



**HR Newsletter for HR Administrators**

**January, 2018**

### **Leave Program Guide**

An updated 2018 PeopleSoft Leave Program Guide has been placed on the DNR Intranet at [http://dnrintranet.org/hr/leave\\_holidays](http://dnrintranet.org/hr/leave_holidays). As a reminder this document is intended to serve as a reference/resource for HR administrators/leave keepers to ensure accurate maintenance of employee leave balances. Leave keepers should contact their Division HR representative or the Office of Human Resources with any questions regarding leave keeping.

### **Mid-Year Employee Performance Evaluations**

The Mid-Year Performance Evaluation form and Mid-Year Evaluation Memo are located at <http://dnrintranet.org/hr/performance-management>. Managers should be writing Mid-Year Performance Evaluations at this time and conducting performance evaluation meetings with employees. Evaluations are to be completed and approved by the reviewing Manager by February 8, 2018. Division Personnel Representatives should remind their Managers of this responsibility. Division Personnel Representatives should report completion to the Office of Human Resources.

### **Rehired Retiree 1040 Hour Reminder**

Georgia law limits retirees of ERS, JRS and LRS from returning to service for a covered employer for more than 1,040 hours per calendar year. The 1,040 hour work restriction applies to retirees who return to work as employees for state agencies including the Department of Natural Resources. Agency managers are required to closely track rehired retiree hours using a tracking document provided on the DNR Intranet at <http://dnrintranet.org/hr/directives>. It is important to note that the Employees Retirement System monitors retiree hours and will discontinue retiree benefits for those who exceed 1040 hours. The ERS does not adhere strictly to hours worked during a calendar year. For the upcoming year hours worked by retirees that will be credited by the ERS to 2018 will be hours worked from 12/16/17 – 12/15/18. Managers and HR Representatives should remind retirees of this restriction and their joint obligation to track their hours worked in the New Year.

### **Orientation for New Employees**

The Hourly and Salaried Employee Orientation Packages have been updated and are available on the DNR Intranet at [http://dnrintranet.org/hr/orientation\\_for\\_new\\_employees](http://dnrintranet.org/hr/orientation_for_new_employees). Please ensure ALL locations are using these packages for orientation of new employees to DNR.

### **Inclement Weather Reminder**

This is the time of year for inclement weather. A procedure regarding the closure of State facilities due to inclement weather is located on the Department of Administrative Services, Human Resources Division (DOAS – HRA) website at <http://doas.ga.gov/human-resources-administration/board-rules-policy-and-compliance/jointly-issued-statewide-policies/inclement-weather-state-policy>. Please review this guidance. To provide employees and HR administrator with additional information regarding the inclement weather procedures, documents are placed in the Directives section on the DNR Intranet at <http://dnrintranet.org/hr/directives>.

**Peach State Reserves (PSR) Roth Contributions**

Peach State Reserves (PSR) participants have the option to contribute to their PSR 401(k) or 457 Plan through Roth contributions. Roth contributions are made on an after-tax basis but are treated like tax-deferred contributions in almost every other way. For example, they are subject to the same distribution restrictions and contribution limits as tax-deferred contributions. Roth 401(k) contributions offer several advantages, including tax-free distribution of contributions and earnings when you retire.

Effective December 21, 2017, the GaBreeze system began accepting after-tax (Roth) contributions; however, elections made prior to January will be effective with the first January paycheck. Elections made after January will appear on the first possible paycheck.

For more information on making Roth contributions or enrollment, visit the Employees' Retirement System of Georgia website at <http://www.ers.ga.gov/>.

**Separation Checklist Updated**

The employee Separation Checklist has been updated and is available on the DNR Intranet at [http://dnrintranet.org/sites/default/files/dnrnet/pdf/Separation\\_Checklist\\_8\\_2018.pdf](http://dnrintranet.org/sites/default/files/dnrnet/pdf/Separation_Checklist_8_2018.pdf).

**2018 State Holiday Schedule**

The 2018 State Holiday Schedule is located on the homepage of the DNR Intranet in the What's New Section. This document can be accessed at [http://dnrintranet.org/sites/default/files/dnrnet/pdf/2018\\_State\\_Holiday\\_Memo.pdf](http://dnrintranet.org/sites/default/files/dnrnet/pdf/2018_State_Holiday_Memo.pdf).

**The Council for State Personnel Administration**

The Council for State Personnel Administration (CSPA) is the Human Resources Professional Development organization for State of Georgia Government HR employees. It provides professional development opportunities and updated State of Georgia human resources information. All State of Georgia Human Resource professionals are welcome to become members of the CSPA. Additional information about the organization may be accessed at <http://www.cspaga.org/>.

**January Holidays**

January 1 – New Year's Day

January 15 – Martin Luther King, Jr.'s Birthday

January 19 – State Holiday (Observed on Friday, November 23)