

0	00:00:01:27	00:00:04:15	(upbeat music)
1	00:00:15:07	00:00:16:05	- Good evening everyone,
2	00:00:16:05	00:00:17:05	we bring you breaking news
3	00:00:17:05	00:00:19:10	from Georgia's human resources teams.
4	00:00:19:10	00:00:21:00	Welcome to "HR Hour"
5	00:00:21:00	00:00:22:00	I'm Tony Harris.
6	00:00:22:00	00:00:23:16	- And I'm Beth Pilgreen.
7	00:00:23:16	00:00:26:20	"HR Hour" is your preferred and well,
8	00:00:26:20	00:00:30:00	only news source for developments in human resources news
9	00:00:30:00	00:00:31:23	for State of Georgia employees.
10	00:00:31:23	00:00:34:29	- You could say Beth and I are HR news junkie.
11	00:00:34:29	00:00:35:27	(Beth laughing)
12	00:00:35:27	00:00:38:20	- Is there a better kind? - Not a chance.
13	00:00:38:20	00:00:40:16	- So, but what is it, Tony?
14	00:00:40:16	00:00:41:15	- What's what Beth?
15	00:00:41:15	00:00:42:14	- Oh, come on, we don't have time
16	00:00:42:14	00:00:44:12	for me to be like, what's what?
17	00:00:44:12	00:00:46:05	What's the breaking news?
18	00:00:46:05	00:00:49:27	- Yes, I've got it right here, somewhere.
19	00:00:49:27	00:00:50:29	- Stay with us audience.
20	00:00:50:29	00:00:52:14	This scoop will be worth it.
21	00:00:52:14	00:00:53:25	- I got it. I got it.
22	00:00:53:25	00:00:56:09	Our top story tonight is all things
23	00:00:56:09	00:00:59:22	government structure, state culture, and values.
24	00:00:59:22	00:01:01:26	- That's breaking news?
25	00:01:01:26	00:01:02:25	Okay, then.
26	00:01:02:25	00:01:05:02	I don't write or sensationalize the headlines.
27	00:01:05:02	00:01:07:03	I just read them. (laughs)
28	00:01:07:03	00:01:08:24	Diving into our top story,
29	00:01:08:24	00:01:12:01	Georgia's government is divided into three branches
30	00:01:12:01	00:01:14:06	each with separate and independent authority
31	00:01:14:06	00:01:16:14	and areas of responsibility.
32	00:01:16:14	00:01:19:04	The Executive Branch is the largest branch,
33	00:01:19:04	00:01:22:18	the Executive Branch enforces laws and provides education,
34	00:01:22:18	00:01:26:09	health, welfare, and transportation programs.
35	00:01:26:09	00:01:28:21	The Governor is the state's chief executive
36	00:01:28:21	00:01:30:22	and heads the Executive Branch.
37	00:01:30:22	00:01:33:10	- The next branch of government is the Legislative Branch,
38	00:01:33:10	00:01:36:12	now the Legislative Branch is the Georgia General Assembly
39	00:01:36:12	00:01:38:15	also called, The Legislature.
40	00:01:38:15	00:01:40:14	The General Assembly consists of the Georgia
41	00:01:40:14	00:01:43:01	House of Representatives and the Georgia Senate,
42	00:01:43:01	00:01:45:13	the Legislative Branch enacts new laws,
43	00:01:45:13	00:01:49:05	amends existing laws, and eliminates unnecessary laws.

44	00:01:49:05	00:01:51:16	This branch also determines the budget
45	00:01:51:16	00:01:54:10	for all programs in state government.
46	00:01:54:10	00:01:55:27	I would like to thank them personally
47	00:01:55:27	00:01:57:24	for not cutting our "HR Hour" budget
48	00:01:57:24	00:01:59:23	so that I am now able to wear pants
49	00:01:59:23	00:02:04:00	with both legs on air this entire season.
50	00:02:04:00	00:02:05:05	- Tony, I think you're confusing
51	00:02:05:05	00:02:06:22	Georgia's Legislative Branch
52	00:02:06:22	00:02:09:09	with Bev in the wardrobe department.
53	00:02:09:09	00:02:12:04	But shout-out to Bev for the complete set of pants.
