	Department of Human Services Online Directives Information System	Index: Effective: Review:	POL1300 01/31/2019 01/31/2019
---	--	--	--

MANUAL

SUBJECT: Human Services/Personnel Policies

TABLE OF CONTENTS

[100](#) | [200](#) | [300](#) | [400](#) | [500](#) | [600](#) | [700](#) | [800](#) | [900](#) | [1000](#) | [1100](#) | [1200](#) | [1300](#) |
[1400](#) | [1500](#) | [1600](#) | [1700](#) | [1800](#) | [1900](#) | [2000](#)


Section # Titles

100 GENERAL POLICIES

- 101 [Equal Employment Opportunity and Unlawful Discrimination](#)
- 102 [Sexual Harassment](#)
- 103 [Smoking Policy](#)
- 104 [Access to Human Services/Personnel Policies](#)
- 105 [Delegation of Authority](#)
- 106 [Assignment of Duties](#)
 - Att. #1 [Policy Memorandum](#)
 - Att. #2 [Employee Application for Intrastate Relocation Expense Reimbursement](#)
 - Att. #3 [Employee Intrastate Relocation Expense Voucher](#)
- 107 [Third Party Involvement in Employment Issues](#)
 - Att. #1 - [Required Notices](#)
- 108 [Administrative Closing of Offices](#)

Aging Services | Child Support Services | Family & Children Services

An Equal Opportunity Employer

	<p style="text-align: center;">Department of Human Services Online Directives Information System</p>	<p style="text-align: center;">Index: Effective: Review:</p>	<p style="text-align: center;">POL1300 01/31/2019 01/31/2019</p>
--	---	---	---

109 [Notices Required to be Posted](#)

Att. #1 - [Required Notices](#)

110 [Preventing Workplace Violence](#)

Att. #1 - [Workplace Acts or Threatened Acts of Violence Report](#)

111 [Teleworking Policy](#)

Att. #1 - [Request for Teleworking Approval](#)

Att. #2 - [DHS Teleworking Agreement](#)

Att. #3 - [Commute Smart Information Form](#)

Att. #4 - [DHS Property Removal Form](#)

Att. #5 - [Teleworker Self-Assessment](#)

Att. #6 - [Teleworker Work Space Self-Certification](#)

Att. #7 - [DHS Teleworking Guidelines](#)

Att. #8 - [DHS Teleworking Time Record](#)

Att. #9 - [DHS Teleworking Time Log](#)


Att. #10 - [Teleworking Forms Check list](#)

Att. #11 - [Governor's Executive Order](#)

112 [Retirement Ceremony](#)

113 [Infectious Disease](#)

[Top of the Document](#)

	<p style="text-align: center;">Department of Human Services Online Directives Information System</p>	<p style="text-align: center;">Index: Effective: Review:</p>	<p style="text-align: center;">POL1300 01/31/2019 01/31/2019</p>
--	---	---	---

200 JOB ANALYSIS

201 [Position Level Reduction](#)

300 UNCLASSIFIED SERVICE

301 RESERVED FOR FUTURE USE)

302 [Movement from Classified to Unclassified Employment](#)

Att. #1 - [Acknowledgement of Unclassified Position](#)

400 RECRUITMENT AND SELECTION

401 [Recruitment](#)

402 [Selection](#)

Att. #2 - [Checklist to Use for Selection Process](#)

Att. #3 - [State of Georgia Application for Employment](#)

Att. #4 - [Employment Application Supplemental Work History](#)

Att. #5 - [Certification of Minimum and Add'l Required Qualifications](#)

Att. #6 - [Acknowledgement of Unclassified Position](#)


Att. #7 - [Acknowledgement of Provisions Governing Interdepartmental Transfer](#)

403 [Medical and Physical Examination Program \(MAPEP\)](#)

Att. #1 - [Medical and Physical Examination Program - Job List](#)

Att. #2 - [Medical and Physical Examination Program \(MAPEP\)](#)

[Top of the Document](#)

	<p align="center">Department of Human Services Online Directives Information System</p>	<p align="center">Index: Effective: Review:</p>	<p align="center">POL1300 01/31/2019 01/31/2019</p>
--	--	--	--

Att. #3 - [MAPEP Health Information Checklist](#)

404 [Re-Employment of Retirees & use of Independent Contractors](#)

500 APPOINTMENTS

501 [Employee Orientation](#)

502 [Working Test and Permanent Status for Classified Employees](#)

503 [Verifying Identity and Employment Eligibility](#)

[Att. #1 - INS Form I-9](#)

504 [Criminal History Record Checks](#)

