

Office of Human Resources

***107 Third Party Involvement in Employment
Issues***

2025-06-18

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**Georgia Department of Human Services
Human Resources Policy #107**

Third Party Involvement in Employment Issues

Release D September 1, 2003
ate:

Revised D February 19, 2020
ate:

Next Revi
ew Date:

Refer- DHS Human Resources Policy #1501 — Classified Employee Compliant Procedure (Section N)
ences: DHS Human Resources Policy #1502 — Unclassified Employee Compliant Procedure (Section G)

It is the policy of the Department of Human Services to maintain contact and relations with DHS employees on an individual and direct basis and not through third party individuals, representatives or unions.

Section A: Employee Concerns

1. Employees are encouraged to bring work-related concerns to the attention of their supervisor for review and resolution. Supervisors are encouraged to communicate clearly to employees and be open to their suggestions and concerns. Employees may also contact their Human Resources Representative (HRP) or the Office Human Resources (OHR) for assistance with employment matters.

Section B: Third Party Intervention Restricted

1. The department does not recognize, express or implied, any third-party involvement in any matter pertaining to employment issues or management of the Department's staff.

NOTE

Third parties include, but are not limited to, attorneys, employee's relatives, friends, acquaintances, representatives of professional associations and labor organizations. Those who are not considered in a "need to know" status.

2. Unless specific exceptions are authorized, as outlined in Paragraph B (3) below, supervisors will not meet, confer, negotiate or engage in any discussions with third parties regarding departmental employment matters. This policy applies whether the third party is a non-employee or an employee who is asked to or claims to represent another employee.
3. Discussions with third parties are permitted under the following circumstances:
 - a. When such discussions have been authorized by the DHS Commissioner, Deputy Commis-

sioner, General Counsel, or the OHR Director.

- b. Officials representing DHS may discuss employment matters with attorneys or representatives from enforcement agencies such as: hearings conducted by the Office of State Administrative Hearings and investigations conducted by the Georgia Commission on Equal Opportunity or the US Equal Employment Opportunity Commission.

NOTE

Supervisors are to contact OHR prior to engaging in discussions with third parties regarding employment matters.

- c. In accordance with the DHS Compliant Resolution Procedures, employees may request the assistance of DHS third party representatives in preparing grievances and/or representing them in grievance hearings. Supervisors involved with grievances may also select DHS third party representatives to assist them in preparing for and/or representing them in grievance hearings.

NOTE

While the DHS Third Party Representative must be a DHS employee, they cannot be an HRP.

Section C: Intervention Procedures

The following procedures are to be used for managing third party efforts to intervene in employment matters:

1. The third party is to be advised in a courteous manner of the Department's policy. Employment matters are not to be discussed.
2. Immediately report efforts of third parties to intervene in employment matters to DHS officials such as Division/Office Directors and OHR Director.

Section D: Solicitation Activities & Access Rights

1. Access to DHS facilities for solicitation activities shall be requested in writing no less than 48 hours in advance. There shall be no solicitation on property owned by the State of Georgia except as authorized herein. Access for solicitation shall be limited to one visit per facility per month and two visits per facility per three-month period. Access for solicitation activities shall be limited to designated conference rooms or similar internal areas as designated by the Department.
2. All requests for third party access to DHS facilities in accordance with this section are to be forwarded to, and coordinated with, the OHR Director or designee.

NOTE

Violation of these conditions of access may result in suspension or termination

of access privileges.

Section E: Bulletin Boards

1. It is recommended that DHS organizational units designate “official” bulletin boards that are used solely for official work-related purposes. Postings on “official” bulletin boards should include notices required by law, rules and Department policies, program and service-related announcements, employment opportunities, and other employment-related matters.

NOTE

A complete list of required notices that should be posted on official bulletin boards is available on the federal Department of Labor website. The posters can be downloaded from this site.

2. “Employee” bulletin boards should be designated for professional associations, employee organizations, and employee general interest purposes. Items posted should be restricted in size and duration of posting. Items should not promote a particular political, moral, religious, personal or other opinion. Items which are obscene, vulgar, offensive or inflammatory are prohibited. Management reserves the right not to post and the right to remove any item which contains false, misleading or inappropriate information.
3. In the case of official and employee bulletin boards, staff should be assigned to ensure compliance with this policy.

For additional information or assistance, please contact your local Human Resource Office, or email DHS-Policies@dhs.ga.gov.