54	00:02:12:04	00:02:13:03	- That's right.
55	00:02:13:03	00:02:15:07	- The third branch of our state government
56	00:02:15:07	00:02:16:28	is that Judicial Branch.
57	00:02:16:28	00:02:20:04	The Judicial Branch is responsible for interpreting laws,
58	00:02:20:04	00:02:23:22	administering justice, and regulating disputes.
59	00:02:23:22	00:02:25:21	- Ah yes, our peacekeepers Beth,
60	00:02:25:21	00:02:30:03	and still we must all learn to cultivate our own peace.
61	00:02:30:03	00:02:31:22	Each of us must do our part
62	00:02:31:22	00:02:33:25	to uphold the State Code of Ethics
63	00:02:33:25	00:02:35:16	in order to maintain the public trust
64	00:02:35:16	00:02:37:26	and foster an effective workplace,
65	00:02:37:26	00:02:39:24	employees should adhere to high moral
66	00:02:39:24	00:02:42:10	and ethical standards of professional conduct.
67	00:02:42:10	00:02:44:09	Statewide and agency policies provide
68	00:02:44:09	00:02:47:28	for maintaining a professional ethical work environment.
69	00:02:47:28	00:02:51:14	Violations may result in corrective or disciplinary action
70	00:02:51:14	00:02:55:11	up to and including termination from employment.
71	00:02:55:11	00:02:58:20	- All individuals in state government service should,
72	00:02:58:20	00:03:02:08	Tony, if you'll help me report on the ethics.
73	00:03:02:08	00:03:04:11	- No, I'm not an ethicist Beth,
74	00:03:04:11	00:03:06:28	more of a spiritualist myself
75	00:03:06:28	00:03:09:02	- Tony, just say the copy.
76	00:03:09:02	00:03:12:09	- You betcha! Individuals should put loyalty
77	00:03:12:09	00:03:15:24	to the highest moral principles and to country
78	00:03:15:24	00:03:19:18	above loyalty to persons, party, or government department.
79	00:03:19:18	00:03:22:26	- [Beth] Uphold the Constitution, laws and legal regulations
80	00:03:22:26	00:03:25:02	of the United States, the State of Georgia
81	00:03:25:02	00:03:27:07	and of all governments therein,
82	00:03:27:07	00:03:30:09	and never be a party to their evasion.
83	00:03:30:09	00:03:33:26	- [Tony] Give a full day's labor for a full day's pay
84	00:03:33:26	00:03:36:03	and give to the performance of duties,
85	00:03:36:03	00:03:38:08	earnest effort, and best thought.
86	00:03:38:08	00:03:40:17	- [Beth] Seek to find and employ more efficient
87	00:03:40:17	00:03:43:17	and economical ways of getting tasks accomplished.

88	00:03:43:17	00:03:44:23	Note to self Beth.
89	00:03:44:23	00:03:47:14	- [Tony] Yeah, never unfairly dispense a special favors
90	00:03:47:14	00:03:51:21	or privileges to anyone, whether for remuneration or not.
91	00:03:51:21	00:03:54:18	And never accept, for self or family favors or benefits
92	00:03:54:18	00:03:57:18	under circumstances which might be construed
93	00:03:57:18	00:04:00:00	by reasonable persons as influencing
94	00:04:00:00	00:04:01:18	the performance of government duties.
95	00:04:01:18	00:04:03:23	- [Beth] Make no private promises of any kind
96	00:04:03:23	00:04:06:07	binding upon the duties of office.
97	00:04:06:07	00:04:09:17	Note that a government employee has no private word
98	00:04:09:17	00:04:11:19	which can be binding on public duty.
99	00:04:11:19	00:04:14:04	- [Tony] Engage in no business with the government
100	00:04:14:04	00:04:17:04	either directly or indirectly, which is inconsistent
101	00:04:17:04	00:04:20:10	with the conscientious performance of government duties.
102	00:04:20:10	00:04:23:00	- [Beth] Never used any information coming confidentially
103	00:04:23:00	00:04:25:07	and the performance of governmental duties
104	00:04:25:07	00:04:27:14	as a means for making private profit.
