
From: Human Resources News
Sent: Tuesday, June 06, 2017 8:18 AM
To: DNRandEPDDL
Subject: 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 June 1, 2017. These changes are reflected on the DNR Intranet at <http://dnrnet.dnr.state.ga.us> > Human Resources > Standard Operating Procedures.

New Standard Operating Procedure:

- **SOP HR011-A – Americans with Disabilities Act and the Americans with Disabilities Act Amended**

- **SOP HR019-J – Administrative Leave**

Updated Standard Operating Procedures:

- **SOP HR000 – SOP Table of Contents** – Updated to reflect the current changes.

- **SOP HR002 – Secondary Employment**
 - Expanded the policy statement;
 - Added contracting to provide services for a fee and serving as a consultant for a fee to the definition of secondary employment;
 - Added definition of prohibited public employment;
 - Clarification of the procedure for hourly employees;
 - Evaluation the request restructured for clarity; and
 - Added employees cannot have secondary employment;
 - With a competitor, customer, supplier or contractor of the state that they have a 5% or more financial interest in;
 - That is prohibited public employment or a political appointment;
 - That would use the state’s time, equipment or resources; or
 - Added that confidential, unpublished information cannot be disclosed to a third party or used for the employee’s personal benefit.

Attachment 1 was updated.

- **SOP HR003 – Employment of Family Members/Special Relationships** –
 - The definition of family member was changed to correlate with the State Personnel Board Rules.
 - Added employment decisions shall be made without bias.
 - Added prohibition of special relationships with subordinates.
 - Added restrictions on work relationships with co-workers.

- Added sufficient documentation is required when family members or those with special relationships are not selected in hiring decisions.
 - Added requests for waivers in hiring decisions must to be made, in writing, to the Ethics Officer.
- **SOP HR004-C – Verification of the Right to Work in the United States** – SOP has been renumbered from HR004-D to HR004-C and updated to include E-Verify.
 - Reference added to the GA Security and Immigration Compliance Act of 2006 and its requirements;
 - Additional information on completing Form I-9;
 - Reference added to Form I-9 and e-Verify training; and
 - Additional information on Form I-9 retention.

Attachments 1, 2, 3 and 4 were added.

- **SOP HR019-A – Work Period, Work Time, Overtime and Compensatory Time** renamed – previously Working Hours, Compensatory Time and Overtime – This SOP and SOP HR019-B, Time and Leave Keeping have been renamed, revised, reorganized and reformatted for clarity. Some of the information in each SOP has been moved to the other SOP. The following information was added:
 - Computer, Highly Compensated and Other FLSA exemptions.
 - When requesting a review of an employee or position FLSA status, an organization chart and a FLSA change request memo must be included.
 - To access an employee’s FLSA status in TeamWorks, click on the USA flag in the Job Information panel in Workforce Administration/Job Data.
 - Holiday Deferral must be used within 365 days of being earned.
 - Interview time clarified.
 - On-call time clarified.

Attachments 2, 3 and 4 were revised. Attachments 2 and 3 have additional comments in the cells that provide direction to the user regarding what goes in the cells of the Excel spreadsheet). Attachment 3 was automated. Attachment 5 was added.

- **SOP HR019-B – Time and Leave Keeping** renamed – previously Timekeeping – This SOP and SOP HR019-A, Work Period, Work Time, Overtime and Compensatory Time have been renamed, revised and reformatted for clarity. Some of the information in each SOP has been moved to the other SOP.
 - Computer, Highly Compensated and Other FLSA exemptions were added.
 - Definition of work period was added.
 - Supervisor responsibilities were clarified.
 - Leave keeping section was added.
 - Leave keeper responsibilities were clarified.

Attachments 1, 2, 3 and 4 were revised. Attachments 2 and 3 have additional comments in the cells that provide direction to the user regarding what goes in the cells of the Excel spreadsheet). Attachment 3 was automated. Attachment 5 was added.

- **SOP HR019-D – Annual Leave** – Name of SOP changed from Annual and Terminal Leave.
 - Non-temporary salaried employees who are regularly scheduled to work 20 hours a week or more may earn leave on a pro-rated basis.
 - ERS returning retirees are not eligible to earn leave while receiving retirement annuity payments.
 - Information added about the limitations on forfeited annual leave restored as sick leave.
 - The section on transferring annual leave to another state entity was expanded and includes a chart.

- **SOP HR022– Handgun Carry** – Updated to include H.R. 218 regulations.

- **SOP HR022-A– Handgun Carry Variance – EPD** – Updated to refer to the Human Resources and Administrative Policy located on the DNR Intranet.

- **SOP HR025– Employee Conduct** –
 - Policy statement expanded.
 - The use or abuse of illegal drugs at any time is prohibited.
 - Employees may not work or represent DNR in any capacity while under the influence of illegal drugs, inhalants or alcohol.
 - Employees who violate the State’s Drug and Alcohol Free Workplace Program are subject to dismissal from employment.

Attachment 1 was added.

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