I. POLICY:

It is the policy of the Georgia Department of Corrections to have an established policy on Appearance and Dress that applies to all employees and contractors of the agency that allows for the projection of an appropriate business image in the performance of job duties, and that outlines appropriate apparel for uniformed and non-uniformed staff. This policy also serves as notice that non-uniformed staff should not dress in a manner deemed to be excessively casual, overly provocative or revealing.

II. APPLICABILITY:

Any employee of the Georgia Department of Corrections or contractor working within our facilities/offices.

III. RELATED DIRECTIVES:

A. GDC Casual Dress Guidelines (Rev. 04-15/2011)

B. GDC Standard Operating Procedures (SOP):

1. IVO14-0001, Employee Standards of Conduct

2. IIIA02-0003, Dress Code and Court Protocol (Probation Operations)

3. IIA07-0003, Personal Appearance for Uniformed Personnel (Facilities Operations)

IV. DEFINITIONS:
A. Non-uniformed employees: Persons employed by the Department who are not required to wear agency-issued items of clothing, insignia, or other distinguishing attire in performance of assigned duty.

NOTE: Probation Officers and other Probation Operations employees who wear prescribed attire that is required by the Department (Professional Duty Attire) and is worn on an optional basis are non-uniformed employees.

B. Uniformed employees: Persons employed by the Department who are required to wear a uniform, insignia, or other items of clothing issued or directed for purchase and wear in performance of assigned duty.

V. ATTACHMENTS:
Attachment 1 - GDC Casual Dress Guidelines

VI. PROCEDURE:
A. Non-uniformed Employees:
1. All non-uniformed employees are expected to dress in business attire each day, as follows:
   a. Women’s Business Attire includes but is not limited to: dresses, suits, dress pants, skirts with dress blouses, gauchos that are wide-legged, flowing and not more than 4” below the knee or dress ankle pants that are not more than 3” above the ankle. Blazers or dress jackets may be paired with appropriate slacks, skirt, or trousers. Appropriate shoes are dress pumps, dress sandals and "flats," dress oxfords, “mules”, dress boots, and most varieties of tasteful "heels."
   b. Men’s Business Attire includes but is not limited to: suits, sport coats and coordinating dress slacks, or dress slacks in combination with dress shirts and appropriate neckties. Neckties may be either long (four-in-hand) ties
or bow ties. Appropriate men’s shoes are dress oxfords, other dress lace-ups and loafers.

2. Certain attire is not appropriate anytime in the conduct of the business of the Department (except as outlined on Attachment 1 GDC Casual Dress Guidelines), such as headgear (caps, hats, scarves, sweatbands), hooded attire, etc. The listing is neither exhaustive nor all-inclusive. Some examples of such inappropriate clothing and attire are:

a. Shirts and/or blouses that are not appropriate in the workplace include but are not limited to: sexually provocative, bare midriffs, bare/transparent material, tube tops (and other tops/sundresses that bare the neck and shoulders), sleeveless (muscle-type), sweatshirts, "warm-ups", pull over shirts without a collar, tee-shirts, shirts with inappropriate logos/words/phrases, hooded attire, etc. or denim/blue jean shirts.

b. Trousers, slacks, pants that are not appropriate in the workplace include but are not limited to: military-style fatigues, cargo-type, shorts, jogging/wind/warm-ups, sweat pants, bicycle pants, leggings or denim/blue jeans.

c. Sandals are never appropriate in the workplace for men. Other shoes that are not appropriate in the workplace include but are not limited to: excessively casual sandals (women) such as flip-flops, athletic shoes, running/jogging shoes, heavy work-style boots or military boots.

d. Clothing that is patched, torn or has holes, has offensive graphic (logo) or lettering, is provocative or revealing, excessively dressy, or has bare shoulders or back, is never appropriate.

3. All employees who have no meetings or activities scheduled with outside personnel (which require wearing the normal business attire) may observe a “Business Casual Day” each Friday or as designated by
Executive Leadership for special occasions. Appropriate business casual attire is included in Attachment 1.

4. Appointing Authorities are responsible for ensuring that employees dress appropriately for the job at hand. Exceptions are made in certain circumstances where the normal business attire is not appropriate to perform the duties of the job.

a. Routine exceptions are made by each Appointing Authority where business attire would not be conducive to the business at hand. These jobs will be designated in writing and a standard of dress/attire will be set and enforced by the Appointing Authority. Some examples of such duties might be those of a file room, mailroom, warehouse operations, computer installation/repair/troubleshooting, construction, maintenance, farm operations.

b. Probation Operations Professional Duty Attire must follow the guidelines that are set forth in GDC SOP IIIA02-0003.

c. There are occasions when management must solicit the assistance of the workforce in accomplishing certain manual tasks at the work site for special needs situations such as "spring cleaning" or moving. On these occasions, the Appointing Authority may approve a deviation for non-business attire to be worn.

d. Beards and moustaches (when and where permitted must be kept neatly trimmed), fingernails and hair styles should not be flamboyant in style, shapes, colors or other features.

5. Both uniformed and non-uniformed employees are cautioned not to appear identifiable to the public as GDC employees (visible badge on belt, GDC-logo shirt or other apparel) in the following situations:

a. Performing duties as a private security or police officer not officially required by the Department.
b. Purchasing or consuming alcoholic beverages of any type - on or off duty - in any public establishment or establishment to which the general public has regular or routine access.

c. Consuming or transporting alcoholic beverages in any vehicle at any time.

d. Attending or participating in any activity that might, even by misinterpretation, bring discredit to the Department if identified as a GDC employee.

SPECIAL NOTE: This is not intended to apply to any Departmental enforcement officer - on duty - legitimately verifying whereabouts, employment, or other status of an offender.

6. Local directives attempting to restrict the style or length of hair worn by employees must be established out of business necessity.

7. Supervisors and managers must monitor and control the work unit to include ensuring employees maintain a professional appearance each and every day. Supervisors at all levels should enforce these guidelines and take appropriate measures when necessary to ensure compliance.

8. Appointing Authorities will make reasonable efforts to accommodate a non-uniformed employee's written request to wear a garment or ornament that is required by religious belief, principle, or tenet, but is contrary to this procedure or local directive. Health, safety, and efficiency of performance will be weighed in making the determination on any accommodation exceptions.

B. Uniformed employees:

1. Department issued uniforms must be worn by maintenance personnel, food service personnel, truck drivers, security personnel, tactical squad members, canine handlers, and other designated personnel (while performing official duties of the Department).
2. Department personnel will not appear in uniform in the following situations:
   a. When performing as a private security officer or police officer when those duties are not officially required by the Department.
   b. At social or athletic events that are held off Department property and are not officially sponsored by the Department.
   c. When purchasing or transporting alcoholic beverages or other intoxicants.
   d. While consuming alcoholic beverages or other intoxicants in public establishments or in other places where the general public has regular access.

3. All insignia, pins, ornaments and decals of any kind, which have not been issued by the Department, may not be worn on Department uniforms at any time.

4. Correctional Officers may appear in uniform at specially recognized ceremonies such as graduations, funerals, and civic events, when specifically approved by the Appointing Authority.

5. Neck Ties:
   a. Uniformed employees, who work in a prison, transitional center, diversion center, detention center or boot camp, or serve as detail officer or transfer officer, are given the option of wearing a neck tie as a part of their work apparel.
   b. Neck ties are mandatory (as a part of the uniformed employee’s apparel) only when attending any function away from the prison or center property (except normal outside details) where wearing the uniform is required by the Department, e.g., appearing in court as a witness for the Department, serving as part of an honor guard or any other formal or public ceremony.

6. Hair Length and Styles:
a. With few exceptions, Appointing Authorities should follow/enforce the hair-grooming standards prescribed by their Division operating procedure.

b. Local directives, which attempt to restrict the style or length of the hair worn by Department employees, must be administered equitably and established out of "business necessity" (e.g., follow executive protocol, safety precautions, avoid health hazards, facilitate the successful performance of certain job duties).

C. Supervisors at all levels are responsible for maintaining the standards set out herein. Appointing Authorities should use this procedure as their base to establish and maintain acceptable appearance standards.
# GDC Casual Dress Guidelines

**Revised 01/15/12**

<table>
<thead>
<tr>
<th><strong>Casual Fridays</strong></th>
<th><strong>Never Wear</strong></th>
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<tbody>
<tr>
<td><strong>Outerwear</strong></td>
<td><strong>Outerwear</strong></td>
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<tr>
<td>Blazers</td>
<td>Bandannas/Head Scarves</td>
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<tr>
<td>Sport Coats</td>
<td>Hats/Caps</td>
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<tr>
<td>Sweaters (pullover or cardigan)</td>
<td>Hooded tops/Sweatshirts</td>
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<tr>
<td>Vests</td>
<td>Sweatbands/Sweats/Jogging/Wind Suits</td>
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<td><strong>Shoes</strong></td>
<td><strong>Shoes</strong></td>
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<tr>
<td>Loafers</td>
<td>Heavy Work Boots</td>
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<tr>
<td>Dress Boots</td>
<td>Any Sandal for Men</td>
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<tr>
<td>Saddle Oxfords</td>
<td>Flip Flops</td>
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<td>Deck Shoes (i.e. Sperry’s)</td>
<td>Military Boots</td>
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<td></td>
<td>Slippers</td>
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<tr>
<td><strong>Clothing</strong></td>
<td><strong>Clothing</strong></td>
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<tr>
<td>Casual Suits, Dresses or Slacks</td>
<td>Bib Overalls</td>
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<tr>
<td>Dress Shirt w/o Tie</td>
<td>Tank Tops</td>
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<tr>
<td>Sweaters w/Collared Shirt w/o tie or with turtleneck</td>
<td>Tube Tops</td>
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<tr>
<td>Collared Casual Shirt (includes banded collar)</td>
<td>Thin/Spaghetti Strap Tops</td>
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<tr>
<td>Casual Blouses</td>
<td>Halter Tops</td>
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<tr>
<td>Sleeveless Shirts (women only - if worn under jacket or shirt)</td>
<td>Shirts with inappropriate or large logo</td>
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<td></td>
<td>T-shirts</td>
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<tr>
<td>Blazers/Sport Coats/ Vests</td>
<td>Collarless Shirt (Men only)</td>
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<td>Khaki Pants (cotton )</td>
<td>Casual Shorts/Skorts</td>
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<td>Khaki Casual Skirts</td>
<td>Capri Pants</td>
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<td>Dockers Pants/Skirts</td>
<td>Denim/Jeans</td>
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<td>Polo w/GDC Logo or Other Small Logo</td>
<td>Unauthorized uniforms</td>
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<td>Other GDC Logo Shirt</td>
<td>Spandex</td>
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<td>Leggings</td>
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<td>Mid-riffs</td>
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<td>Short Dresses or mini-skirts</td>
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<td>Dresses/Skirts w/High Split</td>
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<td>Sundresses</td>
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<td>Military Fatigues</td>
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<td></td>
<td>Camouflage – any type</td>
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<td></td>
<td>Hunting attire</td>
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<tr>
<td><strong>NOTE:</strong> Each manager/supervisor must monitor and control the environment of the work unit to include ensuring employees maintain a professional appearance each and every day. Supervisors at all levels should enforce these guidelines and take appropriate measures when necessary to ensure compliance.</td>
<td><strong>Anything that is patched, torn or has holes; has offensive graphic (logo) or lettering; provocative or revealing; excessively dressy; bare shoulders/back is never appropriate</strong></td>
</tr>
</tbody>
</table>

*Any ladies trousers must not exceed 3” from the top of the ankle.*

**Remember- if in doubt, it is probably out!**
I. Introduction and Summary:

The purpose of this policy is to establish the Georgia Department of Corrections’ standards for the use and management of social media and provide guidance on its administration and oversight.

GDC uses a number of public social media platforms to improve communication with members of the public, employees, media representatives, and other stakeholders. This policy provides the department’s standard on the official management and use of social media for departmental purposes as well as setting standards for an employee’s use of social media. This policy applies to all GDC employees and volunteers, in addition to employees of any vendor working at any GDC facility or office.

This policy does not create rights in any person nor should it be interpreted or applied in such a manner as to abridge the rights of an individual.

II. Authority:

IVO14-0001: Employee Standards of Conduct
IVO13-0003: Unlawful Harassment (Includes Sexual Harassment)

III. Definitions:

Social Network/Media Site - web-based services that allow individuals to create public profiles, share information and socialize with others using a range of communications technologies. This includes, but is not limited to, social networking sites (Facebook, MySpace), microblogging sites (Twitter, Nixle), photo- and video-sharing sites (Flickr, Pinterest, YouTube), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).

Inappropriate Comments: may include topics such as advertisements or endorsements for services or products, abusive or profane language, hate speech, personal attacks, harassment or threats of violence, libelous or slanderous statements against GDC or its employees, statements that threaten the security of GDC
operations or facilities, statements likely to cause immediate harm or incite crime, or unlawful conduct.

**Post**: content an individual shares on a social media site or the act of publishing content on a site.

**Social Media Account**: an established profile using a social media platform for the purpose of social media use.

**Social Media Page**: the specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.

### IV. Statement of Policy and Applicable Procedures:

#### A. GDC Official Social Media Usage:

1. The Public Affairs Office (PAO) oversees the:
   
   a. Management, maintenance and administration of all social media sites and pages utilized for official Departmental use;
   
   b. Approval of any modifications to or expansions of the social media sites and pages utilized for official Departmental use;
   
   c. Monitoring of comments posted on social media sites and pages utilized for official Departmental use; and
   
   d. Maintenance of social media usernames and passwords for all sites owned by GDC.

2. Social media pages utilized for official departmental use shall clearly indicate that they are maintained by GDC, and shall have GDC contact information prominently displayed or hyperlinked.
3. Content on official GDC social media pages is subject to applicable laws, regulations, and policies, including all information technology and records management policies.
   
a. Content is subject to public records laws and records retention schedules.

b. Content must be managed, stored, and retrieved to comply with open records law, e-discovery laws, and GDC policies.

4. Individual facilities, centers, or offices shall not be permitted to establish or maintain a social media page.

5. GDC maintains official social media pages to:

   a. Provide a direct way to reach constituents and stakeholders;

   b. Promote transparency in government;

   c. Assist with community outreach and engagement;

   d. Assist in making time-sensitive notifications;

   e. Provide an additional recruitment mechanism for GDC; and

   f. Use as an investigative tool, through the collection of evidence and information for ongoing investigations.

6. GDC employees who are working undercover are prohibited from creating a social media account as an alias for the purpose of an investigation unless written approval is given by the Office of Legal Services and Office of Investigations and Compliance.

B. **Social Media Guidelines:**

Social media is an ever-evolving forum. As such, guidelines within this policy are likely to be updated as new technologies and social networking tools emerge.
Therefore to ensure policy compliance, it is recommended that employees review the policy regularly.

1. The following speech may subject a GDC employee to personnel action if employee’s social media posts:
   a. Adversely affect the department’s operations;
   b. Interfere with an employee’s performance of duties;
   c. Impair discipline, harmony or relationships among coworkers;
   d. Showcase obscene or sexually explicit content;
   e. Ridicule, harass or are discriminatory in nature against an individual or group of people in regards to their race, color, religion, sex, national origin or any protected class of individuals as defined by federal law;
   f. Include content that would reasonably be considered as reckless or irresponsible; or
   g. Use any image or photograph of images that belong to GDC that would reflect discredit on the Department or undermine public trust IVO14-0001: Employee Standards of Conduct, to include: GDC patch, official logo, photos of any GDC facility, any image of an inmate (with or without consent), and any material for which GDC holds a copyright, trademark, patent or other intellectual property right.

2. Employees shall not disclose any confidential or non-public information obtained by virtue of employment. IVO14-0001: Employee Standards of Conduct

3. Staff are cautioned that posts that constitute a violation of IVO14-0001: Employee Standards of Conduct and IVO13-0003: Unlawful Harassment (Includes Sexual Harassment) may result in personnel action by GDC.
V. **Attachments:**

None
I. **POLICY:**

The Georgia Department of Corrections (GDC) recognizes teleworking as a viable work option that benefits the employer, the employee, and the community. The GDC will utilize teleworking arrangements as appropriate to achieve overall business goals, to demonstrate commitment to the environment, and to promote employee satisfaction, quality of life, efficiency, and productivity. Teleworking is a voluntary agreement between an employee and the supervisor, and, as such, is a privilege, not an entitlement. Employees (teleworkers) approved to telework and their supervisors (telemanagers) must complete mandated training.

II. **APPLICABILITY:**

Employees of the GDC whose job functions, personal characteristics and traits contribute to the success of a teleworking arrangement.

III. **RELATED DIRECTIVES:**

A. Governor's Executive Order regarding the State's Work Away Initiative, dated September 9, 2003

B. GDC Standard Operating Procedures (SOP's)
   1. IVO04-0002, Workers' Compensation
   2. IVO08-0001, Working Time, Overtime and Compensatory Time (FLSA)
   3. IVO08-0002, Time Keeping Requirements (FLSA)
   4. IVO10-0008, Administrative Leave
   5. IVO16-0001, Performance Management
   6. IVO20-0001, Adverse Actions (Classified)
IV. DEFINITIONS:

A. Eligible Job - (See Attachment 3) A job having measurable quantitative or qualitative results-oriented standards of performance that is structured to be performed independently of others and with minimal need for support and can be scheduled at least one day a pay period to participate in teleworking without impacting service quality or organizational operations.

B. Eligible Employee - An employee, in an eligible job, who has been identified by the employee's supervisor as satisfactorily meeting performance standards, terms, and conditions of employment of their job. The employee shall have had no adverse actions during the current or immediately preceding review period.

C. Primary Workplace - A teleworker's usual and customary workplace.

D. Alternate Workplace - A work site other than the employee's usual and customary worksite (primary workplace). The alternate workplace may include the employee's home, a satellite office or a telework center.

E. Telework Center - A facility that offers office-like workstations and electronic equipment that may be used by the Department to house teleworking employees.

F. Teleworker - A person who for at least one or more days in a particular pay period works at home, a satellite office, or a telework center to perform an assigned job. All teleworkers should complete the telework agreement and training.

G. Telemanager - A supervisor in the teleworker's chain of command who assigns job duties to be done by the teleworker and ensures that expectations are met.

H. Occasional Teleworker - A teleworker, who with the approval of their supervisor, works at home on an
infrequent basis. Approval is usually task or project specific and normally approved at least the day before the employee teleworks.

I. Mobile Worker - An employee who travels continuously and whose current work location is his/her home or an assigned office. The duties of these positions generally require the employee to meet and work off-site or at numerous locations dispersed throughout a geographic area. A mobile worker is a teleworker.

J. Teleworking - Working at a location other than the employee's primary workplace.

K. Teleworking Agreement - The signed document that outlines the understanding between the Department and the employee regarding the teleworking arrangement.

V. ATTACHMENTS:

Attachment 1 - Telework Agreement
Attachment 2 - Telework in PeopleSoft Enrollment Form
Attachment 3 - Telework Jobs List
Attachment 4 - Work Away/Telework Evaluation Form
Attachment 5 - Work Away Teleworker Self-Assessment

VI. PROCEDURE:

A. Eligibility Requirements

1. The Department Telework Coordinator will identify jobs suitable for teleworking (see Telework Jobs List, Attachment 3).

2. An employee who is in a job on the Telework Jobs List (Attachment 3) who wishes to telework, must do the following:

   a. Complete the Work Away Teleworker Self-Assessment form (Attachment 5). If the results of the Self-Assessment indicate the employee
would not be a good telework candidate, the employee should not be permitted to telework.

b. If the results of the Self-Assessment indicate that the employee would be a good telework candidate, the employee must submit a written request to his/her supervisor to be approved by the Appointing Authority. This request must include a copy of the Self-Assessment.

3. Appointing Authorities will determine which employees and/or jobs in their areas are eligible for a teleworking arrangement based on the suitability of their jobs, an evaluation of the likelihood of their success as a teleworker and an evaluation of their supervisor's ability to manage remote workers. Appointing Authorities and supervisors are encouraged to use the Work Away/Telework Evaluation Form (Attachment 4) to determine whether an employee would be a good teleworker. Factors to be considered include:

a. Job characteristics;

b. Employee eligibility standards;

c. Employee characteristics and traits; and

d. Immediate supervisor characteristics and traits.

4. Jobs that may be suitable for a teleworking arrangement typically have the following characteristics:

a. Face-to-face communication requirements are infrequent with most being managed by methods such as telephone, electronic mail, and/or facsimile;

b. Employee generally works alone handling information (work tasks may include activities such as reading, writing, word processing, planning, and/or analyzing data);

c. Clearly defined work results have been established;
d. Work activities are measurable and have objectives with identifiable time frames and check points;

e. Tasks require concentration and/or large blocks of time when the incumbent works independently of others; and

f. Work can be performed without close supervision.

5. In order to be eligible to telework, an employee must meet the following minimum standards:

a. Be assigned to a job that has been identified as suitable for teleworking and whose job title is listed on the Telework Jobs List (Attachment 3);

b. Have no active formal disciplinary actions on file for the current review period;

c. Have no history of excessive leave use or leave abuse;

d. Have consistently met established productivity levels; and

e. Have earned a rating of "meets expectations" or higher on the most recent performance evaluation.

6. The Appointing Authority may waive specific eligibility requirements as necessary to meet departmental objectives or directives. Any waivers being considered should be discussed with the Department Personnel Director prior to approval.