105	00:04:27:14	00:04:32:01	- And finally expose corruption wherever discovered.
106	00:04:32:01	00:04:33:19	(violin plays)
107	00:04:33:19	00:04:36:23	May ye uphold these principles,
108	00:04:36:23	00:04:40:19	ever conscious that public office is a public trust.
109	00:04:40:19	00:04:43:11	- Whoa Tony! You still in there, bud.
110	00:04:43:11	00:04:45:14	You just went full founding father on us.
111	00:04:45:14	00:04:46:09	- Did I, Beth?
112	00:04:46:09	00:04:50:01	- Yeah. You said and this is a direct quote: "Ye"
113	00:04:50:01	00:04:53:04	- Oh well, I must've lost myself
114	00:04:53:04	00:04:55:18	in all this Constitution talk, Beth.
115	00:04:55:18	00:04:57:07	Sorry about that.
116	00:04:57:07	00:04:59:15	Now for our next headline,
117	00:04:59:15	00:05:02:11	Georgia operates as an at-will employer.
118	00:05:02:11	00:05:05:10	This means an employee may leave employment at any time
119	00:05:05:10	00:05:08:00	and a state agency may end an employee's employment
120	00:05:08:00	00:05:10:29	at any time for any lawful reason.
121	00:05:10:29	00:05:12:15	- From personal experience,
122	00:05:12:15	00:05:14:08	I would not recommend leaving your job
123	00:05:14:08	00:05:15:18	because they don't have your choice
124	00:05:15:18	00:05:18:11	of gluten-free snacks in the vending machines.
125	00:05:18:11	00:05:21:20	Luckily Tony, they hired me back. (laughs)
126	00:05:21:20	00:05:25:15	- That's a victory for us and gluten-free snacks, Beth.
127	00:05:25:15	00:05:27:26	- Winner, winner, chickpea dinner.
128	00:05:27:26	00:05:29:21	Here's what our inside sources have to say
129	00:05:29:21	00:05:33:16	about important State policies and State and Federal laws.
130	00:05:33:16	00:05:36:11	Agency policies and practices are derived
131	00:05:36:11	00:05:40:06	from State Personnel Board Rules, Statewide Policy,

132	00:05:40:06	00:05:43:22	Federal Employment Laws, and State Employment Laws.
133	00:05:43:22	00:05:45:18	- The State is committed to providing equal
134	00:05:45:18	00:05:48:05	employment opportunity for all individuals
135	00:05:48:05	00:05:50:27	and to ensuring that all individuals are treated
136	00:05:50:27	00:05:52:22	in a fair and non-discriminatory manner
137	00:05:52:22	00:05:54:22	throughout the employment process.
138	00:05:54:22	00:05:58:01	This includes protection from discrimination, harassment
139	00:05:58:01	00:06:00:00	and retaliation in the workplace.
140	00:06:00:00	00:06:02:19	- We begin with the Family Medical Leave Act
141	00:06:02:19	00:06:04:04	also known as FMLA.
142	00:06:05:16	00:06:07:27	FMLA entitles eligible employees
143	00:06:07:27	00:06:11:28	of covered employers to take unpaid job protected leave
144	00:06:11:28	00:06:15:03	for specified family and medical reasons.
145	00:06:15:03	00:06:18:08	Qualified employees are allowed 12 workweeks of leave
146	00:06:18:08	00:06:21:03	in a 12-month period for a birth of a child,
147	00:06:21:03	00:06:24:08	adoption of a child, foster care replacement,
148	00:06:24:08	00:06:27:29	a serious health condition or a serious health condition
149	00:06:27:29	00:06:31:10	of a child or parent that requires the employee
150	00:06:31:10	00:06:33:21	take time off from work.
151	00:06:33:21	00:06:36:09	FMLA also covers certain time off
152	00:06:36:09	00:06:38:24	due to a family member's military service.
153	00:06:38:24	00:06:40:14	If a member of the employee's family
154	00:06:40:14	00:06:42:28	has a serious injury or illness,
155	00:06:42:28	00:06:46:27	FMLA allows up to 26 work weeks of leave.
156	00:06:46:27	00:06:49:28	The regulations governing FMLA are determined
157	00:06:49:28	00:06:53:25	by the US department of labor and are subject to change.
