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MISSISSIPPI STATE PERSONNEL BOARD

NOTICE TO ALL EMPLOYEES

Addition to the *Mississippi State Employee Handbook*, Effective July 2007

Please add the following policy to your *Mississippi State Employee Handbook* as instructed below:

SECTION	MODIFICATION																															
SECTION 8 – BENEFITS OF BEING A STATE GOVERNMENT EMPLOYEE IN MISSISSIPPI (Pages 36-37)	LEAVE ACCUMULATION AND RETIREMENT No maximum accumulation limits exist for personal or major medical leave. Unused leave for which an employee is not compensated upon termination or retirement shall be transferred by the employee's agency to the Public Employees' Retirement System (PERS) and be counted by PERS as creditable service for the purpose of retirement. In computing unused leave for creditable service, in no case shall credit be allowed for any period of unused leave of less than fifteen (15) days. To receive creditable service for unused leave, PERS must receive certification of such leave balances from the employee's agency. The amount of unused leave shall determine the number of quarter-years of creditable service in accordance with Section 25-11-109, <u>Mississippi Code of 1972, Annotated</u> , as amended.																															
	<table border="1"> <thead> <tr> <th colspan="4">Conversion of Accumulated Unused Uncompensated Leave</th> </tr> <tr> <th>Combined Personal and Sick Leave</th> <th>Credit Equivalent</th> <th>Combined Personal and Sick Leave</th> <th>Credit Equivalent</th> </tr> </thead> <tbody> <tr> <td>15 to 77 days (120 to 623 hours)</td> <td>0.25 year</td> <td>393 to 455 days (3144 to 3647 hours)</td> <td>1.75 years</td> </tr> <tr> <td>78 to 140 days (624 to 1127 hours)</td> <td>0.50 year</td> <td>456 to 518 days (3648 to 4151 hours)</td> <td>2.00 years</td> </tr> <tr> <td>141 to 203 days (1128 to 1631 hours)</td> <td>0.75 year</td> <td>519 to 581 days (4152 to 4655 hours)</td> <td>2.25 years</td> </tr> <tr> <td>204 to 266 days (1632 to 2135 hours)</td> <td>1.00 year</td> <td>582 to 644 days (4656 to 5159 hours)</td> <td>2.50 years</td> </tr> <tr> <td>267 to 329 days (2136 to 2639 hours)</td> <td>1.25 years</td> <td>645 to 707 days (5160 to 5663 hours)</td> <td>2.75 years</td> </tr> <tr> <td>330 to 392 days (2640 to 3143 hours)</td> <td>1.50 years</td> <td>708 to 770 days (5664 to 6167 hours)</td> <td>3.00 years</td> </tr> </tbody> </table>	Conversion of Accumulated Unused Uncompensated Leave				Combined Personal and Sick Leave	Credit Equivalent	Combined Personal and Sick Leave	Credit Equivalent	15 to 77 days (120 to 623 hours)	0.25 year	393 to 455 days (3144 to 3647 hours)	1.75 years	78 to 140 days (624 to 1127 hours)	0.50 year	456 to 518 days (3648 to 4151 hours)	2.00 years	141 to 203 days (1128 to 1631 hours)	0.75 year	519 to 581 days (4152 to 4655 hours)	2.25 years	204 to 266 days (1632 to 2135 hours)	1.00 year	582 to 644 days (4656 to 5159 hours)	2.50 years	267 to 329 days (2136 to 2639 hours)	1.25 years	645 to 707 days (5160 to 5663 hours)	2.75 years	330 to 392 days (2640 to 3143 hours)	1.50 years	708 to 770 days (5664 to 6167 hours)
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SECTION 8 – BENEFITS OF BEING A STATE GOVERNMENT EMPLOYEE IN MISSISSIPPI (Page 42)	RETIREMENT Employees and officials of the state become members of the Public Employees' Retirement System (PERS) as a condition of employment.																															

PERS participation and coverage is provided to employees in positions requiring employees to work and receive compensation for **not** less than 20 hours per week, OR **not** less than 80 hours per month. Participation is restricted to employees whose wages are subject to payroll taxes and are reported on IRS Form W-2.

When a state employee is first employed, the employer (appointing authority) will furnish that employee with a member information form to establish a membership account. The employee's social security number will serve as a membership number. A fiscal year membership statement containing data pertinent to contributions paid into the PERS will be sent to the employee each year. Additional information is contained in the PERS Member Handbook which the employer will provide. You may also contact PERS by calling 1-800-444-7377 or (601)359-3589, or visit the website at www.pers.state.ms.us.

General Information about PERS benefits includes:

Contributions – An employee's monthly contribution is equal to 7.25% of the Gross Reportable Earnings, and this amount is refundable. The employer's monthly contribution is equal to 11.85% of the employee's Gross Reported Earnings and is not refundable.

Vesting Period - When an employee who entered PERS-covered service prior to July 1, 2007, has four (4) years in the system, the employee may receive monthly benefits once the employee becomes eligible for retirement. When an employee who entered PERS-covered service on or after July 1, 2007, has eight (8) years in the system, the employee may receive monthly benefits once the employee becomes eligible for retirement.

Retirement Eligibility - Employees with 25 years of participation in PERS are at any age eligible to retire and draw monthly benefits; OR, employees who entered PERS-covered service prior to July 1, 2007, and who are age 60 with at least four (4) years of participation in PERS are eligible to retire and draw monthly benefits; OR, employees who entered PERS-covered service on or after July 1, 2007, and who are age 60 with at least eight (8) years of participation are eligible to retire and draw monthly benefits.

**SECTION 11-
GRIEVANCES AND
APPEALS
(Page 92)**

Subpoenas

- E. A fee of thirty-five dollars (\$35.00) for each person to be subpoenaed shall accompany the request. The fee shall be in the form of a cashier's check, bona fide attorney's check, or money order made payable to the sheriff of the county where the person to be subpoenaed may be found. In the event that additional subpoenas are required at the same address, a fee of one dollar (\$1.00) each shall accompany these requests.

**APPENDIX A-
DETAILS OF THE
FAMILY AND
MEDICAL LEAVE
ACT
(Page 121)**

Retirement

With respect to pension and other retirement plans, any period of paid FMLA leave will be treated as continued service (i.e., no break in service) for purposes of vesting and eligibility to participate.

Please remember that this Handbook is designed to serve as a general guide for state employees and is not intended to take the place of the official MS State Personnel Board Policy and Procedures Manual. The official MS State Personnel Board Policy and Procedures Manual shall supersede this Employee Handbook and shall be the final authority in the case of any discrepancy between the two. Please contact your agency human resources officer or the Mississippi State Personnel Board for answers to specific questions regarding Mississippi State Personnel Board policies and procedures.