NOTE: If a waiver is approved, the specific reasons for the waiver must be documented in the "Special Conditions/Comments" section of the Telework Agreement form (Attachment 1, Page 2).

7. An employee being considered for teleworking must possess the following characteristics/traits:

a. Strong oral and written communication skills, which are essential to maintain effective
communication with their supervisor and other co-workers;

b. A demonstrated history of successful job performance in both current and previous job assignments;

c. Self-motivated and responsible;

d. Familiar with the requirements of the position;

e. Able to work independently;

f. Adaptable;

g. Results oriented; and

h. Committed to successful teleworking.

8. An immediate supervisor (telemanager) for a teleworker must possess the following characteristics/traits:

a. Trust individuals working under their supervision;

b. Have a results-oriented management style;

c. Provide timely and constructive feedback;

d. Facilitate open communication;

e. Possess above average planning and organizational skills;

f. Maintain open, positive attitude toward teleworking, and attempt to accommodate teleworking schedules; and

g. Establish clear objectives for employees under their supervision and measure results fairly.

B. Teleworking Request Process

1. An employee may request to telework by submitting a written proposal to his/her immediate supervisor. The proposal must specify:

a. The reasons why the position/job duties are suitable for teleworking;
b. The alternative work location (address and description of designated working area);

c. A schedule of work days and hours, indicating which days and/or hours are to be worked at the alternative location;

d. Work assignments and/or tasks to be accomplished while teleworking;

e. That they possess the necessary equipment; and

f. Any other special considerations or conditions.

2. The supervisor must objectively consider the employee's telework request within the provisions of this procedure and other applicable guidelines and make a recommendation to the Appointing Authority.

3. If the Appointing Authority determines that the proposed telework arrangement would benefit the Department and the employee, the supervisor and the employee should complete the Agreement Section of the Telework Agreement form (Attachment 1).

4. If a proposed teleworking agreement is approved, the Appointing Authority shall:

a. Retain the original signed Telework Agreement (Attachment 1) for one year after the telework arrangement ends;

b. Forward a copy to Central Personnel Administration (CPA); and

c. Provide the employee with a copy of the signed Telework Agreement (Attachment 1) and ensure that the employee fully understands his/her responsibilities.

5. If a proposed teleworking agreement is denied by the Appointing Authority, the decision is final and is not appealable, grievable or subject to review.

6. An approved Telework in PeopleSoft Enrollment Form (Attachment 2) must be sent with the Telework Agreement (Attachment 1) to CPA to be processed.
a. CPA will complete enrollment processing in accordance with the Telework in PeopleSoft Guide found in the Telework Section of the GMS website: www.gms.state.ga.us.

b. CPA will forward the name and work location of each approved teleworker to the GDC Office of Information Technology (OIT).

7. Employees working under a telework agreement shall:
   a. Become familiar with the provisions of the Telework Agreement (Attachment 1), this procedure, and any other applicable guidelines;
   b. Adhere to the terms and conditions of the Teleworking Agreement;
   c. If teleworking at home, establish a dedicated home work area/office consistent with the requirements of this procedure;
   d. Establish and adhere to work practices to ensure a successful teleworking experience;
   e. Report to specified work sites as required for meetings, training, etc.;
   f. Safeguard any proprietary or confidential Department information;
   g. Determine any tax implications resulting from working at home and satisfy applicable personal tax obligations; and,
   h. Comply with all other terms and conditions of employment.

C. Workspace
   1. Employees selected to telework must designate a dedicated office space for work purposes. The employee must maintain the workspace in a safe condition, free from hazards and dangers to the employee.

   2. The Department reserves the right to inspect a home workspace to ensure safety compliance and adherence with the telework program requirements.
D. Equipment, Tools and Supplies

1. The Department does not provide equipment or connectivity for a teleworker.

2. Utilization of employee-owned equipment used for teleworking is subject to the following provisions:
   a. All expenses (e.g., maintenance, repair, insurance) are the employee's responsibility;
   b. Access to network files, desktop PCs, drives and storage will be made available through OIT by the use of remote access accounts once the employee has been approved for teleworking;
   c. Although virus protection, firewall protection from intrusion software is highly recommended for the home or remote computer user, the use of remote access accounts eliminates the necessity of the privately owned equipment to meet these requirements in order to telework; and
   d. All Department information must be properly secured at the end of the business day.

3. Mail, Office Supplies, Copying
   a. The employee should make arrangements to pick up and deliver outgoing mail, gather office supplies, and make copies at the primary work location.
   b. Office supplies will be provided as needed by the Department. Out-of-pocket expenses for other supplies will not be reimbursed unless the employee obtains prior approval from the supervisor.

E. Security and Access to Information - The teleworker must protect the security and integrity of data, information, paper files, and access to Department computer systems. The Department's technology and Internet use procedures apply to teleworking as they would in the primary workplace. It is the employee's responsibility to ensure that all Department information/files at the telework site are safely secured at all times.
F. Compensation and Benefits - The employee's compensation, benefits (including leave and holidays), and work status will not change due to participation in the teleworking program.

G. Performance Management

1. Teleworkers remain subject to the Department's GDC-Plus performance management system and are required to participate fully in the process. The performance of teleworkers will be evaluated in a manner similar to non-teleworking employees. The job responsibilities assigned to an employee will not change due to telework status.

2. Teleworkers are expected to show results when completing assignments at their alternate workplace just as they would at the regularly assigned workplace. If the employee is unable to complete work assignments and/or tasks as agreed to in VI.B.1.d then the Appointing Authority may revise the teleworker's Telework Agreement or may remove the employee from telework status.

H. Work Schedules and Work Hours

1. Each teleworker will have an established work schedule. Teleworkers may, with the approval of the supervisor, work either a standard five-day workweek or an authorized alternative schedule with regularly scheduled work hours each day.

2. Employees approved for teleworking must obtain their supervisor's approval prior to changing or adjusting their schedule, and must adhere to Department procedures for requesting and using accrued leave.

NOTE: Incurring overtime is not allowed without prior approval of the supervisor. Any unauthorized overtime will be grounds for disciplinary action, including removal from telework status.

3. Employees must be accessible by pager, e-mail, telephone, and/or cellular phone during their established work hours, regardless of work location.
4. Teleworkers will be required to attend meetings, training sessions, etc., as deemed necessary by their supervisor.

5. Teleworkers must comply with all timekeeping requirements (see SOP IVO08-0001 and IVO08-0002). Falsification of time and attendance records will be grounds for terminating the telework arrangement and may subject the employee to disciplinary action up to and including dismissal from employment.

6. An employee scheduled to telework at an alternate workplace, will be expected to work and will not accrue any right to, and will not be compensated in any manner for any absence that may be authorized for other employees directly affected by office or facility closings (or delayed openings) due to severe weather or other emergencies (see IVO10-0008, Administrative Leave). An exception to this would be if the alternate workplace is also affected by the severe weather or other emergency situation.

NOTE: In the event the teleworker experiences technical/computer difficulties and has no support mechanism in their office or facility due to the administrative closing, they may be entitled to administrative leave at the discretion of the Appointing Authority.

I. Rules, Regulations, Policies, and Practices - Each teleworker remains obligated to comply with all applicable rules, regulations, policies, and procedures. An employee working under a telework agreement remains subject to applicable Department disciplinary policies and procedures. Violation(s) may result in termination of the telework agreement.

J. Workers' Compensation

1. During work hours and while performing work functions in the designated home work area, teleworkers are covered by Workers' Compensation. The employee's home workspace is considered an extension of the Department's workspace.
2. In compliance with applicable Department guidelines and procedures, any on-the-job injury must be reported to the employee's local personnel representative AND supervisor or Duty Officer as soon as possible after the accident/injury occurs.

K. Tax Implications - Teleworking employees are fully responsible for determining any federal, state, and local tax implications resulting from working at home and are responsible for satisfying any personal tax obligations relative to teleworking. Employees are encouraged to discuss these issues with their personal tax advisor.

L. Child or Dependent Care - Teleworking is not a substitute for child or dependent care. Employees will manage childcare, dependent care and other personal responsibilities in the same manner as if the employee were reporting to their primary workplace.

M. Agreement Modifications/Terminations

1. An approved Telework Agreement should be reviewed periodically, but at least annually, and modifications made as necessary. An agreement must be modified when the employee changes jobs or changes supervisors (telemanager).

2. If revised, a new Telework Agreement form must be completed and processed as described in this procedure. A revised Telework in PeopleSoft Enrollment Form (Attachment 2) must also be completed and processed as described in this procedure.

3. If the agreement is to be terminated, a written statement signed by both the employee and the supervisor must be attached to the original Telework Agreement, with a copy forwarded to CPA who will be responsible for updating the information in PeopleSoft.

VII. RECORD RETENTION:

Attachment 1 - Telework Agreement
Attachment 2 - Telework in PeopleSoft Enrollment Form
Retain for one year after agreement ends in local personnel office and CPA

Attachment 3 - Telework Jobs List - N/A, may be updated periodically as necessary.

Attachment 4 - Work Away/Telework Evaluation Form
N/A - Evaluation Only by Telemanager.

Attachment 5 - Work Away/Telework Self-Assessment Form
N/A - Self-Assessment Only by Teleworker.
I. POLICY:

The Georgia Department of Corrections (GDC) encourages employees to take advantage of additional educational and training opportunities that elevate and broaden job-related knowledge and skills, increase career opportunities within GDC, and/or enhance employees’ overall value to the Department and the State of Georgia. To motivate and provide a monetary incentive for employees to pursue higher education, a lump sum incentive payment based on annual base salary, contingent upon availability of funds, is provided for employees who obtain an Associate’s degree, Bachelor’s degree, Master’s degree, and/or a Doctorate degree as described below.

II. APPLICABILITY:

All full-time employees of the Georgia Department of Corrections.

III. RELATED DIRECTIVES:

A. Rules of the State Personnel Board

148-1-.13 Incentive Compensation and Awards Programs

B. GDC Standard Operating Procedures (SOP)

IVO07-0001 Basic Salary Regulations

IV. DEFINITIONS:

Incentive Payment: One-time lump sum payment that does not become a part of base salary and is given when an employee meets specified criteria.

Resignation: For the purposes of this SOP, resignation refers to any separation of employment with the agency, to include retirement.

V. ATTACHMENTS:

Attachment 1 – Education Incentive Plan Approval and Repayment Agreement
Attachment 2 - Incentive Payment – Education Approval

VI. PROCEDURE:

A. Employee must obtain prior approval from the Director, Human Resources through their Appointing Authority, for their specific College or University and field of study by completing the Education Incentive Plan Approval (Attachment 1). Prior approval must be obtained at least 30 calendar days before degree is obtained. If prior approval by the Director, Human Resources is not obtained, payment will not be granted.

B. To be eligible for an incentive plan, an employee must meet the following criteria:
   1. Be a full-time employee of the Department of Corrections;
   2. Pursuing an Associate’s, Bachelor’s, Master’s or Doctorate Degree from an accredited college or university.

   Note: An employee may receive an Incentive Payment for each type of degree (Associate’s, Bachelor’s, Master’s or Doctorate) obtained while employed with the Department.

   Note: An employee will not receive the Education Incentive Payment if he/she already possesses an Associate’s, Bachelor’s, Master’s or Doctorate degree and is earning a second degree of the same type.

   3. Be recommended for the incentive by the Appointing Authority, based on verification of the degree awarded and the determination that the degree will enable the employee to substantially improve the performance of their current job or increase their career opportunities within GDC.

   4. If a clear determination of eligibility cannot be made, the final decision will be made by the Director, Human Resources.

      Note: An employee should notify his/her local Human Resources (HR) if at any time there is a change in College or University or Field of Study. Local HR will notify CHRM via email regarding the change.

   5. Once the approval is received from CHRM, the local HR will provide a written notification to the employee of the approved Incentive Plan.

C. To be considered for the Education Incentive Payment the employee must:
   1. Have an Incentive Plan approved by the Director, Human Resources.
   2. Obtain a degree and meet all specified criteria.
3. Provide a copy of the approved degree or official transcript that clearly shows the date the degree was awarded.

D. To receive the Education Incentive Payment:

1. The appointing authority will complete the Incentive Payment – Education Incentive Payment Approval (Attachment #2), confirming the employee's eligibility for the payment.

2. The Incentive Payment Approval Form and a copy of the approved degree or official transcript must be submitted to the designated HR Assistant in Corrections Human Resources Management (CHRM) by the established field cut-off date for the pay period. Payment will be processed by CHRM staff with no further paperwork required.

Note: Lump sum Education Incentive payments are as follows:

1. Associate’s Degree - Three percent (3%)
2. Bachelor’s Degree - Five percent (5%)
3. Master’s Degree - Five percent (5%)
4. Doctorate - Five percent (5%)

E. An incentive payment will not be given before a degree is obtained. The Appointing Authority must confirm that the employee has already obtained the degree prior to approving the payment.

F. Employee on leave without pay will not be paid the education incentive until he/she returns to work.

G. Retroactive incentive payments are not permitted. Payment for degrees earned prior to the implementation of this program, on July 1, 2006, will not be given.

H. An employee who resigns during the initial 12-months following receipt of the incentive payment, will be required to repay a portion of the incentive payment according to the schedule below. GDC reserves the right to recover repayments from any monies owed an employee. If repayment is not received upon request, further legal action may be taken.
If the employee resigns within the following number of days after payment: | He/she must repay the following percentage of the incentive compensation:
---|---
30 days | 100%
31 – 90 days | 90%
91 – 180 days | 75%
181 – 365 days | 50%

VII. RECORD RETENTION:

Attachment 1 – Incentive Payment – Education Compensation Plan Approval and Repayment Agreement
Retain permanently in the official Human Resources file.

Attachment 2 - Incentive Payment – Education Incentive Payment Approval
Retain permanently in the official Human Resources file.
I. POLICY:

A. Employees must keep and maintain department-approved time sheets by properly recording, for each applicable day, all hours and minutes worked, Paid Leave used, Compensatory Time taken, Holidays observed, and any other types of leave as scheduled and approved by supervisors.

B. Employees must obtain proper authorization or approval for work outside scheduled hours and minutes, for excused absences with or without leave, and for any schedule adjustments which affect total accumulated hours and minutes within certain work periods.

C. Each employee must present his/her supervisor with a complete, accurate, and timely time sheet covering each and every department-approved work period.

II. APPLICABILITY:

A. This policy applies to all employees, classified or unclassified, full-time or part-time, of the Georgia Department of Corrections.

B. Individuals not covered by the FLSA include elected officials and their personal staffs, policy-making appointees, legal advisors, legislative employees, bona fide volunteers, independent contractors, prisoners, and certain trainees. Therefore, all Department employees are classified as exempt or non-exempt.

III. RELATED DIRECTIVES:

A. Fair Labor Standards Act (29 C.F.R.)

B. Office of Planning and Budget/State Merit System Policy Memorandum No. 1
C. State Personnel Board Rules
   18.100 Holiday
   18.500 Military Leave
   18.600 Court Leave
   18.900 Administrative Leave

D. Standard Operating Procedure (SOP)
   IVO01-0001; Delegation of Authority
   IVO07-0016; Call Back Pay
   IVO08-0001; Working Hours, Overtime, and Compensatory Time (FLSA)
   IVO10-0003; Military Leave
   IVO10-0007; Court Leave
   IVO10-0008; Administrative Leave

IV. DEFINITIONS:

A. Appointing Authority: The sole Appointing Authority for the Department is the Commissioner in accordance with state law and the Rules of the State Personnel Board. State Personnel Board Rules permit the Department Appointing Authority to delegate certain responsibilities to others within the agency. For the purpose of this SOP, the term Appointing Authority refers to both the Commissioner and those to whom the Commissioner has delegated certain Appointing Authority responsibilities as outlined in SOP IVO01-0001.

B. Compensatory Time: Compensatory time is allotted to compensate a non-exempt (exempt only under extraordinary circumstances) employee for time worked or total time accrued beyond established maximum hours. There are three distinctly different types of compensatory time:

1. **FLSA** compensatory time is earned when a non-exempt employee works hours and minutes in excess of the maximum hours in the designated work period. All hours and minutes must be physically worked in the work period (e.g., a law enforcement/security officer whose designated work period maximum is 165 hours, must physically work more than 165 hours to earn FLSA compensatory time.) This work time is earned at the rate of one and one-half times the hours and minutes over the maximum hours allowed.
2. **Georgia** compensatory time is earned when an employee’s credited hours and minutes total more than the maximum number of hours in a work period, but were not physically worked (i.e., a holiday or annual/sick/personal leave taken.) Georgia compensatory time is earned at the rate of one-for-one for an employee’s time credits which exceed the work period maximum.

3. **Holiday deferral** (Holiday compensatory time) is earned when an eligible employee works for any hours and minutes on the day designated by the Governor as a state holiday. Holiday deferral is earned at the rate of one-for-one for all time worked up to 8 hours maximum.

C. Division Director: Division Directors are those Division Directors exercising managerial authority (and other responsibilities as delegated or designated by the Commissioner) over the four divisions of this agency. For the purpose of this SOP, the term also applies to the Assistant Commissioner as manager of the Commissioner’s direct support staff.

D. Exempt Employees: Certain employees are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act by meeting both the salary basis test and duties test for either the Executive, Administrative, or Professional exemption. The Central Personnel Administration (CPA) Job Evaluation Unit makes the initial FLSA determination.

E. Full Shift Overtime: Full Shift Overtime is a temporary Department incentive program developed to staff the most critical posts of designated facilities.

F. Non-Exempt Employees: Non-exempt employees are those who do not meet any of the tests or definitions of an exempt employee, and must be compensated, either by compensatory time or money, for time **physically worked** in excess of the allowed number of hours in a specified work period. **There are two categories of non-exempt employees:** (non-security) requiring no P.O.S.T. certification and (security/law enforcement) generally those requiring P.O.S.T. certification.
G. Observed Holiday: A state holiday, as designated by the Governor, in which an eligible employee does not report to work and/or performs no assigned responsibilities or duties during the twenty-four hour time frame for that calendar day.

H. Official Work Site: The facility, office, or unit location selected as the official work site of an employee. Some employees report daily and/or regularly to their assigned work site to perform work. Other employees report infrequently to their assigned work site; and instead, perform responsibilities and duties at various work sites. All employees must have an official work site.

I. Overtime: Overtime is the time used to account for and compensate a non-exempt employee for any time worked beyond the maximum permitted hours for a designated work period under the FLSA. Overtime is compensated at the rate of one and one-half hours for every one hour worked beyond the maximum. Time worked beyond the maximum for the work period may not be rounded up or down, and must be accounted by the minute. Exempt employees are not eligible for consideration for overtime compensation except in extraordinary circumstances.

J. Work period/cycle/rotation: Various terms used to indicate the regularly-scheduled work times assigned by the Appointing Authority over a designated time span from seven consecutive twenty-four hour periods (seven calendar days) to twenty-eight calendar days.

V. ATTACHMENTS:

Attachment 1 - Time Sheet Security Employees - 28 Day Work Cycle
Attachment 2 - Time Sheet Security Employees - 27 Day Work Cycle
Attachment 3 - Time Sheet Security Employees - 24 Day Work Cycle
Attachment 4 - Time Sheet Security Employees - 28 Day Work Cycle, Exempt 5/2
VI. PROCEDURE:

A. Time Keeping Mandates and Requirements:

1. Work is considered to have begun when the first official act of the workday occurs. Security and non-security work day examples are:
   a. for most security staff, the first official act of work is the pre-shift briefing; and
   b. for non-security staff, the first official act of work is any mental or physical exertion within the scope of duties.

   NOTE: The items required to gain admittance to a facility or work area such as sign in/sign out or key exchange will not be considered an official act of work.

2. If a non-exempt employee is allowed to come in early and wait for work to start in a designated break room, the start time on the time sheet must reflect the actual time that work begins. The employee must not be allowed to wait at his/her workstation.

3. The last act of official job duties indicates the end of work. Any exceptions to this due to facility layout or design must be discussed individually with the Department Personnel Director. A non-exempt employee must not be allowed to remain at his/her workstation after the workday ends.
4. Every minute worked **must be recorded and counted as work time**. This procedure applies even to duty officers, special squad assignments, other special assignments, etc. It is a direct violation of the FLSA to instruct employees to record "only your normal work hours."

5. Earned overtime is **only** hours and minutes **worked** over and above the established maximum hours for the assigned work period.

**NOTE:** The Department may stipulate that overtime will be awarded for hours and minutes worked over daily maximum hours under certain special arrangements or conditions. Prior approval from the Appointing Authority and the Department Personnel Director is required.

6. For all non-exempt employees, **no** overtime awards are recorded on the time sheets **until the assigned work period ends** (e.g., end of 7 days, end of 27 days, end of 28 days, etc.). Earned overtime hours and minutes must be clearly marked in the designated area on the time sheet.

7. Compensatory time accumulated through work, leave used (Annual, Sick, and Personal), and Holidays must be properly calculated and entered into the Phoenix system for record keeping purposes. Actual hours and minutes (converted to decimals) must be recorded in the Phoenix system. **DO NOT round or average any compensatory time earned.**

8. If the Appointing Authority intends to request cash payment for earned overtime, proper division-level approval must be obtained prior to submitting to CPA. (See also SOP IVO08-0001 - Working Hours, Overtime, and Compensatory Time (FLSA) - Procedure M.)

