

Office of Human Resources Standard Operating Procedure HR SOP #000

Subject: Standard Operating Procedures Table of Contents

Effective Date: August 16, 2018

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)			
HR 000	Standard Operating Procedures Table of Contents	3/1/18		
	Selection and Hiring (100 series)			
HR 101	Filling a Vacant Full-time Position	3/1/18		
HR 102	Filling a Vacant Part-time Position	3/1/18		
HR 103	Verification of the Right to Work in the United States	6/1/17		
HR 104	Internships	8/16/18		
	Conditions of Employment (200 series)			
HR 201	Drug Testing	5/1/16		
HR 202	Alcohol Testing	5/1/16		
HR 203	Secondary Employment	6/1/17		
HR 204	Employment of Family Members/Special Relationships	6/1/17		
	Employee Benefit Programs (300 series)			
HR 301	Alternative Work Schedules	8/16/18		
HR 302	Telework	8/16/18		
HR 303	Employee Complaint Resolution	4/16/16		
	Employee Conduct, Investigation, and Discipline (400 series)			
HR 401	Employee Conduct	3/1/18		
HR 402	Internal Investigations	1/1/15		
HR 403	Employee Discipline	8/16/18		

HR 404	Appropriate Use of Information Technology Resources	3/1/18
HR 405	Appropriate Use of Social Media Networks	4/16/15
	Employment Law/Compliance (500 series)	
HR 501	Work Period, Work Time, Overtime and Compensatory Time	6/1/17
HR 502	Time and Leave Keeping	6/1/17
HR 503		
HR 504	Equal Employment Opportunity	4/16/15
HR 505	Harassment	8/16/18
HR 506	Americans with Disabilities Act and the Americans with Disabilities Act Amended	6/1/17
HR 507	Workers' Compensation	8/16/18
HR 508	Return to Work	8/16/18
	Leave (600 series)	
HR 601	Annual Leave	6/1/17
HR 602	Sick Leave	12/16/16
HR 603	Personal Leave	12/16/16
HR 604	Military Leave	4/16/16
HR 605	Leave Without Pay	12/16/16
HR 606	Education Support Leave	4/16/16
HR 607	Administrative Leave	6/1/2017
HR 608	Family and Medical Leave (FML)	12/16/16
HR 609	Donated Leave	12/16/16
HR 610	Event/Ceremony Attendance	7/16/12
	Performance Management (700 series)	
HR 701	Performance Management	4/16/16
	Salary and Personnel Administration (800 series)	
HR 801	TBD	TBD
HR 802	CBI for Completion of State Financial Management Certification	12/16/16
HR 803	Under Water Dive Pay Supplement	2/26/11
HR 804	Personnel Actions	8/16/18
	General Information (900 series)	
HR 901	Bulletin Boards	12/16/16
HR 902	Work Place Safety	8/16/18

HR 903	Handgun Carry	6/1/17
HR 904	Handgun Carry Variance - EPD	6/1/17
HR 905	Department Owned Housing	4/16/15
HR 906	Retention and Disclosure of Personnel Records	4/16/15