158	00:06:53:25	00:06:56:22	- Moving on to the Fair Labor Standards Act
159	00:06:56:22	00:06:59:15	also known as FLSA.
160	00:06:59:15	00:07:01:14	FLSA establishes a minimum wage,
161	00:07:01:14	00:07:04:27	overtime pay, record-keeping, and youth employment
			standards
162	00:07:04:27	00:07:06:24	affecting employees in the private sector
163	00:07:06:24	00:07:09:10	and in Federal, State, and local governments.
164	00:07:09:10	00:07:11:16	While the FLS is used in many ways
165	00:07:11:16	00:07:13:06	to establish workplace rules,
166	00:07:13:06	00:07:16:22	its primary function is to determine which jobs are subject
167	00:07:16:22	00:07:19:07	to federal mandated overtime rules.
168	00:07:19:07	00:07:21:24	Those jobs are considered non-exempt.
169	00:07:21:24	00:07:24:04	Overtime worked by non-exempt employees
170	00:07:24:04	00:07:28:12	will normally be credited as FLSA compensatory time
171	00:07:28:12	00:07:31:03	at a rate of 1 1/2 hours,
172	00:07:31:03	00:07:34:21	a paid time for each hour worked over 40 hours in a week.
173	00:07:34:21	00:07:37:07	The overtime threshold may be defined differently
174	00:07:37:07	00:07:39:24	for law enforcement, fire protection,

175	00:07:39:24	00:07:41:29	hospital, and nursing home employees
176	00:07:41:29	00:07:46:00	like FMLA, FLSA regulations are determined
177	00:07:46:00	00:07:48:09	by the US Department of Labor.
178	00:07:48:09	00:07:52:13	- And finally ADA, the ADA prohibits discrimination
179	00:07:52:13	00:07:55:20	against people with disabilities in several areas;
180	00:07:55:20	00:07:59:12	employment, transportation, public accommodations,
181	00:07:59:12	00:08:02:04	communications, and access to state
182	00:08:02:04	00:08:04:17	and local governments programs and services.
183	00:08:04:17	00:08:05:29	- And for more information we've gathered
184	00:08:05:29	00:08:08:12	the State's mandatory training requirements.
185	00:08:08:12	00:08:10:16	The State is committed to providing a safe
186	00:08:10:16	00:08:12:22	respectful workplace for all employees
187	00:08:12:22	00:08:15:08	and does not tolerate sexual harassment
188	00:08:15:08	00:08:17:02	or retaliation in any form.
189	00:08:17:02	00:08:20:05	An Executive Order for Preventing Sexual Harassment
190	00:08:20:05	00:08:22:11	in the workplace demonstrates Georgia's commitment
191	00:08:22:11	00:08:26:04	to providing a harassment free environment for employees
192	00:08:26:04	00:08:28:24	and citizens who interact with State Government.
193	00:08:28:24	00:08:31:15	The Order requires mandatory sexual harassment
194	00:08:31:15	00:08:33:23	prevention training for all employees
195	00:08:33:23	00:08:36:07	as well as manager-specific training
196	00:08:36:07	00:08:39:03	and a uniform standardized process for reporting
197	00:08:39:03	00:08:42:06	and investigating complaints of sexual harassment.
198	00:08:42:06	00:08:44:23	Now for more information on sexual harassment prevention
199	00:08:44:23	00:08:46:05	in the State of Georgia
200	00:08:46:05	00:08:48:27	or to submit a sexual harassment complaint,
201	00:08:48:27	00:08:51:27	contact your agency's human resources department.
202	00:08:51:27	00:08:53:23	- HR has got your back.
203	00:08:53:23	00:08:54:28	- And your front.
204	00:08:54:28	00:08:56:08	- That's right Tony.
205	00:08:56:08	00:08:58:19	- From your nose to your toes. - Well, yes.
206	00:08:58:19	00:09:00:13	- From your hair to the stair.
207	00:09:00:13	00:09:01:20	- Okay. They understand.
208	00:09:01:20	00:09:02:15	Thanks.