**B. Time Sheets:**

1. All employees’ time sheets submitted to immediate supervisors, at the end of their work periods, for approval **must be complete, accurate, and timely.**
a. A time sheet is complete, accurate, and timely when it contains: facility name; proper work period start and end dates; accurate daily work times started and times ended; proper daily recording of meal breaks when taken; accurate daily work times started, meal breaks, and times ended for work days scheduled in training or special off-site assignments; total hours/minutes worked by the day; total work hours/minutes for the period accurately recorded; leave/holiday time separated from work time and accurately recorded; total accumulated time for the period accurately recorded; accurate GA Compensatory time recorded; accurate FLSA Compensatory Time recorded; accurate Holiday Compensatory Time recorded for eligible holidays worked; signed and dated by the employee; and signed/approved and dated by the immediate supervisor.

b. A closed time sheet (i.e., work period ended) must be submitted to the immediate supervisor within four hours from the work start time on the first day of work in the next work period that immediately follows the work period which just ended.

c. When an employee is assigned to a work period that has more than two regularly scheduled off days immediately following the work period that just ended, the employee must properly complete the time sheet before being released at end of the work shift on the last day of the work period. Allowances for time to complete the time sheet within the last hour of the shift should be considered, if possible, at the discretion of the Appointing Authority, if an employee is about to have more than two scheduled off days.

2. On the time sheet, only work start time, meal break start time and meal break end time (if any), work end time are to be recorded on the appropriate line for the work day. All other information regarding leave, holiday, or other absence is recorded in the
"Comments" section in the appropriate line on the time sheet.

3. On days in which leave is taken, compensatory time is taken, and/or holidays are observed, no work start times and work end times are to be recorded on these non-work days.

4. When Officers are changing from one work schedule to another (changing rotation or "Key") during a work period, the time sheets must immediately be collected by the supervisor and taken to the local personnel office to calculate for possible overtime. In calculating overtime, use the following:

   a. review work period to determine total number of hours worked. Refer to the Chart listed in SOP IVO08-0001, Procedure VI.A.2.a. Locate the number of days in the partial work period to determine the maximum number of hours allowable for compensatory time/overtime computations;

   b. any work period or partial work period (i.e., changing work period during mid schedule) having less than seven days will have the maximum number of hours established under the following schedule: (1 work day = 8 hours 36 minutes; 2 work days = 16 hours 51 minutes; 3 work days = 25 hours 17 minutes; 4 work days = 33 hours 42 minutes; 5 work days = 43 hours). Coordinate directly with CPA FLSA Compliance Coordinator to calculate compensatory time due for any employee who has worked a partial work period of less than seven days;

   c. a personnel representative should calculate and total the partial work period time sheet and return to supervisor so he/she may secure employee and supervisor signatures before final submission to the local personnel office; and

   d. since the employee has a closed time sheet for the partial work period, he/she must start a new time sheet for the newly assigned key or rotation. Note: Some key or rotation changes will necessitate a second partial work period.
Therefore, use the same procedures for closing the second partial work period.

5. All time sheets must be kept for three full years and maintained in the facility that services the employee’s unit of assignment. If an employee transfers, time sheets are not transferred with the employee.

C. Enforcement of Time Keeping Requirements:

1. Each employee must be accountable for keeping and maintaining a complete, accurate, and timely time sheet.

2. Failure to follow time keeping requirements is violation of the conditions of employment and of the Terms and Conditions in the employee Performance Management Plan.

3. If a supervisor supervises an individual who continually fails to follow supervisor orders and SOP regarding work schedule and time keeping, the supervisor must follow Performance Management steps and measures for correcting inappropriate work behaviors, which may include, but not limited to:

   a. discussing inappropriate behavior with the employee and maintaining documented accounts of the incidents in the employee’s management file;

   b. completing and presenting interim evaluations or performance reviews (using the Management Review Form) to the employee to discuss the persisting time keeping problems and supervisor’s expectations; and

   c. recommending corrective management strategies, up to and including adverse actions, to the Appointing Authority if time keeping problems continue to persist.

D. Adjusted Work Schedule:

1. An employee may be excused, at the discretion of the Appointing Authority or his/her designee, for a work
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day or portion of a work day as strategy for managing and controlling this employee’s hours and minutes worked in relation to the established maximum hours for the designated work period.

2. The Adjusted Work Schedule (AWS) can be used to keep the non-exempt employee from earning overtime by working fewer or equal hours (as applicable) in a work period as established by the assigned work period maximum hours.

3. The Adjusted Work Schedule must not be used to avoid awarding overtime when an employee’s work period ends and he/she has worked more hours and minutes than the established work period maximum hours.

4. Adjusted Work Schedule is permitted only within the current, approved work period. Carrying forward hours and/or minutes from one work period to the next is not permitted and is a violation of FLSA regulations.

5. Supervisors are responsible for monitoring the total work hours and minutes of all employees they supervise, especially near the end of the employees’ work periods.

6. If an employee has a surplus of time worked over the established work period maximum, due to approved work outside the regularly-scheduled work day, the supervisor may schedule adjust first when approving leave requests.

7. If an employee has a surplus of time worked over the established work period maximum, due to approved work outside the normal work day, the supervisor must also be alert to possibilities of gaining approval for this employee to leave work early, report to work late, or be excused from work for the day (as the situation allows) in order to adjust out the work time surpluses.

E. Compensatory Time:

1. FLSA Compensatory Time is calculated at one and one half times the hours and minutes worked in excess of
the established maximum for the assigned work period.

2. GA Compensatory Time is calculated at one times the total accumulated time which exceeds the established maximum for the assigned work period [i.e., work + Paid Leave (Annual, Sick, and Personal) + eligible Holiday observed = more accumulated time than the designated work period maximum]. No other type of approved leave is permitted in GA Compensatory Time calculations.

NOTES:  
a). The FLSA does not mandate that employees who work on scheduled holidays receive double compensation.

b). OPB and Georgia Merit System regulations prohibit agencies from awarding GA Compensatory Time for any comptime taken in lieu of leave.

c). The Department prohibits the conversion of excess Military Leave to GA Compensatory Time. If an employee takes or uses too much approved Military Leave to meet scheduled hours and minutes for the work period, then excess Military Leave must be restored to the employee’s Military Leave Time balance.

3. Holiday Compensatory Time (i.e., Holiday Deferral) is calculated at one times the amount of hours and minutes worked by eligible employees on the day designated by the Governor as a state holiday up to a maximum of eight hours for each state holiday. (See also Procedure G of this SOP.)

4. Compensatory Time (all types) taken or used in lieu of Annual, Sick, or Personal Leave must not be used to derive total work period time accumulations (e.g., employee takes 8 hours of Annual Leave and 8 hours of FLSA Comptime; the 8 hours of Annual Leave will be used in the total time calculations at the bottom of the time sheet; and the 8 hours of FLSA
Comptime will not be used for any total time calculations).

NOTE: Compensatory Time taken or used keeps the employee in pay status with no further time credits (i.e., no comptime earned on top of comptime taken).

F. Court Leave and Administrative Leave:

1. When an employee is granted a leave of absence to serve as juror (i.e., no personal vested interest in the proceedings) in federal, state, or local court, the employee must record only “Jury Duty” in the "Comments" section of his/her time sheet on those work days in which the supervisor has verified proper summons and jury days served.

2. "Jury Duty" is an excused absence with pay by management. It is not permitted to use "Jury Duty" absences in any total time accumulations for awarding compensatory time.

NOTE: "Jury Duty" (i.e., Court Leave) keeps the employee in pay status with no further time credits or deductions.

3. Court Leave for serving as the department’s witness or witness to a public crime or appropriate legal argument (i.e., no personal vested interest in the proceedings) is an excused absence by management. It is not permitted to use "Witness Duty" absences in any total time accumulations for awarding compensatory time.

NOTE: "Witness Duty" (i.e., Court Leave) keeps the employee in pay status with no further time credits or deductions.

4. If the Commissioner or other Appointing Authority determines the need to grant Administrative Leave, it is not permitted to use Administrative Leave absences in any total time accumulations for awarding compensatory time.
NOTE: Administrative Leave keeps the employee in pay status with no further time credits or deductions.

G. TRAINING:

1. If time spent in mandatory training causes an employee's total hours and minutes worked to exceed the assigned work period maximum hours, the employee’s time keeping will adhere to the following procedures:
   a. Attendance in training does not automatically entitle the employee to any additional compensation unless the training hours, plus the hours and minutes worked exceed the FLSA maximum for that schedule;
   b. Compensatory time or overtime compensation for hours and minutes worked (including training time) is only awarded when total work time is over the maximum;
   c. Holidays not worked and paid leave days do not count as hours worked for purposes of earning FLSA compensatory time while in training;
   d. Any officially sanctioned training must be recorded as work time;
   e. Employees must record actual hours and minutes in the training class or training exercise, including accurate listings of meal breaks, each day;
   f. Travel time from the employee’s official work site to the training class or exercise and travel from the training class or exercise back to the official work site must be included in the appropriate day(s) on the employee’s time sheet. Normal commute time must be used to determine employee’s start of workday if departure is from a location other than the official work site. (See also - Travel Time, Procedure F of this SOP.)
g. Activated tactical squad members in regularly scheduled training maneuvers are not due any additional compensation unless total hours worked during work period exceed maximum hours for schedule. If tactical squad members are activated for training maneuvers on their off-days, time in these maneuvers must be made a part of and reflected on their current work period record;

h. Unsanctioned or unapproved, employee-elected training for the individual’s personal development is not work time and must not be counted as hours and minutes worked; and

i. Training requiring overnight lodging and/or study time is not work time and must not be listed or counted on the employee’s time sheet.

H. TRAVEL:

1. Travel from home or an out-of-town lodging arrangement to the work site and back home or the lodging arrangement (normal commute time) does not count as work time. This is the case whether an employee works at a fixed location or at different job sites.

   NOTE: For more information on travel involving lodging, refer to Procedure H.8. of this SOP.

2. If an employee is required to report to a specified location to pick up materials, equipment, inmates, other employees, or to receive instructions before traveling to the work site, the work time starts at the time the employee gets to that specified location. As an example, an instructor departing her home near Alto, Georgia must proceed to Lee Arrendale State Prison’s training site to pick up targets and other training aids before conducting pistol qualification firing to begin at 08:00 at Metro State Prison. Her duty time starts when she arrives at the Lee Arrendale State Prison training site.
3. An official work site location must be assigned to each employee for purposes of establishing normal commute time.

4. Standard travel time recorded in any employee’s time sheet must be reviewed by the supervisor and approved in accordance or in conjunction with the distance from the employee’s residence to the employee’s assigned official work site (normal commute time) unless prior consideration and approval was obtained for extenuating circumstances. As an example, an employee is assigned to training, and the employee’s residence is closer than the official work site to the academy. Thus, the employee takes a GDC vehicle home the night before the training to depart from his/her place of residence. Normal commute must be calculated in the start of the work day when this employee departs for training in the morning (e.g., if the employee has a 30-minute normal commute to the official work site, then his/her work day will begin 30 minutes into the trip on the morning he/she departs from home to training.)

5. Normal commute time must be omitted from the travel time for employees who have job assignments and/or field assignments at various locations requiring regular and/or daily travel and no mandatory requirements to first report to their assigned official work site locations.

6. Out-of-Town Travel: An employee who is assigned to work in another city for one day (does not spend the night) counts all travel time (except time taken for meal breaks) as work time. For purposes of this provision, Metropolitan Atlanta is considered one city.

7. The Department excludes from work time travel between the employee's home and location where a change in mode of transportation is made (i.e. home to and/or from airport, home to and/or from location where state vehicle is parked). An example of change in mode of transportation is:
Two employees are meeting the third employee, who is driver of a GDC vehicle, at a church parking lot and traveling to training in Forsyth. The workday begins, for the driver, when he/she reaches or expends the same amount of time as required in his/her normal commute from home to work at the official work site. The workday begins, for the two passengers, when they change modes of transportation or, get into the GDC vehicle at the church parking lot.

8. In-travel Status Involving Lodging: An employee who is assigned to out-of-town duty that involves lodging (i.e., either operator of a vehicle or passenger) may count all travel time as work time (except time taken for meal breaks). The Department excludes from work time travel between the employee's home and location where a change in mode of transportation is made. Likewise, travel time must not be awarded for reasonable travel time from lodging to the assigned work site and from the assigned work site back to lodging.

NOTE: In this area, in-travel status involving lodging, the Department chooses to exceed the FLSA required minimums for computing work time involving overnight travel.

9. The Department reserves the right, on certain occasions, to adhere to FLSA minimums. On occasions when the employee will not be compensated for travel, the employee must be notified of the change in advance of the travel.

Appointing Authority reference for those occasions when FLSA minimums in overnight travel are enforced:

Normally, overnight travel that occurs outside of regular working hours as a passenger on an airplane, train, boat, bus or car and where the employee is free to relax is not work time. However, if an employee is required to drive, then the travel time must be counted as work time.

An employee who drives a state vehicle is working while driving on business, but not while driving the state vehicle to and from home. Normally, travel time as a passenger, even if in a state vehicle, does not count as work time unless the vehicle is driven during normal work hours.
When employees travel overnight on business, time spent in traveling (except meal periods) during their normal work hours, on non-working days, counts as work time (i.e., travel during the hours of 8 a.m.-4:30 p.m. on a Saturday, Sunday or scheduled State holiday.

I. HOLIDAYS:

1. If an eligible employee's total accumulated hours and minutes go over the FLSA maximum, the time spent on paid Leave (Annual, Sick, or Personal) and observed holidays (i.e., employee does not report to work on designated holiday) entitles the eligible employee to compensatory time credits added to his/her GA Compensatory Time balance at the rate of one for one, NOT one and one-half.

2. The Department of Corrections defines a holiday (as designated and listed in the Governor's Executive Order) as an eight hour work day.

   a. Eligible employees, whose regularly-scheduled work hours are greater than the eight-hour holiday credit, must adhere to one of the following time keeping measures:

      1). Take leave for the difference between the eight hours and the scheduled work hours;

      2). Report on the holiday and work sufficient time to make up the difference between scheduled hours and eight hours; or

      3). Work the required time on other workdays in the same work period, at the discretion of the Appointing Authority, to make up the difference.

   b. Eligible employees who work on paid holidays must be given equivalent time off, for time worked, not to exceed eight hours. In accordance with State Personnel Board Rule 18.1002.2.c., this employee shall be provided equivalent time off for working a holiday within 120 days after the holiday.
NOTE: Employees are not to be given time off for a holiday prior to the holiday.

c. State Personnel Board Rule 18.1002.4 states employees who work any schedule of eight-hour days in which the scheduled off-days equal or exceed 116 days a year shall not be granted additional compensation or time off for the holidays. The work period, which must conform to this State Personnel Board Rule, is the security work schedule of 6 days on, 3 days off, 8-hour days, and 27-day cycle. The Department Personnel Director will enforce conformity of other new work schedules, if necessary.

Reminder: Appointing Authorities who propose work schedules other than the standard work schedules listed in Procedure V.A.2.b. are required to submit the proposed schedule to the Department Personnel Director for FLSA compliance review prior to implementing such schedules. Part of this review will be the determination of holiday credit eligibility.

3. An employee shall not be granted a holiday in advance of the Governor’s declaration and/or the Governor’s designation of the date for observance.

4. State Personnel Board Rule 18.1003.2 states that an employee shall be paid for a holiday only if the employee is in pay status the full scheduled work shift the calendar day before or after the holiday; provided however, that:

   a. such payment shall not be made if the employee is separating from state service and the holiday is in a different calendar year;

   b. the compensation of an employee who is separating in order to receive benefits under a state retirement system shall not be reduced due to the application of this paragraph, and
c. such payment shall not be made to an individual entering or reentering state service the calendar day following the holiday.

5. When an employee works any hours and minutes on a designated state holiday, the employee must receive one-for-one compensatory time awards in the Holiday Deferral Time program (also known as Holiday Comptime).

   NOTE: Holiday time worked must be entered into the Holiday Deferral program, unless taken within four workdays after being earned. Georgia Compensatory Time (i.e., work + Paid Leave + observed Holidays) is calculated after the work period closes.

6. If an eligible employee works partial hours and minutes on a designated state holiday (e.g., 5 hours), then only the amount of time worked (e.g., 5 hours) is awarded in the Holiday Deferral program. The remaining time in the eight-hour designated holiday is creditable time towards total time accumulations (e.g., 3 hours of observed holiday written in the "Comments" section of the time sheet counts toward total hours).

7. The employee’s time worked on a designated state holiday must be added to total hours/minutes worked in the work period, but this same holiday work for the holiday-eligible employee must not be double-added, for the work period, in the employee’s Georgia Compensatory Time balance, since the time is credited in the Holiday Deferral program.

J. Military Leave:

1. FLSA does not require employers to pay employees for Military Leave.

2. State of Georgia Law awards eligible employees ordered to military duty, up to 18 calendar days of Military Leave in any one federal fiscal year (October 1 to September 30).
3. If the Governor declares emergency situations, eligible employees may be credited up to 30 calendar days in this same federal fiscal year. If this situation occurs in a federal fiscal year, the total amount of Military Leave credited to an eligible employee is cumulative, meaning maximum allowable days is 30, never greater.

4. No employee will be given Military Leave time credits greater than 18 calendar days without proper coordination and approval from the Department Personnel Director.

5. When an eligible employee’s military orders have been authenticated and approved by the appropriate supervisor/manager, the employee must take or use the exact amount of hours and minutes to meet scheduled hours and minutes.

Example: Employee A is assigned to a 6 on / 3 off, 27-day work period and is scheduled for 148 hours 30 minutes. Employee is approved for 16 hours of Military Leave. When Employee A’s work period ends, Employee A has worked 140 hours. Employee A must take 8 hours and 30 minutes of Military Leave to meet scheduled hours and minutes (148 hours 30 minutes). Employee A was charged 16 hours of Military Leave. Therefore, Employee A must be credited back 7 hours and 30 minutes of Military Leave balance.

6. Conversion of Military Leave to Georgia Compensatory Time is not permitted.

K. Use of FLSA, Georgia Compensatory Time, and Holiday Deferral Time:

1. All earned compensatory time must be recorded in hours and decimals in the appropriate Leave program in the employee's leave keeping records (Phoenix leave programs).

2. Appointing Authorities may direct employees, who have accumulated FLSA compensatory time, to schedule and take time off from work by using FLSA compensatory time in order to reduce their FLSA
### Compensatory Time Balances

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compensatory time balances in order to help the Department’s fiscal management.

3. Employees can be ordered to use Georgia Compensatory Time and accrued Holiday Deferral Time in lieu of Annual, Sick, or Personal Leave.

4. An employee must use the Department of Corrections Leave Request Form to request use of compensatory time.

5. Both FLSA and Georgia Compensatory Time may be used, with proper supervisory approval, in lieu of other forms of authorized leave such as Annual, Sick, and Personal Leave.

6. An Appointing Authority or designee should approve a request for FLSA Compensatory Time submitted by a non-exempt employee unless the employee's absence from work will "unduly disrupt" work unit activities.

7. Mere inconvenience is not sufficient justification to deny a request for the use of accrued FLSA Compensatory Time. Such a request may be denied only if the employee's absence would unreasonably burden the operational capacity of a work unit or significantly impact the delivery of agency services to the public.

8. When a non-exempt employee leaves the jurisdiction of the Appointing Authority by transfer, demotion, or promotion, the Appointing Authority must diminish the employee’s compensatory time balances prior to the effective date of the action. (See also SOP IVO08-0001, section VI., Procedure O.3.)

9. If the accumulated compensatory time cannot be eliminated, as a last resort payment must be made prior to the effective date of the transfer. Appointing Authorities will not be allowed to transfer compensatory time when the employee transfers from one jurisdiction to another. (Also SOP IVO08-0001, section VI., Procedure O.)
VII. RECORD RETENTION:

Attachments 1 through 8 OFFICIAL TIME SHEETS

Retain for a period of three full years in the local personnel office.
I. **POLICY:**

A. Employees of the Georgia Department of Corrections (GDC) are required to adhere to higher standards of conduct than normally found in the general community due to the important security mission of GDC and its inherent responsibility to provide an appropriate model of public safety to the citizens of Georgia. As such, all Department employees are herein given notification of the work rules and standards of behavior by which they will be governed.

B. Appointing Authorities will ensure all current and new employees read these Standards of Conduct and complete the Employee Standards of Conduct Acknowledgment Statement (Attachment 1) and the Employee Communications Device Acknowledgement & Agreement Statement (Attachment 2). The completed acknowledgment forms will be placed in each employee's Human Resources file.

II. **APPLICABILITY:**

A. All employees of the Georgia Department of Corrections, and,

B. All employees of any vendor or contractor of GDC who work on any property under authority of the Board of Corrections.

