

Index: Human Resources Policies

Revised: March 20, 2024

Next Review: March 20, 2026

TABLE OF CONTENTS

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

100 GENERAL POLICIES

101 [Equal Employment Opportunity and Unlawful Discrimination](#)

102 [Sexual Harassment](#)

103 [Smoking](#)

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](#)

108 [Emergency Closures](#)

109 [Required Workplace Posters](#)

[Att. #1 – Workplace Posters](#)

110 [Preventing Workplace Violence](#)

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

111 [Telework](#)

[Att. #1 - Telework Guidelines](#)

[Att. #2 - Telework Self-Assessment](#)

[Att. #3 - Telework Workspace Self-Certification](#)

[Att. #4 - Telework Application](#)

[Att. #5 - Telework Agreement](#)

[Att. #6 - Telework Property Removal Form](#)

[Att. #7 - Telework Application Checklist](#)

[Att. #8 - Telework Activity Log](#)

[Att. # 9 - Governor's Executive Order](#)

112 [Retirement Ceremony](#)

113 [Infectious Disease](#)

115 [Motor Vehicle Use](#)

[Att. #1 - Driver Acknowledgement](#)

[Att. #2 - Driver Notification](#)

[Att. #3 - Safety Tips](#)

300 UNCLASSIFIED SERVICE

301 Reserved for Future Use

302 [Classified to Unclassified Employment](#)

[Att. #1 - Unclassified Employment Acknowledgement](#)

400 RECRUITMENT AND SELECTION

401 [Recruitment and Selection](#)

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

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

[Att. #2 - Medical and Physical Examination Program Rules and Documents](#)

404 [Reemployment of Retirees and Use of Independent Contractors](#)

[Att.#1 – Determining Independent Contractor Status Questionnaire](#)

500 APPOINTMENTS

501 [Employee Orientation](#)

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

503 [Verifying Identity and Employment Eligibility](#)

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

504 [Criminal History Record Checks](#)

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

[Att. #2 - Georgia Crime Information Center Awareness Statement](#)

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

[Att. #4 - Disclosure of Information Received Applicant Letter Sample](#)

[Att. #5 - Disclosure of Information Received Employee Letter Sample](#)

[Att. #6 – Standard and Contingent Hiring Process](#)

600 RECORDS AND REFERENCES

601 [Employment Information](#)

[Att. #1 - Employment Verification Form](#)

[Att. #2 – Reference Evaluation Form](#)

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

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 – Purged Records Notification](#)

700 PERFORMANCE EVALUATIONS

701 [Performance Management](#)

[Att. #1 – Sample Performance Plan Review Request Memorandum](#)

[Att. #2 – Sample Unsatisfactory Performer Evaluation Review Request Memorandum](#)

[Att. #3 – Sample Performance Evaluation Review Determination Memorandum](#)

800 SALARY COMPENSATION AND PAYROLL

801 [Calculation of Salary Payments](#)

805 [Paycheck Distribution](#)

807 [Recovery of Overpayments](#)

[Att. #1 – Sample Paid Status Error Overpayment Letter](#)

[Att. #2 – Sample Terminated Employee Overpayment Letter](#)

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

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

900 BENEFITS

901 [Employee Benefits](#)

1000 LEAVE / ABSENCE FROM WORK / WORKING HOURS

1001 [Fair Labor Standards Act](#)

1002 [Official Hours and Work Schedules](#)

1005 [Family and Medical Leave](#)

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

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

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

[Att. #4 - Certification of Serious Injury or Illness of a Current Servicemember](#)

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

[Att. #6 - Return to Work Release](#)

[Att. #7 – Employee Rights Under FMLA](#)

1006 [Absence from Work](#)

[Att. #1 - State Compensatory Time Example](#)

[Att. #2 - Divested Sick Leave Restoration Application](#)

[Att. #3 – Paid Parental Leave Request Form](#)

1009 [Military Leave](#)

[Att. #1 - Sample Military Leave Approval Letter](#)

1010 [Leave Donation](#)

[Att. #1 - Leave Solicitation Notice](#)

[Att. #2 - Leave Donation Authorization](#)

1014 [Hourly Employment](#)

1100 CLASSIFICATION AND COMPENSATION

1101 [Classification and Compensation](#)

1200 EMPLOYMENT STANDARDS

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

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

[Att. #2 - Governor's Executive Order – 4/1/21](#)

[Att. #3 - Outside Organization Expense Reimbursement Request](#)

[Att. #4 – Dress Code Guidelines](#)

[Att. #5 – Dress Code Frequently Asked Questions](#)

[Att. #6 – Dress Code Acknowledgment Receipt](#)

1202 [Political Activity](#)

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

1203 [Secondary Employment](#)

[Att. #1 – Secondary Employment Request](#)

1204 [Employment Status of Relatives](#)

1205 [Use of State Property](#)

1300 DRUG TESTING

1301 [Alcohol and Drug-Free Workplace](#)

[Att. #1 – Alcohol and Drug-Free Workplace Notice](#)

1302 [Alcohol and Drug Testing Programs](#)

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

1400 (RESERVEDFORFUTUREUSE)

1500 DISPUTE RESOLUTION PROCEDURES

1501 [Classified Employee Complaint Procedure](#)

[Att. #1 – Classified Employee Complaint Form](#)

[Att. #2 - Classified Employee Group Complaint Roster](#)

1502 [Unclassified Employee Complaint Procedure](#)

[Att. #1 – Unclassified Employee Complaint Form](#)

[Att. #2 – Unclassified Employee Group Complaint Roster](#)

1503 [Unlawful Discrimination Complaint Procedure](#)

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

1504 [Reprimand Review Process](#)

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

[Att. #2 – Reprimand Review Group Roster](#)

1505 [Mediation Procedure](#)

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

1600 DISCIPLINARY ACTIONS / SEPARATIONS

1601 [Classified Employee Disciplinary and Dismissal Actions](#)

1602 [Unclassified Employee Disciplinary and Dismissal Actions](#)

1700 EMPLOYEE INJURIES / DISABILITIES

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

[Att. #1 - Workers' Compensation Reporting Instructions](#)

[Att. #2 - Georgia Activity Analysis](#)

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

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

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

[Att. #6 - Workers' Compensation Tracking Form](#)

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

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

[Att. #1 – Leave Election Form](#)

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

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

1704 [Americans with Disabilities Act \(ADA\)](#)

[Att. #1 - Procedure for Handling Americans with Disabilities Act \(ADA\) Medical Information](#)

[Att. #2 - Americans with Disabilities Act \(ADA\) Frequently Asked Questions](#)

1800 OTHER EMPLOYEE PROGRAMS

1801 [Charitable Contributions Program](#)

1802 [Employee Suggestion Program](#)

1900 SEPARATIONS / REDUCTION IN FORCE

1901 [Employment Separations](#)

[Att. #1 - Employee Offboarding Checklist](#)

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

1902 [Retirement](#)

1903 [Unemployment Compensation](#)

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

1904 [Involuntary Separation and Retirement Benefits](#)

1905 [Staff Reduction](#)

1906 [Exit Interview](#)