209	00:09:02:15	00:09:05:27	Human trafficking represents an imminent threat worldwide
210	00:09:05:27	00:09:09:29	with over a million estimated victims in the US alone.
211	00:09:09:29	00:09:13:02	It is one of the world's largest criminal enterprises
212	00:09:13:02	00:09:16:29	involving the use of force, fraud, or coercion
213	00:09:16:29	00:09:20:17	to obtain some type of labor or commercial sex act.
214	00:09:20:17	00:09:24:00	And it is everywhere, including urban, suburban
215	00:09:24:00	00:09:27:09	and rural communities throughout Georgia.
216	00:09:27:09	00:09:29:28	The State provides voluntary Human Trafficking
217	00:09:29:28	00:09:33:02	Awareness Training for Executive Branch employees.
218	00:09:33:02	00:09:36:10	- Lastly, and I really geek-out over this one, Beth.

219	00:09:36:10	00:09:37:05	- [Beth] Oh goodie!
220	00:09:37:05	00:09:40:03	- Cybersecurity, each state agency is required
221	00:09:40:03	00:09:43:20	to run its own information security program in compliance
222	00:09:43:20	00:09:46:05	with information security policies and standards
223	00:09:46:05	00:09:49:05	and to provide training to all employees
224	00:09:49:05	00:09:51:08	each and every employee is required
225	00:09:51:08	00:09:53:01	to follow specific statewide
226	00:09:53:01	00:09:56:21	and agency policies regarding cybersecurity.
227	00:09:56:21	00:09:59:08	- Now we enter into the final portion of our show,
228	00:09:59:08	00:10:03:08	surrounding my favorite topic, Total Rewards.
229	00:10:03:08	00:10:05:17	The health, happiness, and wellbeing of employees
230	00:10:05:17	00:10:07:19	is paramount to the State of Georgia.
231	00:10:07:19	00:10:10:12	That's why the Total Rewards package is designed to
232	00:10:10:12	00:10:14:19	provide value and options you can tailor-fit to your needs.
233	00:10:14:19	00:10:16:28	Tony, I always feel like a lucky game show contest
234	00:10:16:28	00:10:19:13	when we talk Total Rewards, don't you?
235	00:10:19:13	00:10:21:20	- Well, the Total Rewards package does make me
236	00:10:21:20	00:10:24:00	feel abundantly blessed, Beth.
237	00:10:25:12	00:10:26:06	- Can you do the thing?
238	00:10:26:06	00:10:27:01	- Oh no, no, no, no.
239	00:10:27:01	00:10:27:26	Not the thing, Beth.
240	00:10:27:26	00:10:28:26	- Tony, please do the thing,
241	00:10:28:26	00:10:30:15	you know it's my favorite.
242	00:10:30:15	00:10:31:10	- Okay.
243	00:10:32:20	00:10:33:15	(clears throat)
244	00:10:33:15	00:10:35:29	Beth Pilgreen, come on down.
245	00:10:35:29	00:10:37:07	- Whoa!
246	00:10:37:07	00:10:39:05	(jazzy music plays)
247	00:10:39:05	00:10:40:18	Yeah.
248	00:10:40:18	00:10:42:26	Thanks Tony, you know, I love that.
249	00:10:42:26	00:10:47:00	- Now then, the State of Georgia's paid time off program
250	00:10:47:00	00:10:50:12	aims to maximize productivity inside and outside
251	00:10:50:12	00:10:53:22	of the workplace by providing several leave programs
252	00:10:53:22	00:10:57:17	including holiday, annual, sick, educational support,
253	00:10:57:17	00:10:58:21	and other leave.
254	00:10:58:21	00:11:00:23	Full-time, non-temporary employees
255	00:11:00:23	00:11:03:17	in the Executive Branch receive 10 hours
256	00:11:03:17	00:11:05:04	of paid annual leave per month
257	00:11:05:04	00:11:07:05	during the first five years of employment.
258	00:11:07:05	00:11:09:07	During six to nine years of employment,
259	00:11:09:07	00:11:12:13	paid annual leave increases to 12 hours per month.
260	00:11:12:13	00:11:14:13	The amount of paid annual leave increases
261	00:11:14:13	00:11:17:16	to 14 hours per month and caps,
262	00:11:17:16	00:11:20:28	when an employee has 10 consecutive years of employment.