III. **RELATED DIRECTIVES:**

A. Governor’s Executive Order, dated 01-10-11, [Establishing a Code of Ethics for Executive Branch Officers and Employees](#)

B. Governor’s Executive Order, dated 01-13-03, [Creating the Office of State Inspector General](#)

C. **O.C.G.A.**

   16-6-5.1 Sexual Assault of Person in Custody

   40-6-391 Driving Under the Influence

   42-5-15 Crossing of Guard Lines with Weapons, Intoxicants or Drugs without Consent
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Reference Number: IVO14-0001 (104.47)

42-5-16 Trading With Inmates without Consent
42-5-18 Items Prohibited for Possession by Inmates
45-10-1 Code of Ethics and Conflicts of Interest
45-11-1 Offenses Concerning Public Officers and Employees

D. Department of Corrections Board Rules

125-2-1.02 Employment
125-2-1.07 Performance of Duty

E. Rules of the State Personnel Board

478-1-.03 Antidiscrimination
478-1-.07 Outside Employment
478-1-.08 Political Activity
478-1-.15 Changes to Employment Status
478-1-.20 Employee Grievance Procedure
478-1-.21 Drugs and Alcohol Free Workplace Program
478-1-.24 Rules for Classified Employees

F. GDC Standard Operating Procedures (SOPs)

IIA07-0001 Fitness for Duty
IIA07-0002 Contact or Business Dealings with Inmates/Probationers
IIA21-0001 Prison Rape Elimination Act (PREA) – Sexual Assault of/Sexual Misconduct with Offenders
IIIA02-0007 Probation Operations Fitness for Duty
IVO03-0012 Obtaining and Using Records for Criminal Justice Employment
IVO13-0003 Unlawful Harassment (including Sexual Harassment)
IVO14-0005 Appearance and Dress
IVO14-0008  Surreptitious Recording of Department Personnel and/or Contractors
IVO15-0001  Secondary Employment
IVO15-0002  Employment of Relatives/Special Relationships
IVO15-0004  Designation of Jobs Requiring Peace Officer Certification
IVO16-0001  Performance Management
IVO19-0001  Privacy of Personnel Records
IVO20-0001  Adverse Actions (Classified Employees)
IVO20-0002  Adverse Actions (Unclassified Employees)

IV. DEFINITIONS:

The following definitions are for purposes of this standard operating procedure:

A. Close Personal Relationship means:
   
   1. A familial relationship with a spouse, parent or child, step-parent or step-child, grandparent or grandchild, brother or sister, niece or nephew, aunt or uncle, guardian or ward, and including persons related by marriage within the same classes enumerated, or,
   
   2. Any relationship that involves cohabitation, dating, or consensual sexual contact of any kind.

B. Communications Device: Any mobile or cellular phones, smart phones, electronic readers or any other device that allows for the transfer of information from one person to another by means of transmission via internet, satellite, tower, air waves or data line.

C. Contraband: Includes electronic games, radios, recording devices, cameras, mobile or cellular phones, smart phones, electronic readers or any other device that allows for the transfer of information from one person to another by means of transmission via internet, satellite, tower, air waves or data line, or any other property that is prohibited from being brought into a facility or across a guard line by statute, rule, standard operating procedure, local operating procedure or direction of the Warden or Superintendent, unless specifically approved in writing by the Warden, Superintendent or their Designee.

D. Employee: Means any of the following:
   
   1. Any full-time or part-time employee of GDC,
   
   2. Any independent contractor providing services to GDC, or
3. Any employee of any vendor or contractor of GDC who works on any property under the authority of the Board of Corrections.

E. Ethics Officer: Employee designated to take appropriate measures to ensure that the Department’s employees become familiar with applicable ethics laws and policies, including the policies set forth in the Governor’s Executive Order Establishing a Code of Ethics for Executive Branch Officers and Employees. The Ethics Officer is the General Counsel for the Department.

F. Gift: Anything of value exceeding $25, including, but not limited to, food, lodging, transportation, personal services, gratuities, subscriptions, memberships, trips, loans, extensions of credit, forgiveness of debts, or advances or deposits of money.

G. Offender: Any probationer, inmate or other detainee, or other person under the supervision of the Departments of Corrections, Juvenile Justice, or Pardons and Paroles.

H. Parolee: Any person who is on parole for a disposition from any jurisdiction.

I. Personal or Unauthorized Business Dealings: Any unofficial personal transactions, dealings, relationships or contacts or any unofficial business transactions, dealings, relationships or contacts with an offender that have not been properly approved in writing by the appropriate Division Director or their Designee.

J. Probation: Any felony disposition or treatment in any jurisdiction, including first offender treatment and pre-trial interdiction programs, or otherwise under probation supervision of GDC.

K. Probationer: Any person who is on probation.

L. Relevant Civil Action: Any action which is brought against an employee that potentially impacts on the employee’s duties or on GDC. Relevant civil actions would include, but are not limited to, lawsuits alleging that an employee has engaged in any activity which violates the policies and procedures of this Department, has violated 42 U.S.C. § 1983, or has violated any law or standard arising out of any law enforcement activity. This would include any actions initiated by the Peace Officers Standards and Training (P.O.S.T.) Council.

M. Under the influence of alcohol: An employee shall be deemed under the influence of alcohol if he or she:

1. Is on duty or reporting for duty with a blood alcohol concentration (BAC) level of .02 or greater;

2. Has a BAC level of .02 or greater while off duty and is in uniform, inside a guard line, or driving a state vehicle; or
3. Consumes alcohol and drives a personal vehicle while off duty with a BAC level of .08 or greater.

N. Value: Actual retail price or cost attributable to a gift, less applicable taxes and gratuities or a reasonable estimate based upon customary charges for like goods or services in the locality. A series of tickets to sporting, entertainment, or similar events shall be valued as one gift. Entrance fees, admission fees, or other tickets shall be valued at the face value of the ticket or fee, excluding any portion attributable to a charitable contribution, if provided by a charitable organization.

V. ATTACHMENTS:
Attachment 1 – Employee Standards of Conduct Acknowledgement Statement
Attachment 2 – Employee Communications Device Acknowledgement & Agreement

VI. PROCEDURE:
A. Employees' Standards of Conduct
   1. Employees shall not have personal or unauthorized business dealings with offenders.
   2. Employee Conduct
      a. Employees must conduct themselves in a manner which reflects credit upon themselves, their co-workers, and the Department. Employees shall not engage in any activity, either while on-duty or off-duty, which would reflect discredit on the Department, undermine public trust or which would call into question the fitness of the employee to perform services for the Department.
      b. Employees shall not engage in any illegal activity, or any other activity, which would violate public safety or public trust. Such prohibited activity would include, but is not limited to:
         1. Driving any motorized vehicle (including but not limited to, motorcycles, automobiles, vans, trucks, all-terrain vehicles, boats, etc.) under the influence of alcohol;
         2. Driving any motorized vehicle (including but not limited to, motorcycles, automobiles, vans, trucks, all-terrain vehicles, etc.) under the influence of Marijuana, any other drug (whether legal or illegal), or other prohibited substance;
3. Refusal to submit to tests for alcohol or other substance under O.C.G.A. § 40-5-55 or O.C.G.A. § 40-5-67.1;

4. The manufacture, possession, use or distribution of Marijuana or any other illegal drug;

5. Any offense involving a minor;

6. Any illegal homicide;

7. Any theft;

8. Any sex offense, including solicitation of sex;

9. Any assault or battery;

10. Any offense pertaining to any illegal gambling activity; or

11. Any other offense which involves moral turpitude.

A conviction, plea of guilty, or nolo contendere to any offense covered in this procedure shall be conclusive proof of its violation; however, a conviction or even prosecution for any such offense is not necessary to prove a violation of this standard of conduct, if, in the opinion of the employee’s Appointing Authority, the employee engaged in the activity and brought discredit on the Department.

c. Employees shall not engage in any conduct which results in a court imposing incarceration or probation of any type or any duration. Incarceration or probation may result in dismissal from employment.

3. Employees shall not use state property or resources for personal business. State property and resources shall only be used for official business. Such prohibitions include, but are not limited to:

a. State credit cards and fuel cards shall not be used for personal purchases.

b. State vehicles shall not be used for personal purposes.

c. Personal long-distance telephone calls shall not be charged to State telephones or to State calling cards.

d. State-provided internet access is intended for public business. Employee use of the internet may be recorded and monitored. No employee is
permitted to use or access the internet for pornographic, obscene, or other improper purposes.

e. State-owned or leased cameras, fax machines, copiers and other reproduction equipment should be used only to accomplish official business tasks.

4. Policies, Procedures, and Orders

a. Employees shall acquaint themselves with and comply with the rules of the Board of Corrections, the Commissioner's directives, the Department’s policies and procedures and the post orders of the unit to which they are assigned.

b. Employees shall comply with all lawful orders and directives issued by one of their superiors in their chain of command.

5. Employees shall not use excessive or unnecessary force against an offender.

6. Employee Language

a. Employees shall not use profanity or abusive language against an offender.

b. Employees shall not refer to an offender by the use of any slang name.

7. Employees shall not use illegal drugs or abuse legal drugs at any time. Employees also shall not consume alcohol while on duty or immediately prior to reporting for duty (for at least eight (8) hours). Employees shall be subject to disciplinary action if found to possess a blood alcohol concentration of .02 grams or greater while on duty.

8. Employees shall not proceed inside the guard line of a prison or other facility with or under the influence of alcohol or any illegal drug. Prescription drugs are prohibited inside a guard line without the express approval of the Appointing Authority.

9. Employees shall not purchase, handle, transport, consume nor be under the influence of alcohol while traveling (either driving or riding) in a state vehicle. Employees shall not drive a state vehicle while under the influence of alcohol.

10. Employees shall not purchase, handle, or consume alcoholic beverages while in uniform.

11. Employees shall be present for scheduled duty and remain alert while on duty.

12. Employees shall not use threats, intimidation, profanity, or abusive language against other employees or visitors.
13. Employees shall not abuse arrest authority or give the impression of having an independent arrest authority. Employees shall only make arrests while in performance of their official duties or as otherwise specifically permitted.

14. Employee Finances
   a. Employees shall not engage in financial dealings that conflict with the interests of the Department. They also shall not take official actions that give the appearance of benefiting their private or personal interests.
   b. Employees must meet their personal financial obligations, to include complying with all applicable laws regarding the filing of state or federal tax returns. Employees shall manage their personal finances in a manner that does not bring discredit upon the Department nor make them susceptible to compromise their public duties.

15. Conflicts of Interest
   a. Employees shall not engage in any activity which creates a conflict of interest with their public duties or responsibilities. This prohibition applies to actual conflicts of interest and to any other action or transaction, which could create an appearance of a conflict of interest in the mind of a reasonable person. This prohibition includes, but is not limited to, the following examples:
      1) Employees shall not use their status as a member of this Department to seek favor, to coerce, intimidate, or deceive others, or to receive any privilege not otherwise authorized by the performance of their duties.
      2) Employees shall not solicit or accept employment from a contractor, supplier, or consultant or their representative or agent during the conduct of procurement.
      3) Employees may serve for compensation as a corporate officer or director of any for-profit or publicly held company or perform voluntary, pro bono services on behalf of non-profit organizations, when services to such organizations would not have the potential to create a conflict and do not impair the employee’s ability to discharge his or her public duties fully, faithfully, and impartially.
      4) No employee may accept any payment whatsoever for services for which fees are not legally or traditionally required, except employees may accept honoraria not related to their employment.
5) No employee shall directly or indirectly accept gift(s) from any person with whom the employee interacts on official state business. Regardless of the value, no employee may accept any money or “gift certificates,” nor may any employee accept any kickbacks, points or items tied to purchases by the Department. If a gift has been personally accepted by an employee, the Department Ethics Officer (478-992-5240) must immediately be notified to make the final determination as to the status of the gift.

b. An employee on whose behalf actual and reasonable expenses for food, beverages, travel, lodging, and registration are paid by a third party to permit the employee’s participation in a meeting related to official or professional duties of the employee shall file a report with the Department Ethics Officer (478-992-5240) no later than the 30-days after such expenses are paid.

c. Any exceptions or waivers from this Standard of Conduct, in certain individual cases due to unique or compelling circumstances, require the prior written approval of the designated Department Ethics Officer (478-992-5240). Questions regarding interpretation of this policy provision should also be directed to the Department Ethics Officer.

16. Employees shall not show favoritism to other employees based on familial or personal relationships.

17. Employees shall refrain from "close personal relationships" with other employees within the chain of command.

18. Notification of Citations, Arrests or Convictions

a. Employees shall notify their immediate supervisor of all traffic citations (excluding parking citations), all arrests, all convictions, and all final dispositions of criminal cases including nolo contendere by the next business day after its occurrence. Supervisors are responsible for transmitting this notification to the appropriate individuals in the chain of command, including the duty officer and the Appointing Authority. Within seventy-two (72) hours of the event, the employee shall provide the Appointing Authority with a signed written explanation of the underlying facts.

b. Employees shall provide written notification to their Appointing Authority of any relevant civil action which has been filed against them or of any administrative action to which they are a party, including any action initiated by the Peace Officers Standards and Training (P.O.S.T.) Council,
for certified employees. This notice must be provided within seventy-two (72) hours of being served or otherwise becoming a party to the action.

19. Employees shall not bring any unauthorized weapons into any work area.

20. Employees shall not bring any communications devices into any facility, any State of Georgia vehicle that is transporting offenders, any outside detail location or place of employment of an offender, or into any perimeter vehicle. These devices, personally owned by an employee, must be kept secured in the employee’s personal vehicle at all times while the employee is on duty. The singular exception to this rule is a communications device issued by the Department to an employee for the specific purpose of performing his or her job duties and is utilized and maintained according to the rules governing these devices.

21. Employees shall not bring any contraband into any facility, any vehicle that is transporting offenders, or to any outside detail location or place of employment of an offender.

22. Employees shall report any violation or attempted violation of any law, regulation, policy, or procedure that could result in a breach of the Department's security to their supervisor or other responsible authority immediately upon becoming aware of such a violation.

23. Any employee who knows or has reasonable cause to believe that any other state employee has committed, or is in the process of committing an act or omission of fraud, waste, abuse or corruption shall file a report with the State Inspector General.

24. No Department employee shall retaliate against any employee for disclosing or threatening to disclose a violation of or noncompliance with a law, rule, or regulation to the appropriate Department personnel or to the State Inspector General.

25. Employees shall cooperate fully with any official investigation carried out by any law enforcement or administrative agency (including the State Inspector General). In cooperating with an official investigation, employees shall provide all information requested, respond truthfully to all questions asked, submit to any required polygraph, and provide a signed affidavit if requested, and follow any lawful orders unless officially notified that employee is the subject of a criminal investigation.

26. Employees shall protect and prevent improper release of confidential information.

27. Employees are prohibited from engaging in any illegal political activity. Employees taking part in political activities are responsible for complying with
applicable federal and state laws, and State Personnel Board Rules. Employees may not solicit or knowingly accept a personal hand-delivered campaign contribution in a governmental building or office. Employees may express opinions on political subjects and candidates, and take an active part in political campaigns outside of working hours, including the wearing of badges or buttons and displaying of bumper stickers and posters. Employees are encouraged to vote. Employees who wish to seek office must comply with the applicable federal and state laws. Employees must notify the Department Ethics Officer (478-992-5240) prior to announcing or qualifying for any elected position or office.

28. Employees shall not represent the Department as a spokesperson regarding any Department policy, procedure, plan, program, or activity or regarding any rule or policy of the Board of Corrections without express authorization.

29. Supervisors will maintain accurate personnel records to document employees' positive and negative performances.

30. Employees shall adhere to professional standards of neatness, cleanliness, safety, and dress, which will reflect credit upon themselves and the Department.

31. The unofficial circulation of scandalous or slanderous gossip (rumors) shall not be tolerated. Rumors create unnecessary distractions and are a threat to the security and efficient operation of the Department. A statement made to a superior in the chain of command or to an investigator while conducting an official investigation is not a violation of this standard.

32. All employees shall treat all citizens equally in a professional and fair manner without regard to the citizen’s race, gender, creed, color, national origin, religion, age, disability, political affiliation, sophistication, or affluence in conjunction with the Governors’ Customer Service Initiative.

B. These standards are a representative and not an exhaustive list. Employees who violate these standards may be subject to disciplinary action, including dismissal, even on the first offense.

C. These are minimum standards of conduct for all employees of the Department of Corrections. Divisions, institutions, facilities, centers, offices or other units of the Department may have additional or more specific standards for its staff.

VII. RECORD RETENTION:

Attachment 1 – Employee Standards of Conduct Acknowledgment Statement

Retain permanently in the local and official personnel file.
Attachment 2 – Employee Communications Device Acknowledgement & Agreement Statement

Retain permanently in the local and official personnel file.
I. **POLICY:**

A. It is the policy of the Georgia Department of Corrections that all personnel and individuals employed by, supervised by or conducting business with the Georgia Department of Corrections and Georgia Correctional Industries be provided a Department-sponsored environment free of unlawful harassment.

B. Unlawful harassment will not be tolerated by the Georgia Department of Corrections. This prohibition is against all forms of unlawful harassment, including sexual harassment. Any department employee who has engaged in unlawfully harassing behavior will be subject to disciplinary action, including dismissal.

C. All employees are required to report any act of unlawful harassment. Reports of unlawful harassment will be treated in an expeditious and confidential manner. Release of information shall be only as required by law. Only those persons with a direct need to know will be informed of the complaint while the investigation is pending. Anyone informed of the alleged offense must observe applicable privacy and confidentiality requirements.

D. The Georgia Department of Corrections will not tolerate unlawful retaliation against persons who have filed a good faith unlawful harassment complaint or provided any information in an unlawful harassment investigation. Any employee who is found to have engaged in such acts of retaliation will be subject to disciplinary action, including dismissal.

E. Unlawful harassment and unlawful retaliation as well as charges of unlawful harassment and unlawful retaliation are serious matters in the Georgia Department of Corrections. No employee will be subject to any
detrimental action due to complaining or reporting of unlawful harassment or unlawful retaliation even if it is determined that none existed. However, any employee who makes a false charge of unlawful harassment or unlawful retaliation or any employee who is untruthful in making a charge or in responding to an investigation will be guilty of misconduct and will be subject to disciplinary action, including dismissal.

F. With specific reference to sexual harassment, any department employee who, while on duty, while in uniform, while at a departmental function or while in any other capacity which arises from employment with the Department, has made an intentional unwelcome physical contact with the intimate parts of the body of another person will be subject to dismissal from employment with the Department. This provision shall not apply when the touching is necessary for the performance of the employee’s duties (i.e., security or health reasons).

II. APPLICABILITY:

This procedure applies to all employees and other persons conducting business with the Georgia Department of Corrections and/or Georgia Correctional Industries. This procedure applies during work hours, at a departmental function and/or while off duty.

III. RELATED DIRECTIVES:

A. Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

B. Age Discrimination in Employment Act of 1967, as amended

C. Americans With Disability Act of 1990

D. O.C.G.A. § 42-5-36 Confidentiality of Internal Affairs
IV. **DEFINITIONS:**

For purposes of this procedure, the words listed below are defined as follows:

A. **Unlawful Harassment (Other Than Sexual Harassment):**
   Verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person’s race, color, religion, gender, national origin, age, or disability. Unlawful harassment does one or more of the following:
   
   1. Has the purpose or effect of creating an intimidating, hostile or offensive work environment, or
   
   2. Has the purpose or effect of unreasonably interfering with an individual’s work performance.
   
   3. With regard to unlawful harassment based on religion:
      
      a. Submission to such conduct is made either explicitly or implicitly, a term or condition of an individual’s employment;
      
      b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

B. **Examples of Unlawfully Harassing Conduct or Behavior (Other Than Sexual Harassment):** Harassing conduct or behavior includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age or disability. This includes jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability. Harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or circulated in the work place. This is a representative
list of harassing conduct or behavior and is not intended to be exhaustive.

C. Sexual Harassment (a form of unlawful harassment): Sexual harassment is defined as unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly, a term or condition of an individual’s employment;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or,

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

D. Examples of Sexually Harassing Conduct or Behavior: Sexually harassing conduct or behavior could include, but is not limited to, the following:

a. Physical touching;

b. Sexual comments of a provocative or suggestive nature;

c. Suggestive looks or gestures;

d. Jokes, printed material or innuendoes intended for and directed to another employee;

e. Making acceptance of unwelcome sexual conduct, advances, or requests for sexual favors of any nature a condition for employment, employment decisions, or continued employment (pressure for sexual favors).

E. Unlawful Retaliation: Unfavorable employment action taken, unfavorable employment condition created, or other action taken by a supervisor for the purpose of intimidation which is directed toward an employee due to the employee’s having reported a good faith allegation of
unlawful harassment or having provided information and assistance in an honest manner during an investigation of alleged unlawful harassment or unlawful retaliation.

F. **Department**: For the purpose of this procedure, the Georgia Department of Corrections, Georgia Correctional Industries all properties, facilities, offices, lands of the Georgia Department of Corrections and Georgia Correctional Industries are treated the same.

G. **Employees**: All employees, vendors, contractors (including employees of vendors or contractors) or volunteers of the Georgia Department of Corrections or the Georgia Correctional Industries.

H. **Affected Division Director**: The affected Division Director is the Director of the Division in which the accused violator is currently employed. The term Affected Division Director may also mean a manager to whom a Division Director has delegated his/her functions under this procedure (such as a Field Operations Manager or a Section/Unit Manager). Affected Division Director also means the Assistant Commissioner for those functions that report directly to the Commissioner’s Office.

I. **Director, Human Resources**: Director, Human Resources means the person holding the position of Personnel Director of the Georgia Department of Corrections or that person’s designee.

J. **Director, Internal Investigations**: Director of Internal Investigations is the person holding the position of Director, Internal Investigations.

