Office of Human Resources

1014 Hourly Employment

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Georgia Department of Human Services
Human Resources Policy #1014

Hourly Employment

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References:
Fair Labor Standards Act (FLSA)
O.C.G.A. 45-18-1, et. seq. Employees' Insurance & Benefits Plans
O.C.G.A. 47-2-1, et. seq. Employees' Retirement System
DHS Human Resources Policy #1001 - Fair Labor Standards Act

This policy establishes requirements for the Georgia Department of Human Services (DHS) hourly employment, to include compliance with the Fair Labor Standards Act (FLSA) and Georgia laws defining eligibility for state benefits. It is intended to improve accountability for oversight of the hourly employment program.

Section A: General Provisions

An hourly employee should not average more than twenty-nine (29) hours per work week for a period of more than eight months. If the director's/administrator's intention is that an hourly employee work more than twenty-nine (29) hours per week for longer than eight months, the employee must be placed on a regular, salaried position, with eligibility for state benefits. Each hourly employee must have a designated work period in accordance with FLSA and DHS policy #https://pamms.dhs.ga.gov/ohr/1001/[1001 Fair Labor Standards Act]. Unless otherwise designated, this work period shall be 6:00 a.m. Monday to 6:00 a.m. the following Monday.

1. Each hourly employee must access the DHS Time Keeping System, on a daily basis. The supervisor must certify that the time recorded is an accurate reflection of the hours worked by the employee during the period covered.
2. The immediate supervisor of each hourly employee is responsible for ensuring that the Department receives value for each hour claimed by and paid to the employee. The immediate supervisor must review and approve the employee's time sheet on a weekly basis.
3. An hourly employee may not work more than twenty-nine (29) hours in a work week without the written approval of the director/administrator of the applicable DHS organizational unit. The written approval must specifically describe the circumstances requiring that the employee work more than twenty-nine (29) hours in the week, and the expected duration of such a work schedule. The written approval must be forwarded to OHRPersonnelRecords@dhs.ga.gov for placement in the employee's personnel file. All hours worked in excess of twenty-nine (29) hours in a week must be compensated in accordance with FLSA.
4. Prior to the employment of an hourly employee at a rate of $25.00 or more, the director/administrator of the applicable DHS organizational unit shall prepare and submit to the designated

Human Resources Representative a written description of the employee's job functions. The designated Human Resources Representative shall forward the request to the Office of Human Resources (OHR) Deputy Director and OHR Director for review and response. OHR shall determine whether the proposed hourly employment relationship is the most effective and economical means of obtaining the needed service. This description shall be maintained in the employee's personnel file.

5. OHR will conduct random audits to ensure the continuing use of each hourly position is in compliance with this policy. Violations of this policy will be presented to the appropriate DHS Division Director for corrective action.

For additional information or assistance, please contact your designated Human Resources Representative.