

Yawn, Christine

From: Human Resources News
Sent: Friday, January 02, 2015 9:19 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, 2015. These changes are reflected on the DNR Intranet at <http://dnmet.dnr.state.ga.us> > Human Resources > Standard Operating Procedures.

New Standard Operating Procedures:

- SOP HR020 – Employee Complaint Resolution – Replacing previous SOP HR020 and HR020-A.

Updated Standard Operating Procedures:

- SOP HR000 – SOP Table of Contents – Updated to reflect the current changes.
- SOP HR001 – Family and Medical Leave – Changes to clarify the SOP and attachments.
- SOP HR005 – Appropriate Use of Information Technology Resources – Updated to reflect addition of training video information.
- SOP HR015 – Harassment – Updated to remove reference to Deputy HR Director.
- SOP HR016 – Bulletin Boards – Attachment 1 updated.
- SOP HR019-B – Timekeeping – Updates regarding Holiday Leave and other miscellaneous changes to SOP and Attachments #1 & #2.
- SOP HR019E – Leave Without Pay – Minor changes to the SOP and Attachment 2.
- SOP HR026 – Internal Investigations – Minor changes to the SOP and attachments.

Deleted Standard Operating Procedures:

- SOP HR020 – Grievances - Unclassified Service (see SOP HR020 above)
- SOP HR020-A – Grievances – Classified Service

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

Human Resources News

From: Human Resources News
Sent: Thursday, April 16, 2015 10:47 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 April 16, 2015. 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 HR009 – Retention and Disclosure of Personnel Records

Updated Standard Operating Procedures:

- SOP HR000 – SOP Table of Contents – Updated to reflect the current changes.
- SOP HR004-B – Employment of Individuals Less Than 18 Years of Age – Updated to reflect change to online processing of Work Permits.
- SOP HR011 – Equal Employment Opportunity – Deleted references to HR Deputy Director.
- SOP HR018 – Appropriate Use of Social Media Networks – Updates to social media examples.
- SOP HR019-D – Annual and Terminal Leave – Deleted reference to grievances. Added reference to Employee Complaint Resolution. Updated terminal leave payout pay period.
- SOP HR023 – Performance Management – Correction to retention of Mid-Year reviews.
- SOP HR027 – Department Owned Housing – Additional information about completion of Rental Agreements, Fair Market Rental Value and changes to the SOP and Attachment 4.

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From: Human Resources News
Sent: Wednesday, July 01, 2015 11:17 AM
To: DNR-All Users
Subject: Additions/Updates to Human Resources Standard Operating Procedures

The following updates have been made to DNR Human Resources Standard Operating Procedures and are effective July 1, 2015. 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 HR019-H – Education Support Leave

Updated Standard Operating Procedures:

- SOP HR000 – SOP Table of Contents – Updated to reflect the current changes.
- SOP HR001 – Family and Medical Leave (FML) – SOP updated to change the definition of spouse. Attachments 3, 4, 5, 6, 7, and 10 updated to reflect change to GINA definition of genetic information.
- SOP HR004-A – Filling a Vacant Full-time Position – SOP updated to include the use of the Team Georgia Careers website, update to the email address to send announcements to and the addition of the Team GA Careers website option on the Job Vacancy Announcement Request Form, Attachment 1.
- SOP HR019-B – Timekeeping – Court Leave section revised.

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