K. **Intimate parts of the Body**: Intimate parts of the body is defined as the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.

V. **ATTACHMENTS**:

Attachment 1 - [Commissioner's Statement Prohibiting Unlawful Harassment](#)
VI. **PROCEDURE:**

A. **Policy Administration**

1. The Commissioner’s Statement Prohibiting Unlawful Harassment should be permanently displayed on official bulletin boards of the Georgia Department of Corrections.

2. Supervisors must take proactive steps to ensure their work environments are free from any unlawful harassment and to educate their staff on appropriate conduct.

3. All employees shall be required, as a condition of their relationship with the Department, to read and become familiar with the Department’s policy regarding unlawful harassment.
   
   a. Periodically, all employees shall execute a written acknowledgment of the prohibition on all employee harassment - which will be forwarded to Central Personnel Administration.

   b. Contractors and departmental volunteers will have a written acknowledgement of the prohibition on employee harassment affixed to their contractual agreement, as a condition of service.

4. Any employee, contractor or volunteer who has any questions concerning this procedure should direct questions to the Director, Human Resources at (404) 656-4730, the Deputy Director, Human Resources at (404) 656-4730, the Director, Internal Investigations at (404) 656-4604 or the Legal Office at (404) 656-0962.

B. **Reporting and Management Action**

1. All employees are required to report events of unlawful harassment and/or unlawful retaliation against themselves or others.
a. If any employee believes that unlawful conduct is interfering with his or her productivity or comfort in the workplace, or if he/she believes that any terms or conditions of employment depend on sexual favors, or if religious conduct or affiliation is used as a condition of employment, or if he/she believes that he/she has been the victim of any unlawful retaliatory act, that employee is required to report such activity immediately in accordance with this procedure.

b. Any employee, who observes or receives information that another employee is, or has been subjected to unlawful harassment or unlawful retaliation, must immediately report such activity in accordance with this procedure. The reporting of an alleged act of unlawful harassment or unlawful retaliation shall not relieve an employee of his/her obligation to follow lawful orders, comply with departmental policies or perform duties. An employee will not be relieved of his/her obligation to follow lawful orders, comply with departmental policies or perform duties based on allegations of unlawful harassment or unlawful retaliation.

c. Allegations or suspicions of unlawful harassment or unlawful retaliation may be reported up the chain of command, or it may bypass the normal chain of command or the grievance procedure and may be expressed privately to the Director, Human Resources at (404) 656-4730, the Deputy Director, Human Resources (404)656-4730, or the Director, Internal Investigations at (404) 656-4604.

d. Such reports can initially be expressed in writing, by telephone, or in person; however, they will ultimately be required to be in writing.
2. In addition to the contacts listed above (VI.B.1.c.), allegations implicating Division Directors, other persons who report directly to the Commissioner or Assistant Commissioner, or a member of the staff of the Office of Investigations and Compliance may be reported directly to the Assistant Commissioner at (404) 656-6002.

3. Supervisors who have reason to believe that unlawful harassment or unlawful retaliation may exist shall immediately inform their Manager, Appointing Authority, Division Director or the Director, Internal Investigations and shall confirm such notification in writing as soon as practical. All managers within the chain of command must ensure that their Division Director and the Director, Internal Investigations, are immediately informed.

4. Division Directors, with any reasonable basis to believe unlawful harassment or unlawful retaliation has occurred in another Division, must immediately inform the affected Division Director and the Director, Internal Investigations of the report of alleged unlawful harassment or unlawful retaliation.

5. Other than reporting the information up his/her chain of command and discussing it with the investigator, the employee must keep the information absolutely confidential unless release is approved by the Commissioner, Assistant Commissioner, Director of Internal Investigations, or unless final action has been approved pursuant to this procedure.

6. An affected Division Director/Designee, or a subordinate Appointing Authority may suspend, transfer or reassign personnel involved, in order to prevent further harassment or to facilitate the investigation. For emergency situations of a severe nature, a subordinate Appointing Authority, after consultation with the affected Division Director or Designee, will take appropriate actions to protect the alleged victim and/or to deter the alleged violator from any further harassment of the alleged victim. The affected Division Director or Designee shall report all actions of this nature and any
subsequent change in status or assignment to the Director, Internal Investigations.

7. Unless otherwise directed in writing by the Commissioner, no disciplinary action shall be offered or taken against the alleged violator until the investigation by the Internal Investigations Unit has been completed, a written report has been issued, and necessary action has been taken in accordance with this procedure.

8. All reports or allegations of unlawful harassment or unlawful retaliation shall be referred to the Director, Internal Investigations, who shall immediately notify the Commissioner and the Assistant Commissioner of the report or allegation. All such complaints shall be investigated by the Internal Investigations Unit.

9. When deemed appropriate and unless otherwise directed by the Commissioner or the Assistant Commissioner, the Director, Internal Investigations shall notify the affected Division Director and the Director, Human Resources of the complaint and the pending investigation.

C. Investigations

1. All complaints of unlawful harassment or unlawful retaliation shall be investigated in the manner and to the extent directed by the Director of the Office of Investigations and Compliance and The Director of the Office of Investigations or any member of his/her staff, who may consult with the Legal Office and with the Director, Human Resources, if appropriate.

2. If the initial complaint does not specify facts sufficient to sustain the original allegation of unlawful harassment or unlawful retaliation, the Director, Internal Investigations may request additional information from the complainant; or, in consultation with a representative from the Legal Office and/or the Director, Human Resources may
determine that the allegations shall be dismissed (and not investigated further).

3. Counseling and other assistance shall be offered to the alleged victim through Central Personnel Administration, Employee Support Services.

4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses.

5. The investigator who conducts the investigation must present facts in a written report to the Director of Internal Investigations. All investigative reports must include a written statement from the person reporting the alleged harassment. After reviewing the written report, the Director, Internal Investigations shall forward a final report to the affected Division Director, the Director, Human Resources, the Legal Office and the Commissioner for consideration.

6. Reports concerning employee unlawful harassment or unlawful retaliation complaints will be processed and handled as "confidential matter," to the extent permitted by law.

D. Review and Disposition

1. After reviewing the final report, the Legal Office shall make a recommendation, based on a preponderance of the evidence, as to whether the facts support a finding that unlawful harassment or unlawful retaliation has occurred.

2. If the Legal Office’s recommendation is that the facts do not support a finding of unlawful harassment or unlawful retaliation, and it is determined by the affected Division Director or Designee that no action should or could be taken at that time, the matter can be closed with the consent of the Director, Human Resources.

3. If the Legal Office’s recommendation is that the facts do support a finding of unlawful harassment, unlawful retaliation, or a policy violation, the
affected Division Director or Designee and the Director, Human Resources will submit to the Commissioner any recommended disciplinary action and/or other corrective action. These submissions to the Commissioner shall be routed through the Legal Office.

4. After considering all reports and recommendations from the Office of Investigations and Compliance, the Legal Office, the Director, Human Resources the affected Division Director and any other sources deemed necessary, the Commissioner will approve or modify the proposed action. The Legal Office will notify the Appointing Authority or appropriate Manager of the decision.

5. The Assistant Commissioner, affected Division Director, or authorized Designee will provide written notice to the complaining party and subject employee of the completion of the investigation as well as any information deemed necessary. Notice should be given as soon as is reasonably practical, provided that if a disciplinary action is to be initiated, no parties will be notified until all disciplinary actions are served.

VII. RECORD RETENTION:

Attachment 1 - Georgia Department Of Corrections Commissioner’s Statement Prohibiting Unlawful Harassment (Including Sexual Harassment)

Retain permanently in the official and local personnel file.
## Functional Area:
Support Services/Personnel

## Reference Number:
IVO15-0001

## Revises Previous Effective Date:
09/01/01

### Subject:
Secondary Employment

### Authority:
Ryan

### Effective Date:
7/01/03

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## I. POLICY:

Department employees who wish to engage in a secondary job, whether self-employed or employed by another, must obtain permission prior to engaging in such employment.

## II. APPLICABILITY:

All employees of the Department of Corrections (GDC).

## III. RELATED DIRECTIVES:

A. Georgia Code 45-10-25

B. Governor’s Executive Order, dated 01-13-03, Establishing a Code of Ethics for Executive Branch Officers and Employees

C. State Personnel Board Rule, 3.600, Conflicting Office or Employment Prohibited

D. SOP IVO14-0001, Employee Standards of Conduct

## IV. DEFINITIONS:

Secondary Employment: Another job or position held concurrently while employed full-time or part-time with the Georgia Department of Corrections, and for which the individual receives additional salary/compensation.

## V. ATTACHMENTS:

Attachment 1  "Secondary Employment Request and Verification" form

## VI. PROCEDURE:
A. GDC employees will be permitted to engage in secondary employment, provided that it is not a conflict of interest with departmental employment, violation of law, rule or regulation and it does not impede or conflict with the employee's ability to perform his or her duties and responsibilities with the Department. New employees who are engaged in secondary employment at the time of their employment with the Department must request permission to continue in such employment.

B. Current GDC employees who seek permission to enter into secondary employment, must submit the Secondary Employment Request and Verification form to their supervisor.

1. Before forwarding the form to the Appointing Authority for final action, each supervisor/manager will use the following criteria to review the request, and this information will be used to formulate his/her recommended action, to be taken by the appropriate Appointing Authority.

2. Would the secondary employment activity interfere with the performance of the employee's duties or conflict with any regular or anticipated overtime required by the Georgia Department of Corrections job?

**NOTE:** When discussing and approving secondary employment with security employees or other shift workers, supervisors and Appointing Authorities should remind the employee of the Department's right as an employer to change shift assignments. Adverse impact on secondary employment is not a required consideration for shift changes.

3. Would the secondary employment activity create either a conflict or appearance of conflict with the Georgia Department of Corrections employment?

C. Department employees who are Exempt from federal Fair Labor Standards Act (FLSA) requirements will be permitted to work with other state agencies, commissions or authorities, provided:
1. The employee who seeks employment with another state agency has met the criteria described in paragraph B, above; and

2. The affected individuals have been informed that they are prohibited from receiving any duplication of benefits (e.g., insurances, retirement contributions, workers' compensation, etc.). If an FLSA Exempt GDC employee accepts employment with another state agency, while still maintaining their current employment with this department, that individual must provide the GDC Appointing Authority written confirmation of their declination of benefits.

3. Department employees who are Non-Exempt from federal Fair Labor Standards Act (FLSA) requirements are prohibited from working with other state agencies, commissions or authorities.

D. Supervisors will forward the form to the Appointing Authority with a recommendation for approval/denial.

1. Appointing Authority will make the final decision and return the form to the employee.

2. Copies of the completed form with approval/denial will be placed in both the employee's local and official personnel file.

E. Appointing Authorities will ensure that all employees, who currently have secondary employment have completed a Secondary Employment Request and Verification form (Attachment 1). Employees are personally responsible for informing their supervisors/Appointing Authorities about secondary employment. To help avoid unforeseen conflicts or work impediments, employees should actively seek the advice of their Appointing Authority before accepting a secondary job.

1. GDC employees who subsequently obtain, change, or end secondary employment relationships (with other employers) must complete Attachment 1, or provide other written verification to the Appointing Authority, within fifteen (15) calendar days after the occurrence. Failure to provide this updated secondary employment verification in a timely manner
will result in an official/written reprimand. Evidence of repeat offenses may be reflected in the offending employee's subsequent Performance Management review(s).

F. No employee may accept any payment whatsoever for services for which fees are not legally or traditionally required.

G. No employee shall serve for compensation as a corporate officer or director of any for-profit or publicly held company. Voluntary, pro bono services on behalf of non-profit organizations may be permitted, so long as services to such organizations would not have the potential to create a conflict and do not impair the employee’s ability to discharge his or her public duties fully, faithfully, and impartially.

H. **SPECIAL NOTE:**

An employee who holds the job chaplain, fireman, physician, dentist, psychologist, registered nurse, licensed practical nurse, or a person with a doctoral or master's degree from an accredited college or university; may not be employed by another state agency unless:

1. The Commissioner of the Department, the agency, commission or authority that wishes to provide secondary employment to a GDC employee, certifies in writing the need for the services and sets forth why the best interest of the state will be served by obtaining the part-time services of such a person in lieu of obtaining such services from a person not presently employed by the state and;

2. The Commissioner of Corrections certifies in writing that the person whose services are desired is available to perform such services, that the performance of such services will not detract or have a detrimental effect on the performance of said person's employment and, where appropriate, that the part-time employment of such persons by the department, agency, commission, or authority desirous of obtaining the services will be in the best interest of the state; and
3. The departments, agencies, commissions, or authorities, after having complied with the above, shall, by agreement, establish the procedures under which the employee shall perform the additional services. The agreement shall specify the means of employment either as a part-time employee or as a consultant, the compensation, and other pertinent details and conditions of the employment relationship. The agreement shall be terminable at any time by either of the departments, agencies, commissions, or authorities.

4. Requests for secondary employment from persons described in this paragraph must include a Secondary Employment Request and Verification form (Attachment 1), a memo from the employee outlining their current job, description of other secondary job, and a detailed description of the employee’s credentials. This will be routed directly to the Department Personnel Director, who will be responsible for processing this employment agreement.

I. Appointing Authorities will ensure that all employees who currently have secondary employment have a completed attached form on file.

VII. RECORD RETENTION:

Attachment 1 - Secondary Employment Request and Verification Form

Retain permanently in the local and official personnel file.
## I. POLICY:

A. Managers and Supervisors will administer working hours, overtime, and compensatory time as set out in the rules, regulations, and procedures established in accordance with the federal Fair Labor Standards Act (FLSA), policies established jointly by the Governor's Office of Planning and Budget, the Georgia Merit System, and the Georgia Department of Corrections (GDC) Standard Operating Procedures (SOP's).

B. The GDC is bound by an employee pay system established by statute espousing and upholding the principles of public accountability under which employees accrue leave and are expected to cover absences with accrued leave or be assessed leave without pay. The GDC is also bound by the state rules for applying employee discipline through allowable salary deductions for employees. It is departmental policy to comply with the salary basis requirements of the FLSA.

C. For purposes of salary administration for employees, all work performed must be compensated through base salary, compensatory time awards, cash overtime, and/or other incentive programs. Work not requested, but permitted, is still work time. Therefore, it is the duty of management to exercise control over employees’ work time and to ensure that work is not performed if Appointing Authorities do not want the work performed.

D. **Employees cannot waive their rights to compensation under the Fair Labor Standards Act.**
E. Each employee is issued an FLSA status. Final determination of FLSA status for all department employees is the responsibility of the Department Personnel Director.

II. APPLICABILITY:

This procedure applies to all employees, classified or unclassified, full-time or part-time, of the GDC. Individuals not covered by the FLSA include elected officials and their personal staffs, policy-making appointees, legal advisors, legislative employees, bona fide volunteers, independent contractors, offenders, and certain trainees. Therefore, all Department employees are classified as exempt or non-exempt.

III. RELATED DIRECTIVES:

A. Fair Labor Standards Act (29 C.F.R.)

B. Office of Planning and Budget/State Merit System Policy Memorandum No. 1

C. State Personnel Board Rule 18 Leave and Holidays

D. GDC Standard Operating Procedures (SOP's)

1. IIA07-0006, Administrative Duty Officer
2. IVO01-0001, Delegation of Authority
3. IVO01-0005, Bulletin Boards
4. IVO07-0016, Call Back Pay
5. IVO08-0002, Time Keeping Requirements (FLSA)
6. IVO10-0003 Leave Without Pay
7. IVO20-0004 Military Leave
8. IVO10-0007 Court Leave
9. IVO10-0008 Administrative Leave
10. IVO21-0001, Teleworking
11. IVO21-0002, Official Hours and Alternative Work Schedules
IV. DEFINITIONS:

A. Appointing Authority: The sole Appointing Authority for the Department is the Commissioner in accordance with state law and the Rules of the State Personnel Board (SPB). SPB Rules permit the Appointing Authority to delegate certain responsibilities to others within the agency. For the purpose of this SOP, the term Appointing Authority refers to both the Commissioner and those to whom the Commissioner has delegated certain Appointing Authority responsibilities as outlined in SOP IVO01-0001.

B. Compensatory Time: Compensatory time is allotted to compensate a non-exempt (exempt only under extraordinary circumstances) employee for time worked or total time accrued beyond established maximums. There are three distinctly different types of compensatory time:

1. **FLSA compensatory time** is earned when a non-exempt employee works hours and minutes in excess of the maximum hours in the designated work period. All hours and minutes must be physically worked in the work period (e.g., a law enforcement/security officer whose designated work period maximum is 165 hours, must physically work more than 165 hours to earn FLSA compensatory time). This work time is earned at the rate of one and one-half times the hours and minutes over the maximum hours allowed.

2. **Georgia compensatory time** is earned when an employee’s credited work hours and minutes, and observed State Holiday time (employee does not work on holiday) total more than the scheduled number of hours in a work period. Employees must be holiday eligible in order to earn Georgia Compensatory time. Georgia compensatory time is earned at the rate of one-for-one for an employee’s time credits which exceed the work period maximum.

3. **Holiday deferral (Holiday compensatory time)** is earned when an eligible employee works for any hours and minutes on the day designated by the Governor as a state holiday. Holiday deferral is earned at the rate of one-for-one for all time worked up to 8 hours maximum.
C. **Division Director:** Division Directors are those Division Directors exercising managerial authority (and other responsibilities as delegated or designated by the Commissioner) over the three divisions of this agency. For the purpose of this SOP, the term also applies to the Assistant Commissioner as manager of the Commissioner’s direct support staff.

D. **Exempt Employees:** Certain employees are exempt from the minimum wage and overtime provisions of the FLSA by meeting both the salary basis test and duties test for either the Executive, Administrative, or Professional exemption. The Central Personnel Administration (CPA) Job Evaluation Unit makes the initial FLSA determination.

E. **Full Shift Overtime:** Full Shift Overtime is a temporary Department incentive program developed to staff the most critical posts of designated facilities.

F. **Non-Exempt Employees:** Non-exempt employees are those who do not meet any of the tests or definitions of an exempt employee, and must be compensated, either by compensatory time or money, for time **physically worked** in excess of the allowed number of hours in a specified work period. There are two categories of non-exempt employees: (non-security) requiring no Peace Officer Standards and Training (P.O.S.T.) certification and (security/law enforcement) generally those requiring P.O.S.T. certification.

G. **Overtime:** Overtime is the time used to account for and compensate a non-exempt employee for any time worked beyond the maximum permitted hours for a designated work period under the FLSA. Overtime is compensated at the rate of one and one-half hours for every one hour worked beyond the maximum. Time worked beyond the maximum for the work period may not be rounded up or down, and must be accounted by the minute. Exempt employees are **not** eligible for consideration for overtime compensation except in extraordinary circumstances.

H. **Work period/cycle/rotation:** Various terms used to indicate the regularly-scheduled work times assigned by the Appointing Authority over a designated time span from seven consecutive twenty-four hour periods (seven calendar days) to twenty-eight calendar days.
V. ATTACHMENTS:

Attachment 1 - Overtime Claim and Payment Request
Attachment 2 - Overtime Payment Request
Attachment 3 - Full Shift Overtime Verification and Payment Request
Attachment 4 - Understanding the Use of FLSA Compensatory Time
Attachment 5 - GDC Notice to Employees

VI. PROCEDURE:

A. Work Hours and Work Periods:

Appointing Authorities will direct that each employee is assigned to a Department-approved work period and ensure that managers/supervisors are enforcing work period compliance. The work periods by non-security and security categories are:

1. Non-security employees: A normal work period for non-security employees, both exempt and non-exempt, consists of seven consecutive twenty-four hour days in each work period. The work hours each day are designated by the Appointing Authority in compliance with GDC SOP IVO21-0002. Immediate supervisors must ensure employee compliance to the following:

   a. Full-time, non-security employees must work or take paid leave for a minimum of 40 hours in each seven-day work period in order to receive full compensation. Employees who physically work over 40 hours in a work period are entitled to compensatory time or cash overtime, as deemed appropriate by the Appointing Authority.

   NOTE: Certain employees in GDC nursing positions may be assigned to work periods of 14 consecutive calendar days and 80 hours of work in duration. If these certain employees are being proposed for assignment to the 14 calendar day work schedules, coordinate with the CPA FLSA Compliance Coordinator to ensure appropriate compliance to FLSA regulations.
b. The normal or standard work period for non-security employees starts at 1:00 a.m. on Saturday, and ends at 12:59 a.m. the following Saturday; standard work days are Monday through Friday, eight hours per day.

c. The Appointing Authority must, at all times, keep on file with the Department Personnel Director, the current work week schedule for the non-security work site, if it is other than standard.

d. Within the work period, the work hours may be assigned as required by the Appointing Authority and in compliance with GDC SOP IVO21-0002. However, an Appointing Authority may **not** change the employee's scheduled work period start and end dates and times solely for the purpose of preventing the employee from earning extra compensation.

e. Work periods with starting and ending days different than Saturday to Saturday may be established by submitting a request outlining the proposed work period to the Department Personnel Director for approval. Any approved variance to the above schedule may be established as long as the employee's minimum work hours are forty in the specified seven-day period. This plan must be established between the employee and the Appointing Authority through written agreement. Non-exempt personnel in this category must be compensated for any time worked over forty hours in the seven-day period.

