance
 - Definition added.
 - Reference to the Sick Leave SOP was added in the section regarding funerals.
 - Clarification regarding employees volunteering for non-DNR retirement ceremony.

- SOP HR 701 - Performance Management
 - Policy statement simplified
 - Definitions added
 - Section headings added
 - More details provided regarding option for a *Not Rated* employee evaluation.
 - Added requirement for division management to notify the Office of Human Resources that a plan or evaluation request has been made and the name of the assigned DRO.
 - Added requirement for division HR representative to review evaluations that have been assigned a score of 1 or 2 prior to evaluation being shared with employee.
 - Attachment #1 revised

- SOP HR 906 – Retention and Disclosure of Personnel Records
 - Definitions added.
 - Clarification of what information employees are expected to provide to DNR.
 - Paragraph headings added.
 - Information regarding third-party review of the personnel file added.
 - Information regarding the Open Records Act and personnel records added.
 - Information regarding the transfer of personnel records added.