
From: Human Resources News
Sent: Thursday, January 02, 2014 10:43 AM
To: DNR-All Users
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 January 1, 2014. These changes are reflected on the DNR Intranet at dnrnet.dnr.state.ga.us > Human Resources > Standard Operating Procedures.

Updated Standard Operating Procedures:

- SOP HR000 – SOP Table of Contents – Updated to reflect effective date revision of SOP 019-A
- SOP-019-A, Working Hours, Compensatory Time and Overtime – Updated to reflect the requirement to request entry of Holiday Deferral earned (Page 8). Holiday Deferral Form (attachment 3) was added and the FLSA Compensatory Time Reporting Form (attachment 2) was modified.

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

From: Human Resources News
To: DNR-All Users
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 April 1, 2014. These changes are reflected on the DNR Intranet at dnrnet.dnr.state.ga.us > Human Resources > Standard Operating Procedures.

Updated Standard Operating Procedures:

- SOP HR000 – SOP Table of Contents – Updated to reflect Title and current effective date of the SOPs listed below.
- SOP HR001 - Family and Medical Leave (FMLA) – Updated to coordinate with SOP HR028, Return to Work. Changes are to page 9 and attachment 9.
- SOP HR002 – Secondary Employment – Minor updates. Attachment #1 automated.
- SOPHR005 – Appropriate Use of Information Technology Resources – Minor updates throughout the SOP.
- SOP HR007 – Alternative Work Schedules – No updates to the SOP. Attachments 1, 2 and 3 were updated/automated.
- SOP HR008 – Telework – Minor updates throughout SOP. Attachment #1 automated.
- SOP HR012 – Drug Testing Program – Updates throughout SOP and all attachments, primarily to reflect changes associated with the new testing vendor *FirstLab*.
- SOP HR014 – Alcohol Testing Program – Updated throughout document and all attachments primarily to reflect changes associated with the new testing vendor *FirstLab*.
- SOP HR015 - Harassment- Minor Updates throughout SOP.
- SOP HR017 – CBI for Completion of the State Financial Management Certification Program – Minor updates throughout SOP. Attachment revised.
- SOP HR021 – Workers Compensation – Updated throughout SOP to coordinate with SOP HR028, Return to Work.
- SOP HR 027 – Department Owned Housing – Changes to SOP and attachment 4 to reflect move of the Payroll Unit from HR to Accounting.
- SOP HR028 – Return to Work – Updates throughout SOP to coordinate with SOP HR001. Attachment #1 revised.

New Standard Operating Procedures:

- SOP HR022 – Handgun Carry

Transferred Standard Operating Procedures:

- SOP HR009 – Taxable Income from Use of Official State Vehicle – This SOP 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 section of the Intranet.

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From: Human Resources News
Sent: Tuesday, July 01, 2014 4:06 PM
To: DNR-All Users
Subject: Update to Human Resources Standard Operating Procedures

The following updates have been made to DNR Human Resources Standard Operating Procedures and are effective July 1, 2014. These changes are reflected on the DNR Intranet at dnrnet.dnr.state.ga.us > Human Resources > Standard Operating Procedures.

Updated Standard Operating Procedures:

- SOP HR000 – SOP Table of Contents – Updated to reflect the changes listed below.
- SOP HR022 – Handgun Carry – Changes throughout the SOP.
- SOP HR023 – Performance Management – Attachment #4, Mid-Year Performance Evaluation form revised. No changes to the SOP.

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

Yawn, Christine

From: Human Resources News
Sent: Thursday, October 16, 2014 5:30 PM
To: DNR-All Users
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 October 16, 2014. These changes are reflected on the DNR Intranet at dnrnet.dnr.state.ga.us > Human Resources > Standard Operating Procedures.

Updated Standard Operating Procedures:

- SOP HR000 – SOP Table of Contents – Updated to reflect the changes below.
- SOP HR004-A – Filling a Vacant Full-Time Position – Updated to reflect the deadline change from Wednesday to Monday for Vacancy Announcement Requests, Vacancy Announcements will be open for two weeks unless otherwise indicated and minor changes throughout the SOP and attachments.
- SOP HR012 – Drug Testing Program – Minor changes throughout the SOP and the attachments.
- SOP HR014 – Alcohol Testing – Minor changes throughout the SOP and on the attachments.
- SOP HR021 – Workers' Compensation – Attachments 2 and 6, revised. No changes to the SOP.
- SOP HR023 – Performance Management – Requirement for responsibility statement to be placed in supervisor's plan, requirement added to performance evaluations to include some written comments, information about Performance Management training and minor changes throughout the SOP and attachments.

New Standard Operating Procedures:

- SOP HR19-G – Military Leave

Official Bulletin Board – New forms posted on-line: Notice #2-1, Notice #2-2, Notice #3-1, Notice #3-2, and Notice #2S. (No changes to the SOP.)

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