263	00:11:20:28	00:11:22:21	- Full-time, non-temporary employees
264	00:11:22:21	00:11:25:00	in the Executive Branch receive 10 hours
265	00:11:25:00	00:11:26:27	of paid sick leave per month.
266	00:11:26:27	00:11:29:14	Employees may use sick leave to care for themselves
267	00:11:29:14	00:11:31:10	and others while sick, including caring
268	00:11:31:10	00:11:34:07	for immediate family members and grandchildren.
269	00:11:34:07	00:11:37:11	- Full-time, non-temporary employees in the Executive Branch
270	00:11:37:11	00:11:40:14	receive 12 paid holidays a year.
271	00:11:40:14	00:11:42:27	Some agencies cannot close on holidays
272	00:11:42:27	00:11:45:07	and employees may be required to work.
273	00:11:45:07	00:11:46:23	Also, in emergency situations
274	00:11:46:23	00:11:49:10	or to meet essential business needs,
275	00:11:49:10	00:11:51:13	employees may be required to work.
276	00:11:51:13	00:11:53:17	Employees who do work on holidays
277	00:11:53:17	00:11:56:26	will be able to take paid time off on another day.
278	00:11:56:26	00:11:59:12	- All full-time, non-temporary employees who work
279	00:11:59:12	00:12:03:00	at least 40 hours per week will have up to eight paid hours
280	00:12:03:00	00:12:05:29	of Education Support Leave per calendar year.
281	00:12:05:29	00:12:07:21	Eligible employees can request
282	00:12:07:21	00:12:10:17	to use the Education Support Leave to participate
283	00:12:10:17	00:12:13:06	in activities related to student achievement
284	00:12:13:06	00:12:14:26	and academic support.
285	00:12:14:26	00:12:17:13	- Eligible employees will receive paid court leave
286	00:12:17:13	00:12:19:10	while on jury duty for the time
287	00:12:19:10	00:12:21:03	they are otherwise scheduled to work.
288	00:12:21:03	00:12:22:28	Employees will not receive compensation
289	00:12:22:28	00:12:25:15	for any time spent serving as a juror
290	00:12:25:15	00:12:28:13	that exceeds the employee's regular work schedule.
291	00:12:28:13	00:12:30:18	Employees may keep any juror fees
292	00:12:30:18	00:12:33:17	and travel allowances they receive from the court.
293	00:12:33:17	00:12:35:13	I love jury duty, Beth.
294	00:12:35:13	00:12:37:03	Look, I leap at the opportunity
295	00:12:37:03	00:12:39:19	to exercise my civic responsibility.
296	00:12:39:19	00:12:43:17	- Well as usual, what are unique viewpoint Tony,
297	00:12:43:17	00:12:46:05	and finally the State encourages employees to
298	00:12:46:05	00:12:47:14	exercise their right to vote
299	00:12:47:14	00:12:50:12	in all Federal, State, and local elections.
300	00:12:50:12	00:12:53:20	Each agency determines employee time off to vote.
301	00:12:53:20	00:12:56:18	I mean, Tony, the total package.
302	00:12:56:18	00:12:57:19	(both laughing)
303	00:12:57:19	00:12:58:26	- Thank you, Beth. (laughs)
304	00:12:58:26	00:13:01:27	I am quite a catch and then you're a special too.
305	00:13:01:27	00:13:02:22	- What?
306	00:13:02:22	00:13:04:08	- That concludes our program.

307	00:13:04:08	00:13:06:24	Thank you for tuning in for "HR Hour."
308	00:13:06:24	00:13:08:26	- I have no idea what just happened.
309	00:13:08:26	00:13:10:17	We'll be back at that time-
310	00:13:10:17	00:13:11:28	- [Both] Next time.
311	00:13:11:28	00:13:15:13	- For Tony and me, goodnight, Georgia.
312	00:13:15:13	00:13:18:12	(upbeat music)
313	00:13:18:12	00:13:19:06	- That was great. - That was a triumph.
314	00:13:19:06	00:13:21:03	- I think that was awesome.
315	00:13:21:03	00:13:24:16	(upbeat music continues)