Att. #1 - [Consent for Release of Information](#)

[Att. #2 - Awareness Statement](#)

[Att. #3 - Criminal History Record Checks for DHS](#)

[Att. #4 - Disclosure of Information Received - Applicants](#)


[Att. #5 - Disclosure of Information Received - Separation](#)

[Att. #6 - Contingent Hiring Process](#)

600 RECORDS AND REFERENCES

601 [Employment Information](#)

[Att. #1 - Sample Questions for Reference Checks](#)

	Department of Human Services Online Directives Information System	Index: Effective: Review:	POL1300 01/31/2019 01/31/2019
---	--	--	--

Att. #2 - [Employment Verification Form](#)

602 [Access to Personnel-Related Public Records Based on the Georgia Open Records Act](#)

[Att. #1 - Georgia Open Records Act - Request Form](#)

603 [Official Personnel Files](#)

[Att. #1 - Documents to be Retained in Official Personnel Files](#)

[Att. #2 - Documents to be Maintained Separately from Official Personnel Files](#)

[Att. #3 - Notification of Purged Records](#)

700 PERFORMANCE EVALUATIONS

[701 Performance Management](#)

Att. #1 - [Sample Performance Plan Review Memo](#)

Att. #2 - [Sample Performance Unsatisfactory Evaluation Review Request Memo](#)

Att. #3 - [Sample Performance Evaluation Review Memo](#)

702 [Working Test Management Reviews for Classified Employees](#)


Att. #1 - [Management Review Form](#)

800 SALARY COMPENSATION / PAYROLL

801 [Calculation of Salary Payments](#)

802 [Salary Adjustments](#)

[Top of the Document](#)

	Department of Human Services Online Directives Information System	Index: Effective: Review:	POL1300 01/31/2019 01/31/2019
--	--	--	--

[Att. # 1 - Designation of Individual to Approve Salary Adjustments](#)

Att. # 2 - [Request for Salary Adjustment](#)

803 [Incentive Pay and Meritorious Awards](#)

804 [Advanced Salary Hiring](#)

[Att. # 1 - Designation of Individuals to Approve Advance Salary Hiring](#)

[Att. # 2 - Acknowledgement Form for Designees](#)

[Att. # 3 - Factors to Consider Prior to Authorizing Advance Salary Hiring](#)

[Att. # 4 - Advanced Salary Hiring Request](#)

805 [Distribution of Paychecks](#)

807 [Recovery of Overpayments](#)

[Att. # 1 - Example of Overpayment Letter](#)

[Att. # 2 - Example of Overpayment Letter](#)

[Att. # 3 - Repayment Agreement - Active Employee](#)

[Att. # 4 - Repayment Agreement - Inactive Employee](#)

900 BENEFITS


901 [Eligibility for Benefits](#)

902 [Flexible Benefits](#)

903 [Health Insurance](#)

904 [Employee Behavioral Health Services](#)

[Top of the Document](#)

	<p style="text-align: center;">Department of Human Services Online Directives Information System</p>	<p style="text-align: center;">Index: Effective: Review:</p>	<p style="text-align: center;">POL1300 01/31/2019 01/31/2019</p>
--	---	---	---

1000 LEAVE / HOLIDAYS / WORKING HOURS

1001 [Fair Labor Standards Act](#)

Att. #1 - [Overtime Compensation Table](#)

Att. #2 - [FLSA Compensatory Time Reporting Record](#)

Att. #3 - [Understanding Concerning FLSA Compensatory Time](#)

1002 [Official Hours and Work Schedules](#)

1003 [Administration of Employee Leave Program](#)

[Att. #1 - Selection of Payment Option](#)

1004 [Observance of Holidays](#)

1005 [Family and Medical Leave](#)

Att. #1 - [Request and Certification of Health Care Provider for Employee's Serious Health Condition](#)

Att. #2 - [Request and Certification of Health Care Provider for Family Member's Serious Health Condition](#)

Att. #3 - [Request and Certification of Adoption or Foster Care](#)

Att. #4 - [Request and Certification of Serious Injury or Illness of Covered Service member](#)

Att. #5 - [Request and Certification of Qualifying Exigency for Military Leave](#)

Att. #5f - [Sample of Approval of Family Medical Leave](#)


Att. #6 - [Sample Denial of Family and Medical Leave](#)

Att. #7 - [Sample Designation of Conditional Family and Medical Leave](#)


Att. #8 - [Sample Designation of Family and Medical Leave Without a Request](#)

