



Office of Human Resources
Standard Operating Procedure
HR SOP #000

Subject: Standard Operating Procedures Table of Contents

Effective Date: January 1, 2021

Standard Operating Procedures listed below may be found on the Department of Natural Resources Intranet at <http://dnrintranet.org/hr/standard-operating-procedures>.

SOP Table of Contents		
SOP #	SOP Title	Current Effective Date
	Table of Contents (000 series)	
HR000	Standard Operating Procedures Table of Contents	1/1/21
	Selection and Hiring (100 series)	
HR101	Filling a Vacant Full-time Position	9/1/20
HR102	Filling a Vacant Part-time Position	9/1/20
HR103	Verification of the Right to Work in the United States	6/1/17
HR104	Internships	8/16/18
	Conditions of Employment (200 series)	
HR201	Drug Testing	9/1/20
HR202	Alcohol Testing	9/1/20
HR203	Secondary Employment	6/1/17
HR204	Employment of Family Members/Special Relationships	6/1/17
	Employee Benefit Programs (300 series)	
HR301	Alternative Work Schedules	8/16/18
HR302	Telework	8/16/18
HR303	Employee Complaint Resolution	12/16/19
	Employee Conduct, Investigation, and Discipline (400 series)	
HR401	Employee Conduct	3/1/18
HR402	Internal Investigations	9/1/20
HR403	Employee Discipline	8/16/18

HR404	Appropriate Use of Information Technology Resources	9/1/19
HR405	Appropriate Use of Social Media	9/1/20
	Employment Law/Compliance (500 series)	
HR501	Work Period, Work Time, Overtime and Compensatory Time	9/1/20
HR502	Time and Leave Keeping	6/1/17
HR503	Overtime Compensation for Emergency Response	12/16/19
HR504	Equal Employment Opportunity	9/1/20
HR505	Harassment	12/16/19
HR506	Americans with Disabilities Act and the Americans with Disabilities Act Amended	6/1/17
HR507	Workers' Compensation	8/16/18
HR508	Return to Work	8/16/18
	Leave (600 series)	
HR601	Annual Leave	6/1/17
HR602	Sick Leave	12/16/16
HR603	Personal Leave	12/16/16
HR604	Military Leave	9/1/20
HR605	Leave Without Pay	12/16/16
HR606	Education Support Leave	4/16/16
HR607	Administrative Leave	6/1/2017
HR608	Family and Medical Leave (FML)	1/1/2021
HR609	Donated Leave	12/16/19
HR610	Event/Ceremony Attendance	9/1/20
	Performance Management (700 series)	
HR701	Performance Management	9/1/20
	Salary and Personnel Administration (800 series)	
HR801	TBD	TBD
HR802	CBI for Completion of State Financial Management Certification	12/16/16
HR803	Under Water Dive Pay Supplement	2/26/11
HR804	Personnel Actions	8/16/18
	General Information (900 series)	
HR901	Bulletin Boards	12/16/16
HR902	Work Place Safety	8/16/18

HR903	Handgun Carry	6/1/17
HR904	Handgun Carry Variance - EPD	6/1/17
HR905	Department Owned Housing	4/16/15
HR906	Retention and Disclosure of Personnel Records	9/1/20