2. **Security/Law Enforcement Employees:** The work periods for law enforcement and fire protection employees may be established for any period between seven and twenty-eight days (43 hours to 171 hours, respectively). Eligibility for overtime is based on non-exempt employees exceeding the maximum number of hours for the established work period.

   a. The following chart outlines the maximum hours for each work period. Employees are entitled to
compensatory time or overtime compensation at the rate of one and one-half times the regular rate for any hours and minutes over the maximum hours listed for the specific schedule.

MAXIMUM HOURS WORKED (ROUNDED) BEFORE OVERTIME

<table>
<thead>
<tr>
<th>Consecutive-Day Work Period</th>
<th>Hours of Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>171</td>
</tr>
<tr>
<td>27</td>
<td>165</td>
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<tr>
<td>26</td>
<td>159</td>
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<td>8</td>
<td>49</td>
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<tr>
<td>7</td>
<td>43</td>
</tr>
</tbody>
</table>

b. Standard security work periods and scheduled hours within the work periods for the department are:

<table>
<thead>
<tr>
<th>STANDARD WORK PERIODS</th>
<th>SCHEDULED HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/2, 28 days, 171 hours</td>
<td>165</td>
</tr>
<tr>
<td>6/3, 27 days, 165 hours</td>
<td>148 hrs 30 mins</td>
</tr>
<tr>
<td>4/4, 24 days, 147 hours</td>
<td>144</td>
</tr>
<tr>
<td>5/2, 7 days, 43 hours</td>
<td>41 hrs 15 mins</td>
</tr>
</tbody>
</table>

NOTE: Security/law enforcement employees’ work
hours are set at the work period maximum in order to maintain levels of security. Appointing Authorities choose to establish scheduled hours less than work period maximum hours in favor of the employees. It is not necessary to schedule adjust security/law enforcement employees back to their assigned work period scheduled hours. Overtime will only be granted when the work period maximum hours have been exceeded.

c. The Appointing Authority must submit any non-standard proposed schedule changes not found in VI.A.2.b. for review and approval to the Department Personnel Director.

1) When proposing a non-standard revised schedule, include intentions concerning the lunch or duty free period. Department employees are to be given a lunch or duty free period for any shift longer than 10 hours 30 minutes.

d. Due to the nature of the job duties, GDC fire protection employees will work or take paid leave under the same conditions as law enforcement personnel.

f. Any work period or partial work period (i.e., changing work period during mid schedule) having less than seven days will have the maximum number of hours established under the following schedule: (1 work day = 8 hours 36 minutes; 2 work days = 16 hours 51 minutes; 3 work days = 25 hours 17 minutes; 4 work days = 33 hours 42 minutes; 5 work days = 43 hours). Coordinate directly with CPA to calculate compensatory time due for any employee who has worked a partial work period of less than seven days.

180x80 g. Anytime a security employee is changed from one work period rotation or "key" to another "key" with different work days and off-days, the time sheet of the "key" the employee just left must
be immediately closed and delivered to the local Personnel Office to calculate total work
time for any possible overtime earned. If the local Personnel Representative needs
assistance, the appropriate Division Personnel Administrator or CPA should be contacted.

3. Security/law enforcement employees, through work or combination of work, paid leave, holidays, and other management-approved leaves of absence, should be meeting scheduled hours for every work period. When paid leave (Annual, Sick, or Personal) is charged for approved absences, however, the leave will be for shift length including shift briefing (e.g., 8 hours and 15 minutes, 9 hours or 10 hours. It is permitted to retroactively restore paid leave (when employees’ time accumulations are in between the work period minimum hours and work period maximum hours) back to the established scheduled work hours for the assigned work period. Leavekeepers do have the option to deduct leave for security/law enforcement employees if needed after the timesheets for the work period have been totaled and finalized. Requested/used FLSA or Georgia Compensatory Time will not be restored.

B. FLSA Status Determination/Designations:

1. FLSA status of each position in the Department is determined by the Job Evaluation Unit of CPA, with final approval by the Department Personnel Director.

2. Managers and supervisors must maintain knowledge of each subordinate’s FLSA status for purposes of controlling work hours and assigning work.

3. Personnel Representatives can review the FLSA status of an encumbered position by using the following steps: access PeopleSoft and select Workforce Administration > Job Information > Job Data > then go to the Job Information tab and locate FLSA Status near the bottom of the computer screen.

NOTE: When the position is vacant, the FLSA designation may not be correct. Therefore, contact the CPA Job Evaluation Unit for assistance.
4. Managers and supervisors should consult the local Personnel Representative if there are any questions, inconsistencies, or concerns.

5. If an Appointing Authority considers that the duties of a particular position warrant a change in FLSA designation, a written request should be forwarded to the CPA Job Evaluation Unit for analysis. Requests must have supporting documentation indicating duties of the position (e.g., an updated Performance Management Plan).

6. An FLSA status decision by the CPA Job Evaluation Unit will be communicated to the local Personnel Representative.

C. Hours Worked (All Employees):

Immediate supervisors and managers must ensure employee compliance to the following:

1. **Exempt** employees' work hours will be maintained in accordance with the Division Exempt Employee time keeping system.

2. **Non-exempt** employees must be compensated for all hours worked for the employer. Generally, all the time the non-exempt employee is required or permitted to perform services for benefit to the employer are hours worked. All hours worked, including time outside the normal scheduled work period, on or off the employer's premises, etc., must be recorded for non-exempt employees.

   **NOTE:** To avoid the potential for FLSA overtime, employees who are FLSA non-exempt are not authorized to work for another State agency.

3. The work day begins when the first official act of work occurs. Hence, immediate supervisors must control non-exempt employees' work hours to ensure that no work outside scheduled hours is performed if the Appointing Authorities do not want the work performed.
4. Any time worked outside the normal scheduled work hours must have **prior approval** from the Appointing Authority except in cases of emergencies. In emergency situations, Appointing Authorities must be notified as soon as possible.

5. Each supervisor is responsible for monitoring an employee's work. For example, under the FLSA, work **not requested but permitted counts as work time**. It is the **supervisor's responsibility** to exercise control and to ensure that work is not performed if management does not want it performed.

6. **The mere announcement of a rule against performing work during non-scheduled work hours is not sufficient to relieve the employer of the liability for extra time worked.**

7. Any work performed by an employee, even if the work was not requested and not authorized, but permitted, must be counted.

8. Supervisors must not allow a non-exempt employee to occupy his/her workstation before or after scheduled working hours or during meal periods. If a non-exempt employee is allowed at his/her workstation or post before or after scheduled work time, this may enable the employee to claim such time as work time.

D. **FLSA Status Requirements and Exemption Tests:**

1. Exempt Employees: Certain employees are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act by meeting both the salary basis test and duties test for either the Executive, Administrative, or Professional exemption.

2. While certain employees are exempt from FLSA, exempt employees must still comply with certain FLSA and state law record-keeping requirements. By state law, each employee must document that he/she works a 40-hour workweek (within 7 consecutive days) or the equivalent.

3. Specific exemptions are based on the employee's job description and performance plan which reflect actual job duties and performance expectations, and
not on their assigned pay grade, Merit System job title, or agency "working" title.

4. A complete review is conducted in CPA for each employee’s responsibilities in his/her job. The review is based on the following FLSA tests:

a. **Salary Basis Test:** An employee is considered to be paid on a salary basis if he/she regularly receives a predetermined amount of money each pay period which constitutes all or part of his/her compensation. This amount cannot be subject to reduction because of variations in the quality or quantity of work performed. **Any disciplinary deductions for less than eight (8) hours are not permissible for exempt employees.** An exempt employee must receive a full salary for any week in which any work is performed, without regard to the number of days or hours worked unless one of the following exceptions is met:

1) The employee is absent from work for a day or more for personal reasons, other than sickness or accident;

2) The employee is absent for a day or more due to sickness or disability and a pay deduction is made consistent with applicable provisions of State Personnel Board Rules governing the accrual and use of leave;

3) The agency imposes penalties in good faith for workplace misconduct/major safety violations; or,

4) The employee is absent for the entire work week/work period or performs no work during this timeframe.

**NOTE:** State Personnel Board Rules also permit the agency to reduce an employee's pay by placing an employee on leave without pay for an absence due to personal reasons, or because of illness or injury of less
than one work day in certain circumstances. The Appointing Authority must discuss and receive approval from the Department Personnel Director for any pay deduction of less than eight (8) hours for any exempt employee.

b. **Duties Test:** Each exemption category contains a primary duty requirement which varies by exemption. Generally, if an employee spends 50% of his/her time involved in a primary duty, this should satisfy the requirement. Proposed exceptions to this provision will be reviewed on a case-by-case basis. The following factors will be considered in determining whether an employee satisfies the primary duty requirement:

1) The relative importance of managerial duties as compared to other types of duties and responsibilities;

2) The frequency with which the employee exercises discretionary authority;

3) The relative freedom from supervision; and

4) The relationship between the employee's salary and the wages paid other employees for performing similar work.

**NOTE:** The word "supervisor", "director", etc. in a position title does not necessarily indicate that a position is exempt.

5. **Exempt** categories are as follows:

   a. **Executive:** An executive employee must meet all of the following requirements:

      1) **Compensation:** Is paid not less than $455 per week (approximately $23,660 per year);

      2) **Duties:** Primarily management of the agency, division, unit (facility or
office), or customarily recognized subdivision; and,

3) Directly supervises two or more full-time employees.

a. **Administrative:** An administrative employee must meet **all** of the following requirements:

1) **Compensation:** Is paid at least $455 per week exclusive of board, lodging or other facilities. (On a yearly basis, 455 per week equals about $23,660 per year);

2) **Duties:** Primarily performance of office or non-manual administrative support work not directly tied to the mission of the assigned organizational section or organization; and

3) **Responsibilities:** Performs work and completes assignments on and dealing with matters of significance. Examples are accounting, auditing, budgeting, procurement, purchasing, personnel management, public relations, computer networking, computer database management and regulatory compliance/quality control.

**NOTE:** The U.S. Department of Labor interprets this section to exclude employees involved in normal production activities. Examples of this type of work for this agency would be Correctional Officers, Probation Officers, Trainers, and Investigators. This list is not inclusive.

c. **Professional:** A professional employee must meet **all** of the following requirements:

1) **Compensation:** Is paid at least $455 per week (approximately $23,660 per year);
2) **Duties:** Primarily perform work requiring advanced knowledge acquired by a prolonged course of specialized intellectual instruction, as distinguished from general academic education, apprenticeships, or routine training; and,

**NOTE:** Creative Professional in a recognized field of artistic or creative endeavor (can be acquired through instruction) OR Computer Professional in systems analysis, programming, software engineering, or similar computer technical skills.

3) **Discretion:** Duties must include work, which requires the consistent exercise of discretion and judgment, or consist of work requiring invention, imagination, or talent in a recognized field of artistic endeavor.

6. **Non-Exempt Employees:** Non-exempt employees are those who do not meet any of the definitions of an exempt employee, and must be compensated, either by compensatory time or money, for time **physically worked** in excess of the allowed number of hours in a specified work period.

   a. Non-exempt employees of the GDC are divided into two categories:

      1) **Non-security:** An employee who performs duties of a position that does not require certification by the Peace Officers Standards and Training (P.O.S.T.) Council; and,

      2) **Security/law enforcement:** Employees who perform duties of positions where P.O.S.T. certification is required in order to perform the duties. This category includes facility fire protection personnel.

E. **Meal Periods/Break Time:**
1. Meal periods away from assigned posts or work stations do not count as work time. In order for a meal period to be non-work time, it must be at least 30 minutes long, and the employee must not perform any work.

2. The employee's use of this meal period is to be uninterrupted and unrestricted. There is no requirement under the FLSA that an employee must be given a meal period. However, if it is an unpaid meal break, FLSA regulations mandate that the break must be a minimum of 30 minutes of uninterrupted work-free time for the employee.

3. Department employees are not permitted to work through their meal period on a regular basis in order to shorten their workday. The exceptions are employees functioning as Correctional Officers, Transfer Officers, Probation Officers assigned to court duty if no recesses are called, food service employees, and maintenance workers whose duties include supervision of an inmate detail.

4. Employees who work shifts of longer than 10 hours 30 minutes must take a 30-minute meal period except in secured facilities in which the Appointing Authorities determine that institutional security requirements for particular days (no on-going situations) dictate meal period waivers.

5. When workload allows, an Appointing Authority may allow up to two "breaks" each lasting 15 minutes or less per day. These breaks are work time, and are not a mandatory requirement.

6. State policy mandates that the supervisor may not allow an employee to lengthen a meal period, report to work late, or depart early for not taking or for "working through" a break.

F. Shift Briefings:

1. The Appointing Authority determines if a shift briefing is needed and the period of time needed for that briefing.
1. Any shift briefing time, pre-shift and/or post-shift, is work time and must be accurately recorded, and counts toward total hours to be compensated.

2. Time required for shift briefing (15 minutes, 30 minutes, or other) is used to calculate the scheduled hours for the work period, therefore, if an employee is absent for an entire day, leave must be utilized to cover the entire shift (8 hours/15 minutes, 8 hours/30 minutes, 9 hours, etc.).

G. On-Call/Call-Back Time:

1. On-Call Time: On-call time is not work time unless the employee is required to remain at a specific location or so close thereto they may not use the time for their own purposes. An employee who is only required to wear a paging device or to leave word where he/she can be reached is not considered to be working.

   a. When an employee serves as duty officer, the following counts as work time:

      1) the time spent on the telephone talking with the work site;

      2) the time actually spent at the work site after normal scheduled work hours.

   b. The time spent commuting from place of residence to the work site while serving as duty officer is not work time.

   c. The employee, who served as duty officer, must record all hours and minutes on the department-approved time sheet (or on an attached log) on the appropriate day(s) of assignment.

   d. If the employee, who served as duty officer, has instances of adjusted work schedule during the same work period as the duty officer assignment, this employee’s work time, leave, and/or eligible holidays combined must still meet the required total time for the assigned work period.
2. Call-Back Time: When any non-exempt employee is called back to the work site during his/her off time, the time actually spent at the work site counts as work time and must be recorded.

a. Non-exempt employees who are scheduled to be "on-call" and meet all other provisions outlined in SOP IVO07-0016, Call Back Pay, will be paid a supplement equivalent to one hour of pay for each time the employee is called back to the work site.

1) This supplement will be paid regardless of the length of time spent at the work site, and in addition to overtime earned.

2) Schedule adjustments or compensatory time may not be given to an employee in lieu of Call-Back Pay.

3) Employees, who are subject to being called back to work for public safety purposes (e.g., Correctional Officers), are not eligible for the supplement.

H. Sleep Time:

1. In certain situations, the Department will assign designated employees to work shifts in excess of 24 hours for business necessity. If the length of these continuous work shifts is over 24 hours in duration, the Appointing Authority may declare unpaid sleep time. Employees’ time spent sleeping, on these declared unpaid sleep time shifts, will not be paid, if the following conditions are met:

a. Employees are provided adequate sleeping arrangements which, at a minimum, include mattresses, blankets, etc., conditioned in-door climates suitable for sleeping or suitable out-door provisions to protect the sleepers from pests and weather conditions, if applicable, and quiet locations suitable for uninterrupted sleep;

b. The declared sleep time is at least five hours of uninterrupted sleep, and this same period of
uninterrupted sleep time does not exceed eight hours; and

c. The employee's signed "Sleep Time Requirements Acknowledgement Statement" containing sleep time requirements are on file in the local Personnel Office and in CPA.

2. Unpaid sleep time can only be declared by the Appointing Authority if the continuous work shift is greater than 24 hours in duration. For work shifts equaling or less than 24 hours, no unpaid sleep time is permitted.

3. Continuous work shifts of greater than 24 hours in duration may be scheduled by the Appointing Authority for up to 5 consecutive calendar days. Then, the assigned employees must each be afforded a forty-eight hour break before being called back to duty; unless otherwise negotiated and agreed upon in writing by any employees who desire to work more than 5 consecutive calendar days with continuous work shifts greater than 24 hours in duration.

4. Each employee in the department acknowledges sleeptime requirements on the "Georgia Department of Corrections Sleep Time Requirements Acknowledgement Statement" form located in their official personnel file.

5. If possible, employees will be notified, in advance, that a situation has occurred requiring them to report to work for a shift which may involve unpaid sleep time.

5. If one or more of the conditions in item #1 above are not met, then employees must be paid for all time spent sleeping.

I. Mandated Training:

1. Mandatory training is work time. Normally, work schedules and training schedules are to be adjusted so those employees do not attend training classes on their time off (SOP IVO08-0002, Time Keeping Requirements).
2. Employees who attend training will receive work time credits equaling those hours and minutes as regularly scheduled at the work location provided it is a full day of training, e.g., an officer working a shift of 8 hours/15 minutes will receive work time credit on the actual full day of training for his/her regularly scheduled work day of 8 hours/15 minutes; an employee who works four 10-hour days will receive work time credit on the actual full day of training for his regularly scheduled work day of 10 hours.

3. If travel time and full-day training time exceed the regular, daily scheduled work time, the employee must itemize on his/her timesheet the training day, to include meal breaks.

J. Travel Time:

1. The Department pays for travel during regularly scheduled work hours, and the Department currently chooses to exceed the FLSA-required minimums for overnight travel. (See SOP IVO08-0002, Time Keeping Requirements, for specific details for the types of travel.)

K. Compliance With Regulations and Policies:

1. The FLSA requires that a notice to employees (Attachment 5) concerning reporting all time worked must be posted. Appointing Authorities must ensure that this employee notice is posted, at a minimum, on each Official Bulletin Board.

   NOTE: Information on availability of this federally required notice may be obtained from Central Personnel Administration.

2. Employees must sign a written agreement (Attachment 4) that FLSA compensatory time or monetary payment may be used. The Appointing Authority has the option of awarding compensation for performance of extra work outside of scheduled hours and minutes which exceeds established work period maximum hours. No Appointing Authority may assign an employee extra work unless this agreement has been executed.
3. Each employee is required to sign such an agreement (Attachment 4) on the date of hire with the Department. If an employee refuses to sign, the CPA FLSA Compliance Coordinator must be contacted immediately.

4. All individuals who were employed by the State on, or prior to April 15, 1986, and have been continuously employed since that date, are considered to have agreed to the use of FLSA compensatory time as a condition of employment.

L. Record-keeping Mandates and Requirements:

1. Employers covered by FLSA are required to maintain wage and time records on non-exempt employees.

2. By federal and state regulations, all state employees must properly record daily hours and minutes worked on time records. Given the agency's practice of adhering to accepted principles of public accountability involving the appropriate use of budgeted funds, exempt employees must also maintain similar time records on both a daily and work week/work period basis.

3. Time records must include hours worked each workday and the total hours worked each work week/work period (SOP IVO08-0002, Time Keeping Requirements).

4. Employees must use Department-approved time sheets. If a customized time sheet or record keeping system is operationally necessary, a copy of the time sheet or system must be submitted to the Department Personnel Director for approval.

5. The record keeping requirements for exempt and non-exempt employees are:

   a. Exempt employees: Each Division Director (Assistant Commissioner for the Commissioner's staff) will ensure the development of a timekeeping system for assigned units having exempt employees.
1) A time worked record demonstrating that each full-time, exempt employee meets the state regulatory requirement by working a minimum of 40 work hours per week is sufficient. This documentation is to be kept separately from the time sheets required by the FLSA for non-exempt employees.

b. Non-exempt employees: The Appointing Authority is required by FLSA to ensure daily time sheets are kept on each non-exempt employee.

1) The time sheets are to be based solely on the employee's work period. *They cannot be based on a calendar month, a payroll pay period, etc.*

2) Work units that require the use of non-standard time sheets, must submit examples and justification to the Department Personnel Director for approval prior to the use of such forms.

6. The Appointing Authority is responsible for ensuring that each non-security, full-time employee works the required 40 hours per week or equivalent, and that variances are accounted for by use of leave, leave without pay, compensatory time, or award overtime.

7. The Appointing Authority is responsible for ensuring that each security/law enforcement, full-time employee actually works the required number of hours established for the assigned work period. All work periods have required work hours (e.g., 7-day period = 40 hours; 24-day period with shift briefing = 141 hours; 27-day period with 15 minute briefing each shift = 148 hours/30 minutes; and 28-day period with no shift briefing = 160 hours). Any actual time worked variance which falls below required hours must be documented and paid leave, compensatory time, or leave without pay charged to the employee whose work time falls short of the required work period hours (SOP IVO08-0002, Time Keeping Requirements).
8. **DO NOT reconstruct time sheets** in the event of lost or misplaced records.

   a. If an employee claims time worked over the maximum allowable and time records are unavailable, other forms of proof may be used to verify time worked.

   b. Examples of proof of attendance, when time records are missing, can be training records, absentee reports, duty rosters, use of force reports, or any document with a date and time stamp.

   c. If hours over the maximum cannot be verified, then the employee is not entitled to additional compensation.


10. All time sheets must be kept for three full years and maintained in the facility that services the employee's unit of assignment. If an employee transfers, time sheets are not transferred with the employee. Upon transfer within GDC, Leave Request forms and an accurate Leave Verification form must be sent to the employee's new unit of assignment.

M. **Holidays and Paid Leave Time Credits:**

1. Time spent using paid Leave (Annual, Sick, or Personal only) or state holidays designated by the Governor counts toward the total hours to be compensated for the work period (SOP IVO08-0002, Time Keeping Requirements).

