

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Hourly Employment		
<b>Policy Number:</b> 104.20	<b>Effective Date:</b> 5/27/2020	<b>Page Number:</b> 1 of 6
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Administration & Finance Division (Human Resources)	<b>Access Listing:</b> Level I: All Access

**I. Introduction and Summary:**

The Georgia Department of Corrections (GDC) may employ staff on a part-time hourly or emergency basis, when funding is available, using established pay scales maintained by Corrections Human Resources Management (CHRM).

**II. Authority:**

- A. Fair Labor Standards Act (FLSA): 29 U.S.C.A. § 201;
- B. O.C.G.A. §§35-8-2(5) and (8)(c);
- C. GDC Standard Operating Procedures (SOPs): 104.07 Position Actions, 104.09 Filling Vacancy, 104.14 Review of Applicant Qualifications, 104.37 Working Hours, Overtime, Compensatory Time, 104.62 Unemployment Compensation, and 104.65 Adverse Actions (Unclassified Employees); and
- D. ACA Standards: 2-CO-1C-16, 5-ACI-1C-10 (ref. 4-4057), 5-ACI-1C-13 (ref. 4-4060), 4-ACRS-2A-06, 4-ACRS-7B-04, and 4-ALDF-7B-01.

**III. Definitions:**

- A. **Hourly Employee** - Individual, who works 29 hours or less per week and who is paid at an hourly rate.
- B. **Hourly Position** - Unclassified position budgeted for 29 hours or less per week.
- C. **Personnel Action (PA)** - The Personnel Action is used to report appointments, terminations, changes in status, compensation of an individual employee, etc. The Personal Action Form (PAF) should be used each time there is an action that should be recorded in the individual's personnel file or that requires payroll action. The PAF is used as a transmittal form for approval of the personnel action.

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

- A. Establishing a Position:
  - 1. To establish an unclassified, hourly position, a Field Appointing Authority (AA) must initiate a request through the Facilities Assistant Commissioner. The request must be made by using Attachment 1, Budget Approval/Justification Form and

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routed through and approved by the Facilities Assistant Commissioner and the Budget Office. The request must include:

- a. A justification statement;
- b. A description of duties; and
- c. A projected time period for use.

**NOTE: Non-Facilities Division Unit Managers should submit a request through the appropriate Assistant Commissioner.**

2. After approval, the Budget Office returns the form to the originating office for submission to the Corrections Human Resources Management (CHRM) Job Evaluation Unit. Final approval of the position will be made by the Director, Human Resources.
3. The local Human Resources (HR) Representative must submit a PA and a Position Information Form (PIF) to the Job Evaluation Unit.
4. The AA/designee will be notified by a member of the CHRM Job Evaluation Unit of the position number assigned to the requested position, the rate of pay and the expiration date (for time limited positions).

**B. Advertising the Vacancy:**

1. Once the position has been established, field HR staff posts the position on GDCJobs.com via GDC Recruitment Administration on Captiva.
2. CHRM Employment Services staff will review and approve/disapprove vacancy request.
3. For an hourly position at Central Office, CHRM Employment Services staff will enter the vacancy request.

**C. Selection/Hiring:**

1. Applicant qualifications must be reviewed by the AA/designee to screen out those that do not meet minimum qualifications. The AA/designee review of qualifications

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and screening decisions must be documented and consistent. A review of qualifications for the selectee by the CHRM staff is not required.

2. Once an applicant has been selected, the AA/designee must ensure the Hourly hiring package is completed.
3. Hourly Employees are to be hired on the first work day of the pay period unless prior approval for other scheduled date is provided by the Director of Human Resources. Hourly Employees should be scheduled to attend new employee orientation on the hire date or next date that it is offered thereafter.
4. Completed hiring package must be submitted to the assigned CHRM Personnel Technician (PT).

**D. Time Keeping procedures and Compliance with the Fair Labor Standards Act (FLSA):**

1. All Hourly Employees must accurately report work time each scheduled workday using the Team Works On-Line System.
  - a. Hourly Employees who are unable to use the on-line system must complete both Attachment 2, Hourly Employee Time Record and Attachment 3, Hourly Employee Pay Record. The Hourly Employee Time Record is to be retained in Local Personnel Files for three years as a record of time worked. The Hourly Employee Pay Record is to be used as the basis for Attachment 4, Hourly Time Sheet Report which is submitted to CHRM.
2. It is the supervisor's responsibility to ensure that time records are accurate and complete and to monitor total number of hours worked.
3. Hourly Employees must comply with FLSA regulations.
4. The AA must have an established procedure for documenting approved or unapproved absences of Hourly Employees.
5. Hourly Employees must have prior approval from the appropriate AA to work in excess of 29 hours.