Aging Services | Child Support Services | Family & Children Services

An Equal Opportunity Employer

	Department of Human Services Online Directives Information System	Index: Effective: Review:	POL1300 01/31/2019 01/31/2019
--	--	--	--

- Att. #9 - [Release to Return to Work](#)
- Att. #10 - [Rights and Responsibilities Under FLMA](#)
- 1006 [Annual, Sick and Personal Leave](#)
 - Att. #1 - [Certification of Serious Health Condition](#)
- 1007 [Leave of Absence Without Pay](#)
 - Att. #1 - [Certification of Serious Health Condition](#)
 - Att. #2 - [Selection of Payment Option](#)
- 1008 [Court Leave](#)
- 1009 [Military Leave](#)
 - Att. #1 - [Sample Approval of Military Leave](#)
- 1010 [Leave Donation](#)
 - Att. #1 - [DHS Request to Solicit Leave Donations](#)
 - Att. #2 - [DHS Solicitation for Leave Donations Notice](#)
 - Att. #3 - [DHS Leave Donation Authorization](#)
- 1011 [Short-term/Other Leave Without Pay](#)
 - Att. #1 - [Request for Personnel/Payroll Action](#)
- 1012 [State Compensatory Time](#)
 - Att. #1 - [Example of State Compensatory Time](#)
- 1013 [Miscellaneous Leave/Time](#)
- 1014 [Hourly Employment](#)
 - Att. #1 - [Time Sheet 2012](#)

	Department of Human Services Online Directives Information System	Index: Effective: Review:	POL1300 01/31/2019 01/31/2019
--	--	--	--

[Top of the Document](#)

1100 PROMOTIONS / DEMOTIONS / TRANSFERS

1101 [Promotions](#)

- Att. #1 - [Request for Personnel/Payroll Action](#)
- Att. #2 - [State of Georgia Application for Employment](#)
- Att. #3 - [Employment Application Supplemental Work History](#)
- Att. #4 - [Certification of Minimum and Add'l Required Qualifications](#)
- Att. #5 - [Hire Packet](#)
- Att. #7 - [Request for Salary Increase Adjustment](#)

1102 [Demotions](#)


- Att. #1 - [Request for Demotion with no loss in pay](#)
- Att. #2 - [Request for Personnel/Payroll Action](#)
- Att. #3 - [Recommended disciplinary Action / Separation Action Decision for an unclassified employee](#)
- Att. #4 - [Request for Position Action](#)
- Att. #5 - [State of Georgia Application for Employment](#)
- Att. #6 - [Employment Application Supplemental Work History](#)
- Att. #7 - [Certification of Minimum and Add'l Required Qualifications](#)

1103 [Transfer of Employees](#)

- Att. #1 - [Acknowledgement of Unclassified Position](#)
- Att. #2 - [Acknowledgement of Provisions Governing Interdepartmental Transfer](#)

Aging Services | Child Support Services | Family & Children Services

An Equal Opportunity Employer

	<p style="text-align: center;">Department of Human Services Online Directives Information System</p>	<p style="text-align: center;">Index: Effective: Review:</p>	<p style="text-align: center;">POL1300 01/31/2019 01/31/2019</p>
--	---	---	---

[Top of the Document](#)

1200 STANDARDS OF EMPLOYMENT

1201 [Standards of Conduct and Ethics in Government](#)

Att. #1 - [Code of Ethics for Government Service](#)

Att. #2 - [Governor's Executive Order – 1/14/19](#)

Att. #3 - [Expense Reimbursement by Outside Organizations](#)

Att. #4 - [Allegations of Researcher Misconduct](#)

Att. #5 – [Dress Code Guidelines](#)

- A – [Receipt Acknowledgement for the Dress Code Policy](#)
- B – [Dress Code FAQ's](#)

1202 [Political Activity](#)

Att. #1 - [Request for Political Activity Authorization](#)

1203 [Other Employment](#)

Att. #1 - [Request for Approval of Other Employment](#)


Att. #2 - [State Business Transaction Disclosure Report](#)

1204 [Employment Status of Relatives](#)

1205 [Use of State Property](#)

[Top of the Document](#)

1300 DRUG TESTING

	Department of Human Services Online Directives Information System	Index: Effective: Review:	POL1300 01/31/2019 01/31/2019
--	--	--	--

1301 [Drug-Free Work Place](#)

[Att. #1 - Drug-Free Work Place](#)

1302 [Alcohol and Drug Testing Programs](#)

Att. #1 - [Jobs Which Require Alcohol and/or Drug Testing](#)

Att. #2 - [Summary of CDL Activity](#)

1400 (RESERVED FOR FUTURE USE)