2. Time spent using approved Military Leave, Administrative Leave (declared by the Commissioner), and/or Court Leave does not count towards total hours for the work period. The employee, who is approved for Military Leave, Administrative Leave, and/or Court Leave remains in pay status, but does not receive time credits for purposes of awarding compensatory time (SOP IVO08-0002, Time Keeping Requirements).
N. Methods of Compensation:

1. The FLSA does not limit the number of hours that an employee may work. It simply requires that overtime compensation for non-exempt employees must be granted at a rate of not less than one and one-half times the regular rate for each hour physically worked in the work period in excess of the maximum hours applicable to the type of employment.

2. FLSA does not require that an employee be granted one and one-half times compensation for hours worked in excess of eight hours per day, or for work on holidays, or on scheduled off days, provided the maximum number of hours prescribed in the FLSA are not exceeded.

3. Exempt employees do not normally earn extra compensation when the total hours for the work period exceed the normal scheduled hours. In certain unusual situations, Appointing Authorities may wish to award exempt employees compensatory time as a result of a significantly increased workload resulting from a special project. This project should be unusual and of short duration. Routinely assigned special projects will not qualify. Appointing Authorities contemplating such a course of action must contact the Department Personnel Director for approval prior to committing to the award of compensatory time to an exempt employee. The Department Personnel Director will make the final determination of the rate at which compensatory time will be accumulated.

4. Non-exempt employees are not entitled to FLSA compensation for any hours worked less than the maximum hours allowable under FLSA (e.g., non-security = 40 hours maximum; security/law enforcement under assigned schedule such as 27 days = 165 maximum, 28 days = 171 maximum, etc.) Non-exempt employees who are due extra compensation when their total hours for their work period exceed the maximum number of hours allowed, should be compensated by one of the following methods:
a. Schedule Adjustment: Adjusting a work schedule means giving an employee one hour for each extra hour worked before the end of the employee's work period. This is not granting an employee compensatory time or overtime; it is a schedule adjustment (SOP IVO08-0002, Time Keeping Requirements).

b. FLSA Compensatory Time: An employee earns FLSA Compensatory Time only when he/she physically works more than the maximum number of hours specified for the work period, and this employee's work schedule cannot be adjusted prior to the end of the work period. This employee earns FLSA compensatory time at one and one-half times the regular rate of pay.

1) Non-security employees may earn a maximum of 240 hours of FLSA compensatory time. Any overtime earned over that maximum is to be recompensed by monetary compensation.

2) Law enforcement employees may earn a maximum of 480 hours of FLSA compensatory time. Any overtime earned over the maximum is to be recompensed by monetary compensation.

NOTE: Appointing Authorities may direct employees, who have accumulated FLSA compensatory time, to schedule and take time off from work by using Compensatory time in order to reduce the FLSA compensatory balances.

c. Georgia Compensatory Time: Georgia Compensatory Time compensates an employee for non-FLSA overtime on a one-to-one ratio.

NOTE: Restoring leave already used in the work period in order to reduce or eliminate the accumulation of Georgia Compensatory Time is acceptable.
d. Leavekeepers should charge absences to accumulated comp time balances in lieu of other requested paid leave, such as annual, sick, or personal leave. An exception to this may be made late in the calendar year when an employee would be allowed to use any personal leave for an approved absence rather than lose it.

O. Full Shift Overtime:

1. Full Shift Overtime (FSO) is a temporary Department incentive program developed to staff the most critical posts in certain facilities. Authorization for FSO is not granted routinely and should not be authorized for all posts and keys within a facility.
   a. FSO is supervisor-approved work of 8 hours or greater by a Correctional Officer on a regularly scheduled off day or regularly scheduled off shift.
   b. A completed Full Shift Overtime Verification and Payment Request form (Attachment 3) covering a period from Saturday through the following Friday after third shift ends with no correlation to the Officer's work period.

2. In conjunction with the Department Personnel Director, the Department Corrections Division Director/Designee determines the criticality of need based on established criteria.

3. FSO offers the opportunity for Officers to volunteer to be scheduled to work approved critical posts. This allows these certain critical posts to be staffed without the use of supervisors or recalled personnel.

4. For payment of FSO, once approved by the Corrections Division Director/Designee, the Officer volunteering must:
   a. Volunteer for an approved post;
b. Work a full shift of at least 8 hours; and

c. Schedule FSO on a scheduled off shift (for this purpose, working a shift other than the regular shift as in a double shift, is considered a "scheduled day off").

5. If all the requirements above are met, the Officer will be paid at the rate of one and one-half times each hour and minute worked under FSO for the shift worked without being required to exceed the FLSA law enforcement maximum hours.

6. FSO for which an employee receives payment will not be used in the final calculations of a completed timesheet at the end of a work period for determining if any additional compensatory time should be awarded.

P. Authorizing FLSA Overtime:

1. Funding for overtime is minimal. Each Appointing Authority foreseeing the need for overtime work must consider all reasonable alternatives. In emergencies, Appointing Authorities must take prudent action and when those actions include overtime, follow up as soon as possible using the procedures below:

a. Approval for FLSA overtime:

1) An "Overtime Claim and Payment Request" form (Attachment 1), with an "Overtime Payment Request" form (Attachment 2), must be submitted to the Division Director/Designee. The Division Director/Designee will forward approved requests to the Department Budget Office. Funding approval is considered for all requests.

2) When a request has been approved, the Division Director/Designee will notify the requestor and CPA that FLSA overtime payment has been approved for processing.

3) All requests for overtime for exempt employees must be approved, in advance, by the Department Personnel Director.
b. Claims for Overtime Payment:

1) Claims for payment of cash overtime may be submitted in the format of Attachment 1, or in a format approved by CPA. The date of the work period should be the date that the period began, regardless of whether the employee worked on that date. Additionally, the claim sheet should reflect the entire work period, including scheduled off days, holidays, leave, etc. for that employee, unless prior approval has been obtained to make a special exception.

2) The hourly rate for payment of FLSA Compensatory Time will be calculated based on the employee's monthly salary, plus any additional pay supplements at the time the pay supplements are paid.

2. Department Options - The Department retains the option at any time at its own discretion to either:

a. Monetarily compensate employees for any accumulated balance of compensatory time; or

b. Direct the scheduling of the use of accumulated compensatory time to reduce the retained balances of individual employees.

Q. Use of compensatory time for employee movements in the Department of Corrections:

1. When a non-exempt employee leaves the jurisdiction of an Appointing Authority by promotion, transfer, or demotion, that Appointing Authority must diminish FLSA compensatory time, and the Appointing Authority should make every reasonable effort to assist the employee in diminishing his/her other types of accumulated compensatory time.

a. FLSA compensatory time must be reduced to a zero balance before the effective date of a transfer to another GDC unit. Use of FLSA compensatory time will be at the paygrade in which the employee accumulated the FLSA
compensatory time, except for demotion (which would be effective on the date set by the Appointing Authority).

b. When FLSA compensatory time cannot be brought to a zero balance, payment must be made to the employee prior to the transfer.

NOTE: If payment is not made prior to the transfer, the local Personnel Representative at the facility/center/office where the FLSA compensatory time was earned must immediately submit a written request (describing the reason(s) it was not paid timely) for a hand drawn check to their assigned CPA Personnel Technician. Payment will be calculated as stated above.

c. Georgia compensatory time must be used within 12 months of accrual. Every effort should be made to require employees with accumulated Georgia Compensatory Time to use the compensatory time and maintain minimal balances.

d. Holiday Deferral (Holiday Comp) must be used within 120 days of being earned and should not be transferred from one Appointing Authority’s unit to another Appointing Authority’s unit. Employees should use accumulated Holiday Deferral in lieu of other paid leave to avoid any situations requiring monetary pay-outs.

R. Use of compensatory time when transferring to other state agencies:

1. Accumulated FLSA compensatory time must be paid upon separation of an employee from GDC. This may be accomplished, if agreeable to the gaining agency, by delaying the effective date of transfer to the gaining agency until the FLSA balance is zero.

2. When FLSA compensatory time cannot be brought to a zero balance, payment must be made to the employee prior to the transfer.
3. Accumulated Georgia compensatory time and Holiday deferral will not be paid to any employee upon transfer to another state agency. Therefore, it is mandatory that employees use these accumulations and reduce the balances to zero prior to transfer.

VII. RECORD RETENTION:

ATTACHMENT 1 - OVERTIME CLAIM AND PAYMENT REQUEST

Retain in Central Personnel Administration and the local personnel office for a period of three full years.

ATTACHMENT 2 - OVERTIME PAYMENT REQUEST

Retain in Central Personnel Administration and the local personnel office for a period of three full years.

ATTACHMENT 3 - FULL SHIFT OVERTIME VERIFICATION AND PAYMENT REQUEST

Retain in Central Personnel Administration and the local personnel office for a period of three full years.

ATTACHMENT 4 - UNDERSTANDING THE USE OF FLSA COMPENSATORY TIME

Permanent retention in the employee’s official and local personnel files.

ATTACHMENT 5 - IMPORTANT NOTICE TO EMPLOYEES

Permanently post on the "official" Bulletin Board.
I. POLICY:

A. All Georgia Department of Corrections (GDC) employees, Contract employees, and students/interns working at GDC sites who have a risk of exposure to tuberculosis, will be screened for tuberculosis (TB) at the time of hire, and then periodically, as deemed necessary (i.e., annually thereafter and/or following exposure to a suspected or confirmed case of TB).

B. Appointing Authorities will ensure all current and new employees read this standard operating procedure and sign the acknowledgement form (Attachment 1). A copy of the completed acknowledgement form will be placed in each employee's local personnel file. The original acknowledgement form will be forwarded to Central Personnel Administration (CPA) for placement into the official personnel file.

II. APPLICABILITY:

This procedure is applicable to all GDC employees, regardless of work location (prison, boot camp, center, probation office, or central office location) or job title, who have a risk of exposure to tuberculosis.

III. RELATED DIRECTIVES:


G. GDC SOP:
   1. IVO10-0005 [Sick Leave]
   2. VH04-0007 [Treatment of Employees by Health Care Personnel]
   3. VH05-0003 [Health Related Training for Correctional Officers]
   4. VH36-0004 [Contact Investigation Following the Identification of a TB Suspect or Confirmed Case]
   5. VH54-0001 [Infection Control Plan]
   6. VH54-0006 [Training of Health and Correctional Personnel Regarding Communicable Diseases]

IV. DEFINITIONS:
   A. Student/Intern - a person enrolled in a school, college or university participating in learning activities at any GDC work location.

V. ATTACHMENTS:
   Attachment 1 - Employee's Acknowledgement Statement

VI. PROCEDURE:
   A. New Employees with Previously Negative or Unknown TB Skin Test Results or Previous BCG Vaccination
      1. At the time of employment, two-step Mantoux tuberculin skin-test screening will be mandatory for
all employees who do not have a documented history of a positive skin test.

2. For non-security employees, the initial tuberculin skin-test screening (1st skin test), which includes training regarding communicable diseases, will be made available after pre-service orientation and within 10 working days of the initial assignment. The interview and skin test will be made available at no cost to the employee. The second of the Two-Step Mantoux skin tests should be received within 3 weeks of employment.

3. The facility health care staff, local health department or personal physician or health care provider may perform tuberculin skin testing.

4. Employees who had skin testing performed within the twelve months prior to employment may count such testing as the first of their two required skin tests. The employee must submit suitable documentation that verifies negative results to the local personnel office. NOTE: Any Security employee (Correctional Officer, Probation Officer, Surveillance Officer, etc.) whose TB test result was negative on their pre-employment physical can use a copy of the TB test results as documentation for a negative skin test. The local personnel office will be responsible for providing the local medical unit with a copy of the TB test results on all security employees. Probation Region Offices and Diversion Centers will be responsible for sending copies of TB test results to the assigned site outlined in VI.E.2. The second of the Two-Step Mantoux skin tests should be received within 3 weeks of employment. The second test may be received in conjunction with the training on communicable diseases, which is required within 10 working days of initial assignment.

5. Tuberculin skin testing is not contraindicated for persons who have received the Bacillus of Calmette and Guerin (BCG) vaccine or pregnant/lactating women, and skin testing should be performed.
6. TB skin test results will be provided to the Health Authority at the facility. The information will be recorded onto the Employee Mantoux Test Record (P54-0008-01), which will be maintained in a confidential manner by the health care staff coordinating infection control activities at the facility. The Employee Mantoux Test Record form is located in the TB section of the Infection Control Manual, issued by the Office of Health Services.

   a. A copy of the Employee Mantoux Test Record, containing the most recent skin test results, should be placed into the OSHA Health Record. This will ensure that the most recent skin test results are available should the employee transfer to another facility.

   b. Once the Employee Mantoux Test Record is completely filled out, this original should be filed in the OSHA Health Record. The copy of previous skin test results should then be removed and discarded in a confidential manner (i.e., shred).

   c. Refer to the procedure for maintaining and handling the OSHA Health Record, as described in the Employee Health section of the Infection Control Manual, page 4.

   d. When an employee transfers to another facility, the health care staff coordinating infection control activities will forward the employee’s OSHA Health Record to the new facility.

   e. When an employee terminates from the facility, the health care staff coordinating infection control activities will forward the employee’s OSHA Health Record to Central Personnel Administration, where the information will be placed into the official medical file.

7. At the time of hire, employees assigned to field probation offices will receive tuberculin skin test screening, unless they submit a documented history of a positive skin test or provide proof of a prior
negative skin test. Employees will receive skin test screening, which includes training regarding communicable diseases, within 10 working days of their initial assignment. However, since probation employees do not necessarily go to training within their first 10 days of employment, they must be sent to one of the designated facilities listed in the SOP to receive required training and skin testing. All employees, those who submitted proof of a negative result and those who received their first tuberculin test at the time of hire, are required to receive training on communicable diseases within 10 working days of their initial assignment and should have the second tuberculin test completed within 3 weeks of hire. In each circuit, the Chief Probation Officer or designee will coordinate this process.

NOTE: This includes all employees - law enforcement and support staff.

B. New Employees with a Prior History of a Positive TB Skin Test, Previous Tuberculosis or Severe Reaction to a TB Skin Test

1. The local personnel office will forward a copy of the pre-employment TB results to the local medical unit.

2. New employees with a documented history of a positive skin-test result (TB infection), a documented history of TB disease, or a reported history of a severe necrotic reaction to tuberculin will be exempt from routine tuberculin skin-test screening.

3. These employees should be screened for symptoms of TB by facility health care staff and the information documented on the Employee Mantoux Test Record (P54-0008-01). Documentation of previous TB skin-test results and a recent (less than 1 year from the employee’s date of hire) chest x-ray report, which indicates the employee is free of active disease should be provided to the Health Authority.

4. If symptoms compatible with TB are present (cough, fever, weight loss, night sweats, etc.), the
employee should be allowed to use accumulated leave or be placed on authorized leave without pay until a diagnosis of active TB is ruled out (negative) or confirmed (positive). If a diagnosis of active TB is established (positive), the employee will not be permitted to return to work until clinical treatment has been initiated and medical certification is presented which confirms the individual is no longer infectious. Acceptable documentation must include, at a minimum, three consecutive reports of "negative" sputum smears for acid-fast bacilli.

C. Students/Interns

1. Students/interns engaged in an on-site learning experience will be required to provide evidence of current TB skin test status. Only one negative TB test result is required for students/interns.

2. The local personnel office must immediately notify the medical unit of any students/interns that begin work at their site.

3. The Health Services Administrator, Nurse Manager or designee serving as the student's preceptor will be responsible for verifying the student's/intern’s TB skin test status. Verification may be in the form of a copy of the original TB skin test result, or recent (within one year of the student’s/intern’s learning experience at the site) negative CXR report for someone previously TB skin test positive.

4. In a probation office, the Chief Probation officer or designee will verify and maintain confidential records of the student's/intern’s skin test status.

5. The student/intern will be expected to participate in contact investigation procedures if exposed to someone suspected or confirmed to have active TB.

6. Any student/intern who refuses to comply with the above requirements will not be permitted to perform their learning experience with the Department.

D. Scheduling TB Skin Test for Correctional and Probation Employees.
1. Employees working in State Prisons, Private Prisons, Boot Camps and Transitional Centers where inmate/probationer health care is provided will receive TB skin testing at their respective facilities.

2. Probation Division employees, which includes Diversion Center employees, will receive TB skin testing at designated Probation Detention Centers or State Facilities listed below:
   a. Southeast Probation Detention Center
      1) Eastern Circuit
      2) Brunswick Circuit
      3) Atlantic Circuit
   b. Women's Probation Detention Center
      1) Ogeechee Circuit
      2) Savannah Diversion Center
   c. Central Probation Detention Center
      1) Dublin Circuit
      2) Oconee Circuit
      3) Cordele Circuit
   d. Treutlen Boot Camp
      1) Middle Circuit
   e. Augusta State Medical Prison (ASMP)
      1) Augusta Circuit
      2) Augusta Diversion Center
   f. Lee State Prison
1) Dougherty Circuit

2) Southwestern Circuit

3) Albany Diversion Center

g. Southwest Probation Detention Center

1) Tifton Circuit

2) Southern Circuit

3) Alapaha Circuit

4) Thomasville Diversion Center

h. Ware State Prison

1) Waycross Circuit

2) Waycross Diversion Center

i. Western Probation Detention Center

1) Chatahoochee Circuit

2) Macon Circuit

3) Houston Circuit

4) Macon Diversion Center

5) Columbus Diversion Center

j. Calhoun State Prison

1) Pataula Circuit

2) South Georgia Circuit

k. Putnam State Prison

1) Ocmulgee Circuit
l. Rockdale-DeKalb Probation Detention Center

1) Alcovy Circuit
2) Gwinnett Circuit
3) Rockdale Circuit
4) Jimmy Helms Diversion Center
5) Stone Mountain Circuit

m. J. C. Larmore Probation Detention Center

1) Atlanta Circuit

n. West Central State Prison

1) Towaliga Circuit
2) Griffin Circuit
3) Flint Circuit
4) Coweta Circuit
5) Clayton Circuit
6) Griffin Diversion Center
7) Clayton Diversion Center

o. Northwest Probation Detention Center

1) Douglas Circuit
2) Cobb Circuit
3) Cobb Diversion Center
4) Tallapossa Circuit
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- **p. Hays State Prison**
  1) Rome Diversion Center
  2) Rome Circuit
  3) Lookout Mountain Circuit
  4) Conasauga Circuit
  5) Cherokee Circuit

- **q. I. W. Davis Probation Detention Center**
  1) Athens Diversion Center
  2) Piedmont Circuit
  3) Western Circuit
  4) Alcovy Diversion Center

- **r. Whitworth Probation Detention Center**
  1) Northern Circuit
  2) Toombs Circuit

- **s. Colwell Probation Detention Center**
  1) Appalachian Circuit
  2) Northeastern Circuit
  3) Mountain Circuit
  4) Blue Ridge Circuit
  5) Gainesville Diversion Center
  6) Enotah Circuit
  7) Bell Forsyth Circuit
t. Gateway Diversion Center

1) Atlanta Diversion Center

3. The Responsible Health Authority at each facility or probation office will establish a TB skin-testing schedule that will be made available to supervisors of eligible correctional or probation employees (Wardens, Superintendents, Regional Directors, Chief Probation Officers, etc.).

4. Probation Division administrative staff will be responsible for coordinating TB skin test screening of their respective employees and will maintain records verifying that staff are compliant with the TB skin test screening procedures outlined in this SOP.

5. It is suggested that certain days be routinely set aside each week for TB skin testing (e.g., every Monday or Friday between 1-4 p.m.) in order to minimize disruption of other clinic activities. The facility providing TB skin testing should be notified of the number of tests to be performed on a weekly basis.

E. Central Office Employees

1. Central Office employees routinely working at GDC sites who have a risk of exposure to tuberculosis should be periodically screened (e.g., at time of hire, annually and in conjunction with a contact investigation) for possible exposure to tuberculosis.

2. The employee’s supervisor/manager will be responsible for monitoring the TB skin testing process. During the month prior to the Performance Management Form (PMF) review, the employee is responsible for obtaining a TB skin test from their health care provider, personal physician, local health department or correctional facility where currently working. A written hardcopy of test results will be given to the supervisor/manager. The supervisor/manager will forward, in a confidential
manner, the TB skin test results to CPA where they
twill be placed into the employee’s official medical
file.

3. Skin test results should be filed in the employee’s
medical file, which is maintained by CPA.

F. Interpreting TB Skin-Test Results

1. Employees with a negative initial test (via the two-
step Mantoux method) will be retested with another
skin test within 1 - 3 weeks following the initial
skin test. If the results of the second test are
negative, the employee will be considered non-
infected and will then be retested annually or more
often if necessary based upon the system risk
assessment; in response to a contact investigation;
or as clinically indicated.

2. New employees who have a positive TB skin-test
result upon initial testing should be promptly
evaluated for active TB.

da. If no symptoms of TB are present, the
supervisor or Appointing Authority will
immediately refer the employee to the local
health department or personal physician for
evaluation (which includes a chest x-ray). The
employee must provide documentation of a chest
x-ray report, which excludes active TB, in
order to return to work. The employee will be
allowed to use any accumulated leave or be
placed on authorized leave without pay.

b. If tuberculosis disease is excluded (negative),
the employee would not be considered
infectious, but should be considered for
preventive therapy and referred to the local
health department or personal physician for
ongoing evaluation and monitoring.

c. The supervisor or Appointing Authority should
immediately refer the employee with symptoms of
TB to the local health department or personal
physician to confirm the diagnosis of active TB
(positive) or to rule out active TB (negative).
The employee will be allowed to use any accumulated leave or be placed on authorized leave without pay. If a diagnosis of active TB is established, the employee may not return to work until treatment is initiated, and it has been clinically determined that the employee is no longer infectious. Acceptable documentation should include, at a minimum, reports of three consecutive negative sputum smears for acid-fast bacilli.