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6. If an Hourly Employee's work time exceeds the maximum, this employee must schedule adjust for the work time overage with prior approval from the supervisor.
7. Hourly Employees who work more than 40 hours in any work week will be paid overtime for all hours and minutes over 40 hours.

**E. Hourly Employee Pay:**

1. Rate of pay for the newly hired Hourly Employee will be based upon the designated job.
2. The AA should consult the applicable "GDC Graduated Entry Salary Scale" available on Captiva to determine the hourly rate of pay for an applicant or newly hired employee. The Salary Scales can be found under "Division Links" at: Executive Operations – Human Resources – Personnel Staff Menu – Salary and Job Reference Documents.
3. Hourly Employees in jobs with variable hiring rates of pay (Chaplain, Teacher, Vocational Instructor) who, after initial hire, attain a higher level of qualifications through education and/or years of experience will be moved to the higher rate of pay. Local HR Representatives must submit a PA to the assigned CHRM PT.
4. Hourly Employees are paid on a pay period delay. For example, those who begin working the 1st day of a month through the 15th day of that month will be paid for this period of time on the last day of the same month. Employees working from the 16th day of the month to the last day of that month will be paid for this period of time on the 15th of the next month.
5. Supervisors must ensure that Hourly Employee time records are complete, accurate, and submitted on time in order for the employee to be paid for time worked. If printed sheets are used, the information from the pay form must be entered following procedures outlined in the GDC Field Personnel Transaction Processing Manual. Attachment 4, Hourly Time Sheet Report must be entered and submitted to assigned CHRM PT by the Field Cut-off date for each pay period. Late submission of Hourly Time Sheet Reports could result in the paycheck being delayed a full pay period.

**F. Benefits:**

1. Hourly Employees are required to participate in the Georgia Defined Contribution Plan, which is a retirement plan for part-time employees, unless they are currently a

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retired Georgia state employee or a current full-time employee with another state agency.

2. Hourly Employees may participate in the Deferred Compensation Plan.
3. Hourly Employees do not accrue annual or sick leave, and will not be paid for holidays, or other time not worked.
4. Hourly Employees are required to use direct deposit for their paychecks.

**G. Performance Review:**

1. Performance of an Hourly Employee will be reviewed on an annual basis. Attachment 5, Hourly Employee Performance Review Form must be completed for each Hourly Employee at the end of each year for the prior performance period.
2. The employee's immediate supervisor will complete the Hourly Employee's Performance Evaluation.
3. Hourly Employees must receive a rating of "Meets Expectations" on a majority of applicable factors to be eligible for a pay increase.
4. The performance of an Hourly Employee may be reviewed at the mid-point of the performance period. The supervisor must use Attachment 5, Hourly Employee Performance Review Form and must indicate on the form that it is an interim or mid-point review.

**H. Separation of Hourly Employees:** In the event of an Hourly Employee's resignation, dismissal, the expiration of the appointment, the AA must:

1. Ensure a PA is completed with the appropriate Action/Reason Code;
2. Complete a Separation Notice (DOL-800);
3. Attach a copy of the Hourly Employee's resignation letter or AA's letter informing the employee of separation, dismissal, or that the time period has expired (See SOP 104.65 Adverse Action - Unclassified Employees); and
4. Forward documents to the assigned CHRM PT.

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I. **Emergency Correctional Officers:**

1. In the event of an emergency or disaster as declared by the Governor, the Commissioner has the authority to appoint individuals to serve as Emergency Correctional Officers.
2. Service as an Emergency Correctional Officer is temporary. Individuals appointed as Emergency Correctional Officers will serve in that capacity for the duration of the emergency/disaster only.
3. Emergency Correctional Officers may exercise peace officer powers only within the facility/location designated in the Governor's declaration.
4. Service as an Emergency Correctional Officer will be on an hourly basis. Selection, appointment, compensation, and termination of individuals appointed as Emergency Correctional Officers will be in the same manner as that for Hourly Employees.

V. **Attachments:**

- Attachment 1: Budget Approval/Justification Form
- Attachment 2: Hourly Employee Time Record
- Attachment 3: Hourly Employee Pay Record
- Attachment 4: Hourly Time Sheet Report
- Attachment 5: Hourly Employee Performance Review Form

VI. **Record Retention of Forms Relevant to this Policy:**

Upon completion, Attachment 1 shall be retained permanently in the official and local position file. Upon completion, Attachments 2, 3, and 4 shall be retained for three (3) years in the local time keeping file. Upon completion, Attachment 5 shall be retained permanently in the official HR file.