1500 DISPUTE RESOLUTION PROCEDURES

1501 [Complaint Resolution Procedure for Classified Employees](#)

Att. #1 - [Complaint Resolution Notice](#)

Att. #2 - [Classified Service Complaint Resolution Form](#)

Att. #3 - [Classified Service Complaint Resolution Group Roster](#)

1502 [Complaint Resolution Procedure for Unclassified Employees](#)

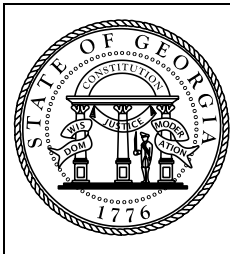
Att. #1 - [Complaint Resolution Notice](#)

Att. #2 - [Unclassified Service Complaint Resolution Form](#)

Att. #3 - [Unclassified Service Complaint Resolution Group Roster](#)

1503 [Unlawful Discrimination Complaint Procedure](#)

Att. #1 - [Unlawful Discrimination Complaint Form](#)



**Department of Human Services
Online Directives Information
System**

**Index:
Effective:
Review:**

**POL1300
01/31/2019
01/31/2019**

1504 [Process for Review of Written Reprimands](#)

Att. #1 - [DHS Reprimand Review Form](#)

1505 [Mediation Procedure](#)

Att. #1 - [DHS Mediation Request Form](#)

1600 DISCIPLINARY ACTIONS / SEPARATIONS

1601. [Disciplinary/Dismissal Actions - Classified Employees](#)

Att. #1 - [Request for Personnel / Payroll Action](#)

Att. #2 - [Notification of Purged Records](#)

1602. [Disciplinary/Separation Actions - Unclassified Employees](#)

Att. #1 - [Acknowledgement of Unclassified Position](#)

Att. #2 - [Request for Personnel / Payroll Action](#)

1700 EMPLOYEE INJURIES / DISABILITIES

1701 [Workers' Compensation and Special Injury Return-to-Work Program](#)

Att. #1 - [Georgia Activity Analysis](#)

Att. #2 - [Workers' Compensation Reporting Instructions](#)

Att. #3 - [DHS Incident Report](#)


Att. #4 - [Transitional Employment Plan](#)

Att. #5 - [Detailed Job Analysis](#)

Att. #6 - [Transitional Employment Tracking Form](#)

Aging Services | Child Support Services | Family & Children Services

An Equal Opportunity Employer

	Department of Human Services Online Directives Information System	Index: Effective: Review:	POL1300 01/31/2019 01/31/2019
--	--	--	--

Att. #7 - [Acknowledgment of Workers' Compensation Treatment](#)

1702 [Leave and Payment for Workers' Compensation and Special Injury Claims](#)

Att. #1 - [Selection of Payment Option](#)

1703 [Modified Duty Assignment Due to Non-Work-Related Injury/Illness](#)

Att. #1 - [Attending Physician's Statement of Functional Capability Form](#)

Att. #2 - [Detailed Job Analysis](#)

1704 [Americans With Disabilities Act](#)

Att. #1 - [Procedure for Handling Medical Information](#)

1800 OTHER EMPLOYEE PROGRAMS

1801 [Charitable Contributions Program](#)

1802 [Employees' Suggestion Program](#)

1803 [Work-Study and Training Programs](#)

Att. #1 - [Approved Degree Programs, Courses, Certificates](#)


Att. #2 - [Work Study Application](#)

1900 SEPARATIONS / REDUCTION IN FORCE

1901 [Separations from Employment](#)

Att. #1 - [Employee Checkout List](#)

[Top of the Document](#)

	Department of Human Services Online Directives Information System	Index: Effective: Review:	POL1300 01/31/2019 01/31/2019
--	--	--	--

Att. #2 - [Separation Notice DOL - 800](#)

Att. #3 - [Request for Personnel / Payroll Action](#)

1902 [Retirement](#)

Att. #1 - [Explanation of Benefits](#)

Att. #2 - [ERS Application of Refund](#)

1903 [Unemployment Compensation](#)

Att. #1 - [Guidelines regarding Unemployment Compensation](#)

1904 [Involuntary Separation - Retirement Benefits](#)

1905 [Staff Reduction](#)

1906 [Exit Interview](#)

Att. #1 - [Exit Interview Instruction Sheet](#)

2000 LICENSURE / CERTIFICATION

2001 [Professional Licensing](#)

Att. #1 - [Acknowledgement of Responsibility to Maintain Current License, Certificate or Registration](#)

[Top of the Document](#)

[BACK TO POL1300](#)