3. New employees whose TB skin-test results are positive are presumed to be infected prior to employment and will not be eligible for Worker's Compensation benefits related to the development of tuberculosis.

G. TB Skin-test Logs and Data Collection

1. The health care staff or Chief Probation Officer or designee who is responsible for coordinating infection control activities at the facility or probation office will maintain an Employee Mantoux Test Record (P54-0008-01), which will contain skin testing information for their employees. This document will also serve as the Employee PPD Tracking log.

2. The health care staff or Chief Probation Officer or designee who is responsible for coordinating infection control activities at the facility or probation office will develop and maintain a database for recalling employees due for TB skin-testing. The database may be arranged by employee birth month, anniversary date of hire or another mechanism, so long as the method chosen contains accurate and reliable TB skin-testing information for employees.

H. Periodic Tuberculin Skin-Testing of Employees

1. Correctional and probation employees must be skin-tested annually or more frequently if required by CDC guidelines regarding Prevention and Control of

2. Employees who are skin-tested will be provided education regarding the meaning of the test and test results.

3. Employees who have a positive TB skin-test result (new conversion) following negative skin-test results will be screened for symptoms of TB.

   a. If no symptoms of TB are present, the employee will be directed to complete an examination to rule out active TB by a health provider on the Workers’ Compensation Panel of Physicians. The supervisor or Appointing Authority must insure that this examination/treatment information is reported immediately (within 24 hours of the employer's knowledge) to the Workers' Compensation Risk Management, via the TELECLAIM service phone number 877-656-7475.

   b. Any employee with symptoms of active TB (i.e., cough, fever, weight loss, night sweats, etc.) or suspected of having active TB will be directed by the supervisor or Appointing Authority to complete an examination by a health provider on the Workers’ Compensation Panel of Physicians to rule out or confirm active TB. The supervisor or Appointing Authority must insure that this examination/treatment information is reported immediately (within 24 hours of the employer's knowledge) to the Workers' Compensation Risk Management, via the TELECLAIM service phone number 877-656-7475. The employee may not return to work until a medical certification is received, indicating that the individual does not have infectious, pulmonary TB (at a minimum, reports of three consecutive negative sputum smears for acid-fast bacilli). The employee will be permitted use of all available sick and annual leave time, as deemed necessary under the circumstances. If active TB is confirmed, the employee may request Workers’
Compensation benefits in lieu of using accumulated leave.

4. All correctional and probation employees with suspected or confirmed TB disease will be reported to the health department by Medical.

I. Employees Refusing TB Skin Testing

1. TB prevention and control in correctional facilities and probation offices is critical to the health of employees, inmate/probationers and the general public. The CDC and Occupational Health and Safety Administration (OSHA) have established that TB skin-testing should be mandatory for employees. Therefore, employees must be tested in accordance with CDC recommendations.

2. Employees refusing skin-testing following education and counseling will undergo progressive discipline up to and including termination if necessary. Employees will be sent home without pay and will not be permitted to return to the facility until skin testing has been performed and results obtained.

J. TB Skin-Testing of Correctional and Probation Personnel, and Students/Interns, Following Identification of a Suspected or Confirmed TB case

Follow the procedures documented in SOP VH36-0004 (Contact Investigation Following the Identification of a TB Suspect or Confirmed Case) for further instructions.

K. Exposure Control Regarding Tuberculosis

1. The Office of Health Services published an Infection Control Manual in May, 1999 which was distributed to the medical sections of state and private prisons, boot camps, detention and transitional centers. Section II of the manual contains information regarding exposure control for tuberculosis.

2. Field probation staff should be referred to their chief probation officer for access to the exposure control plan for tuberculosis. Section II of the Infection Control Manual has been made available.
3. Each site must determine which class of employees and what job duties pose a risk of exposure to TB. If they are not already listed in the exposure control plan, add them.
I. **POLICY:**

The Georgia Department of Corrections (GDC) is committed to providing a safe, secure work environment for all employees. Any abusive behavior, violent act or threat of violence will result in appropriate disciplinary action, up to and including dismissal, removal from the workplace and/or criminal charges.

II. **APPLICABILITY:**

All employees and persons doing business with the Georgia Department of Corrections.

III. **RELATED DIRECTIVES:**

A. O.C.G.A. 16-11-127, Public Gatherings

B. GDC Standard Operating Procedures (SOP's)
   1. IVO01-0006, Employee Assistance Program
   2. IVO01-0007, Critical Incident Debriefing
   3. IVO04-0002, Workers' Compensation

IV. **DEFINITIONS:**

A. **Workplace Violence:** Any act which would be interpreted by a reasonable person as abusive, threatening, intimidating, disruptive, or violent behavior committed by State employees, visitors, relatives, acquaintances, or strangers directed against any State employee, visitor, contractors or vendors in the work location or threatened to be carried out at the work location or in connection with GDC employment.

B. **Intimidation:** Engaging in actions that include but are not limited to stalking or behavior intended to frighten, coerce or induce duress.
C. **Physical Attack**: Unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.

D. **Domestic Violence**: The use of force, attempted use of force, or threatened use of a deadly weapon in the commission of a crime by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent or guardian of the victim.

E. **Property Damage**: Intentional damage of property owned by the State, GDC, employees, visitors, contractors or vendors.

V. **ATTACHMENTS**:

None

VI. **PROCEDURE**:

A. Every employee is responsible for safety in the workplace and for notifying their supervisor or Appointing Authority of any threats that they have witnessed, received, or have been told that another person has witnessed or received, when that behavior will be or might be carried out on GDC property or in connection with GDC employment. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.

**NOTE**: Failure of an employee to report such acts or threats of violence will be considered a basis for disciplinary action, up to and including dismissal.

B. Managers and supervisors should be constantly aware of the environment and attempt to address the signs of potential workplace violence as soon as it is detected.

C. Any reported instances of workplace violence will be handled promptly and allegations of workplace violence
will be investigated thoroughly by immediate supervisors and reported to the Appointing Authority.

**NOTE:** Safety precautions should be put in place, if determined appropriate, as soon as threats are reported. Staff and others should be warned of potential danger if directly involved or likely to be involved.

D. Appointing Authorities/Designees are to notify and consult with their Division Director, the Employment Support Services Unit of Central Personnel Administration (CPA), and Legal Services to determine appropriate resolution of instances of workplace violence.

E. Any injury to an employee must be handled in accordance with GDC SOP IVO04-0002, Workers' Compensation.

F. Critical Incident Debriefing (CID) should be offered to the victim of workplace violence and to any staff impacted by or witnessing the incident, by the CID coordinator for the unit or by CPA's Employment Support Services, if needed. CPA's Employment Support Services may be utilized in obtaining assistance to address workplace violence issues.

G. Individuals who apply for or obtain a protective or restraining order which lists GDC location(s) as being protected areas, must provide to the Appointing Authority a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. These orders will be enforced and all affected locations will be notified of the orders.

H. Employees who in good faith report what they believe to be workplace violence or who cooperate in any investigation will not be subjected to retaliation. Any employee who believes he/she has been the victim of retaliation for reporting workplace violence and/or cooperating with an investigation should immediately contact their Appointing Authority or the Department Personnel Director.
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I. POLICY

It is the policy of the Georgia Department of Corrections (GDC) that the Office of Information Technology (OIT) will provide and assume the responsibility for the procurement, delivery, maintenance and support for the information technology environment of the agency solely or via State approved processes.

II. APPLICABILITY

All state correctional institutions, transitional centers, probation detention centers, probation diversion centers, boot camps, other facilities and offices operated by the Georgia Department of Corrections. All employees within the Department of Corrections, its contractors or sub divisions, and other part-time employees of the Department.

III. RELATED DIRECTIVES

A. O.C.G.A: 16-9-90
B. GDC-Rules: 125-1-1.09, 125-1-2-.02, 125-1-2.04
C. Standard Operating Procedures: IIA0503, IVJ0201
D. ACA Standards:

IV. DEFINITIONS:

Computing environment

Refers to all computers and processors of all types used for data manipulation, transmission, or storage. It includes all hardware, software, connectivity devices, storage devices, printers, modems, cabling, servers, monitors, and keyboards, mouse-pointing devices, speakers and multimedia peripherals that were bought, provided or maintained by OIT. Generally it applies to those computer related devices and software that assist the user in the performance of their business activity. It does not include embedded
computing devices such as perimeter detection monitoring computers, control room fire/safety monitoring units, inmate telephone systems, access point devices, and so forth.

**Software**

Any computer application, purchased off the shelf or developed from code or developed from a purchased shell program. Any application loaded on any computer or server within the Georgia Department of Corrections.

**Hardware**

The physical part of a computer system, the machinery and equipment. Hardware consists of the computer system's CPU (central processing unit), disks, CDs, keyboard, modem, monitor, cables, printer, and so forth.

V. ATTACHMENTS:

N/A

VI. CONTENTS

(1) **Total Cost of Ownership**

(2) **Purchasing Equipment and/or Software**

(3) **Computing Hardware**

(4) **Inventory**

(5) **Software**

(6) **Computing Environment**

(7) **Internet Access**

(8) **Security**

VII. PROCEDURES:

This document contains the standard operating procedures pertaining to the computing environment in the Georgia Department of Corrections.

VIII. Total Cost of Ownership

The Total Cost of Ownership (TCO) is a financial figure derived from the actual cost of placing a computer into use in the Department of Corrections work environment for authorized users. This figure is an all inclusive one that begins with the purchase of the user workstation but also extends to the software installed on it, its license, service, network access prorating; WAN costs for installation
and monthly recurring fees; use of central office servers, their purchase, applications; central office developers and maintenance engineers, just to mention some of the behind the scenes costs. This is not an all-inclusive list. The TCO can, very generally, be derived by dividing the number of computers in the agency into the overall OIT budget. For example, the TCO for 1999 was $2727 per computer workstation.

IX. **Purchasing:**

The Georgia Technology Authority (GTA) is the only authorizing body in the State of Georgia with the authority to grant permission and approval to purchase computing equipment, regardless of the source of money (GDC budget, grants, etc.). All purchases must be approved via OIT through GTA. Procedures for what must have prior approval versus routine purchases are outlined in GTA procedures and purchasing work flow diagrams. Purchasing in the Georgia Department of Corrections for computing related items (software, hardware, peripherals, etc.) will be handled through the OIT Business Office. Payment for such items may originate from a variety of sources but will comply with this policy in all aspects. This will help ensure that standard items are introduced into our environment and help minimize the maintenance and trouble calls.

X. **Computing Hardware**

A. **Assignment:**

The placement of computers within the agency will be determined by a combination of the requesting user, proper approval from Division Information Systems Coordinators (DISC) or Directors with sufficient business justification, security, and the technological feasibility of the location (considering connectivity and functionality limitations).

B. **Relocation:**

Computer equipment is **not** to be moved from one location to another without the knowledge and approval of OIT. If the computing needs change for any reason, OIT should be contacted to express those needs and request assistance. Requests will be considered and addressed as resources and policy allow.

1. Most workstations are configured with the software and hardware interface devices to comply with the user’s needs. Movement of a workstation, or any of the equipment making up that workstation, may cause conflicts, logon failures, incompatibilities, and unnecessary support calls and/or return of the workstation to the original location. Generally, moves can be accomplished with little or no trouble within the same
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segment or LAN location; however, it should not be attempted without OIT approval.

2. All GDC staff and sites are accountable for the computing equipment inventory at the location to which it is assigned. Once the equipment is placed at a site, it can be moved from that site only by OIT staff or its authorized maintenance vendor/contractor or via common carrier or courier services authorized by OIT.

C. Equipment Replacement and Upgrade:

OIT has, as part of the Technology Strategic Plan, the vision of maintaining a refreshed level of computing capability. This is to be accomplished by identifying approximately the oldest 25% of existing hardware and replacing it annually with new equipment. This can only be accomplished if the appropriate budget funding is available but should keep the equipment at most only three to four years old. The goal is to reduce the maintenance cost of repairing older equipment and to provide users with a reasonably modern computing tool set.

D. Maintenance:

The responsibility for maintaining computing equipment within the agency will be that of OIT. OIT will have each item of authorized equipment inventoried and will use this authorized equipment inventory list to determine maintenance. If the item is not part of the official OIT inventory, maintenance will not be authorized. Maintenance will be accomplished through factory warranty service, field technician on site visits, or OIT central office repair staff. Maintenance may, in some cases, result in replacement of the item.
E. Equipment not purchased via the authorized method will not be maintained or replaced by OIT and will be in violation of this policy.  

**XI. Inventory**

A. Inventory Transfers

1. OIT equipment shall be transferred from a site only by OIT staff or its authorized contractors.

2. All equipment transfers will be documented and tracked in the OIT SCRIBE Computer Inventory application.

B. OIT Staff, Authorized Contractors

1. The OIT authorized staff and/or contractors may swap broken equipment during a service call to a site.

2. OIT staff and/or authorized contractors are required to document the change out of equipment. The OIT staff/contractor will document a transfer out of the piece of equipment being replaced on the transfer inventory page in the OIT SCRIBE Computer Inventory application.

3. The OIT staff/contractor will receive the replacement piece of equipment for the receiving site on the Receive Inventory page in the OIT SCRIBE Computer Inventory application.

4. OIT field staff and/or authorized contractors shall not remove the GDC sticker from any OIT equipment.

5. OIT equipment shipped to the local site via common carrier or courier service authorized by OIT will be deemed to have arrived at the site when the transfer form packed with the equipment is signed by the local site. OIT inventory staff will document the transfer out of equipment in the OIT SCRIBE Computer Inventory application. The receiving site should notify the field tech that transferred equipment has arrived. The field tech will accept the transferred equipment on the Receive Inventory page in the OIT SCRIBE Computer Inventory application for the receiving site.

C. GDC Sticker

1. Only OIT may issue a GDC sticker for OIT equipment.

2. OIT will issue a GDC sticker for the equipment swapped out by the vendor at a site. The sticker will be mailed to the site with the instructions for the LISC (Local Information Services Coordinator) or OA (Operations Analyst) to sticker the specific piece of equipment.
D. OIT Inventory

1. OIT inventory will maintain and update a local inventory tracking program identifying equipment, transfer or receipt, GDC sticker number and serial number.

2. OIT inventory will issue all GDC sticker numbers for new OIT equipment or for vendor exchanged equipment.

E. Surplus

1. The determination that equipment will be surplused will be made by OIT. OIT staff will physically surplus equipment and complete the appropriate surplus and inventory documentation.

XII. Software

Software will be provided for the users in the agency. It may be in the form of applications loaded locally on a computer, on a server on a Local Area Network (LAN), or in centralized servers accessed via a Wide Area Network (WAN).

A. OIT will maintain a master list of software and will publish it on the GDC Intranet (Captiva) under Information Technology. Only that software needed for business and deemed appropriately licensed will be allowed. Licensing records will be maintained via OIT purchases and records.

B. Any use or installation of any software from any source other than that authorized by OIT will be in violation of this policy. Companies that police software usage are hired by major vendors to identify abuses. Federal authority regulates their access to our computers, and they can obtain access upon request.

C. In addition to placing the agency in jeopardy, any person violating this policy may be subject to personal liability for fines.

D. Any person needing software for a legitimate business purpose should request it through their Division Information Systems Coordinator (DISC).

XIII. Computing Environment

A. Appropriate Use:

GDC computing equipment is purchased for authorized individuals for the intended business purposes for which the equipment was purchased. The limited or occasional personal use of equipment and software may be accomplished with the supervisor's permission but
will adhere strictly to the policies outlined in this document governing the use of computers.

B. Inappropriate Use:

The inappropriate use of a computer can be a physical abuse, neglect, or purposeful misuse. It can also be an inappropriate utilization of the equipment or software that would violate usage, security, or access policies and procedures. It can also include negligence in maintaining the data kept within the storage devices or drives. Care should be taken to protect the computing equipment from extremes in temperature, moisture, damage, or any other damaging environmental hazard or exposure. Care should be taken to insure the safety of diskettes, CDs, tapes or any other means of storage of data.

XIV. Internet Access

The use of GDC provided Internet access imposes certain responsibilities and obligations on users and is subject to state government policies and local, state, and federal laws. As a condition of being granted Internet access by GDC, each employee must comply with this policy and refrain from inappropriate and/or prohibited use at all times.

Information and files composed, transmitted, or received on GDC equipment may be considered part of the GDC records. Employees should ensure that all information accessed with or stored on GDC equipment is appropriate, ethical, and lawful.

Unnecessary Internet usage causes network and server congestion, slows other users, takes away from work time, and could over burden other shared resources. Because of this, accessing/downloading large audio or video files is strictly limited to business purposes only.
A. Appropriate Use

1. Federal, state, or local government Internet sites.
2. Access to sites related to professional organizations or other professional development information.
3. Downloading of technical bug fixes, patches or drivers used by OIT for providing the latest updates to software and applications.
4. Job-related research.
5. Other supervisor approved usage.

B. Inappropriate Use

1. Any use of the Internet (WWW) that is not in the best interest of the Department of Corrections will be considered inappropriate. Inappropriate Internet use includes, but is not limited to:
   a) Private or personal for-profit activities. This includes business or solicitations related to commercial ventures, religious or political causes, or any matter related to outside organizations.
   b) Knowingly downloading or distributing pirated software, information, or malicious program code (viruses).
   c) Downloading any software or electronic files without ensuring that GDC-provided virus protection is active.
   d) Uploading or downloading commercial or agency software in violation of copyrights or trademarks.
   e) Playing games and “chatting”.
   f) Performing any activity that could cause the loss or corruption of data or the degradation of system/network performance.
   g) Any other activity that would reflect discredit on GDC.

C. Prohibited Use

1. Any use of the Internet (WWW) for the following purposes is strictly prohibited:
   a) Accessing or downloading pornographic or sexually explicit material.
   b) Accessing or downloading material that could be considered discriminatory, offensive, threatening, harassing, or intimidating.
c) Conducting any illegal activities as defined by federal, state, or local laws or regulations.

d) Gambling.

D. Internet Usage Monitoring

1. Employees with access to the Internet should be aware that any information accessed, downloaded, or transmitted may be reviewed by system's staff and agency management. While GDC respects the privacy of its employees, the importance of ensuring appropriate use of state resources may result in the occasional monitoring of Internet sites visited by GDC employees. Inappropriate Internet usage can expose the GDC to significant legal liability and reflect discredit on the department.

2. When using GDC computers and resources to access Internet sites, employees are consenting to the monitoring of their use and have no reasonable expectation of privacy in the use of these resources.

3. OIT staff is required to notify agency management when inappropriate material is discovered on GDC computers or when a review of Internet sites visited indicates misuse.

E. Penalties for Misuse of Internet Access

1. Employees using GDC provided Internet access agree to adhere to the policies and guidelines established by the department. Alleged violations of this policy will be reviewed on a case-by-case basis.

   a) Internet access can be revoked at any time.

   b) Clear and willful violations or abuse of what is considered to be acceptable use will be subject to appropriate disciplinary action, up to and including termination from employment.

   c) In appropriate circumstances, criminal or civil action may be initiated.

F. Purchasing ISP Accounts

1. The purchase of Internet access accounts must be approved by Division Information System Coordinators (DISC) or Directors, and will be reviewed for conformity to standards by the Office of Information Technology. The responsibility of the payments for ISP accounts, modems, modem lines, and any services associated with the access to the Internet will be the responsibility of the section under which the facility or
XV. Security

The introduction of information technology throughout the Georgia Department of Corrections (GDC) has resulted in the GDC becoming heavily dependent on the availability of reliable information technology to meet its business needs. The networks that facilitate our ability to instantaneously share information may also allow unauthorized persons to gain detrimental access to information technology resources in the GDC network.

A. Detrimental access to the GDC enterprise network is defined as any intervention, from either an internal or external entity, that creates any situation whereby authentication and access control mechanisms are bypassed that may compromise the confidentiality or integrity of information resources or render it unavailable. OIT Security Administration will proactively track detrimental access activity and work to prohibit or correct such activity.

B. Detrimental access may be intentional or unintentional. Where unintentional detrimental access activity is detected, the affected individual will be advised to correct exploitable vulnerabilities to prevent future occurrences. Where detrimental access activity is determined to be intentional, it will be assumed as malicious activity and an appropriate response will be initiated.

C. The Georgia Computer Systems Protection Act (O.C.G.A. 16-9-90) specified unlawful acts involving information resources and the subsequent penalties upon conviction. As data residing or transiting State networks and equipment is held in public trust, it must be afforded the greatest safeguards. Therefore, computer security policies, procedures, instructions, processes, and standards created in furtherance of protecting GDC computer assets rely upon the Georgia Computer System Protection Act (O.C.G.A. 16-9-90) to ensure compliance. Violators may be prosecuted accordingly.

The Georgia Department of Corrections security policy, procedures, and processes are outlined in SOP IVJ0201. Please refer to that document for security procedures.