

The manual is located on the Mississippi State Personnel Board web site at www.spb.state.ms.us.

1.0 ADMINISTRATION

1.05 INTRODUCTION

Agency directors, personnel officers, and personnel assistants requiring assistance are urged to direct any inquiry to the State Personnel Board staff section assigned the applicable responsibility. Functional assignments are outlined below:

STATE PERSONNEL BOARD – CENTRAL PHONE
(601) 359-1406

For a complete listing of SPB employees, go to www.spb.state.ms.us

ADMINISTRATION

State Personnel Director (601) 359-2702

Agency Budget ♦ Annual Report ♦ Executive Support ♦ General Administration ♦ SPB Personnel Office ♦ SPB Business Office ♦ Strategic Planning

Office of Policy (601) 359-2737

Discipline ♦ Employee Handbook ♦ Grievances ♦ Leave Administration ♦ Performance Appraisal Review ♦ Policy Development and Interpretation

Legal Services (601) 359-2704

Discipline and Appeals ♦ Federal Employment Laws ♦ Grievance ♦ Legal Questions ♦ State Attorney General Opinions ♦ State Statutes relating to Personnel Board Matters

EMPLOYEE APPEALS BOARD (601) 359-2708

Appeals Filing ♦ Appeals scheduling ♦ General Appeals Information

OFFICE OF CLASSIFICATION AND COMPENSATION (601) 359-2764

Benchmarks ♦ Compensation Surveys ♦ Class Specifications ♦ Consultative Services ♦ Job Classification ♦ Job Description Development and Validation ♦ Job Reclassification ♦ Manpower Management ♦ Organizational Charts ♦ Personnel Transactions Processing ♦ Program Budget ♦ Salary Certification ♦ Salary Surveys ♦ Technical Assistance

OFFICE OF TRAINING**(601) 359-2758**

Administrative Support Certification Program ♦ Agency Sponsored On-Site Training ♦ Basic Supervisory Course ♦ Certified Public Manager Program ♦ Consultative Services ♦ Human Resources Certification ♦ Information and Referral ♦ Management Training ♦ Performance Management Training ♦ Professional Development Courses ♦ Technical Assistance ♦ Training Certification ♦ Training Evaluation ♦ Training Needs Assessments ♦ Training Programs

OFFICE OF RECRUITMENT AND SELECTION**(601) 359-2740**

Application Evaluation ♦ Application Storage ♦ Certification of Eligible Applicants to Agencies ♦ Consultative Services ♦ Organizational Studies ♦ New Hire Flexibility ♦ Personnel Transaction Processing ♦ Recruitment Announcements ♦ Substitution of Education and Experience ♦ Technical Assistance

PERSONAL SERVICE CONTRACT REVIEW BOARD**(601) 359-6517**

Personal Services Contract Procurement Policy Development ♦ Personal Services Contract Review and Approval ♦ Personal Services Contract Training

MANAGEMENT INFORMATION SYSTEMS**(601) 359-6717**

Agency Queries ♦ Data Management ♦ Special Reports ♦ Technical Assistance

1.10 SCOPE AND INTENT OF THE MANUAL

This manual contains the policies and rules of the Mississippi state employment service, which apply to all employees, covered by Section 25-9-101 et. seq., Mississippi Code of 1972, Annotated, as amended, and other pertinent laws. This volume replaces all previous editions of the Mississippi State Personnel Board Policy and Procedures Manual.

These policies, rules, and procedures provide a standardized, comprehensive system of personnel administration for the State of Mississippi, consistent with Mississippi laws. These policies, rules, and procedures shall apply to all positions in state service as defined by state law, including current and future positions, which are required to be under the purview of the State Personnel Board. Certain policies are provided as guidelines to provide the appointing authority flexibility in implementation. In addition, the manual:

1. Provides interpretative guidelines for agency compliance with applicable federal laws;

2. Decentralizes administrative procedures to provide flexibility for management in administering programs;
3. Encourages professionalism in personnel management;
4. Represents the public interest in the improvement of personnel administration in state government;
5. Promotes public understanding of the purpose, policies, and practices of the state personnel system; and
6. Promotes open communication between employers and employees within the state service with due regard to proper administrative channels.

The policies, rules, and procedures contained in this manual should be followed in a manner consistent with the federal statutes and regulations, which are applicable to the particular agency. If these rules are inconsistent with the federal law or regulation under which an agency functions, the federal law shall take precedence.

A glossary of terms is included, and the definitions are applicable to all sections of the manual. Organization of the manual is by the following areas of personnel administration:

Section 1.0	Administration
Section 2.0	Personnel Services
Section 3.0	Recruitment
Section 4.0	Selection
Section 5.0	Classification and Compensation
Section 6.0	Staffing Management
Section 7.0	Employee Relations
Section 8.0	Performance Appraisal Review
Section 9.0	Discipline and Corrective Action
Section 10.0	Grievances and Appeals
Section G.0	Glossary
	Appendices

The manual shall be distributed to employees assigned supervisory and management responsibilities in personnel administration. Distribution is coordinated in conjunction with each appointing authority, and the Policy Director maintains a register of all manuals assigned to employees in order to supply additions and revisions to the manual. It is the appointing authorities' responsibility to notify the State Personnel Board of any changes, which might affect manual distribution. Manuals are not the property of any employee; they are assigned by position and will be reassigned as warranted.

The policies and rules contained in this manual and all other publications of the State Personnel Board are in accordance with the following principles as listed in Section 25-9-103, Mississippi Code of 1972, Annotated, as amended:

Principle I: Recruiting, selecting, and advancing employees shall be based on their relative ability, knowledge, and skills including open consideration of qualified applicants for initial appointment.

Principle II: Equitable and adequate compensation shall be provided.

Principle III: Employees shall be trained, as needed, to ensure high quality performance.

Principle IV: Employees shall be retained based on the adequacy of their performance. Provisions shall be made to correct inadequate performance and to separate employees whose inadequate performance cannot be corrected.

Principle V: Fair treatment of applicants and employees in all aspects of personnel administration shall be ensured without regard to race, religious creed, sex, national origin, political affiliation, age, or disability.

Principle VI: Employees shall be free from coercion for partisan or political purposes, and employees shall be prohibited from using their official authority to interfere with or to affect the result of election or nomination for office.

1.15 AMENDMENTS TO THE MANUAL

The State Personnel Board shall amend the policies, rules, and procedures, which establish and maintain the state personnel system as circumstances and conditions require. Any appointing authority, agency head, or member of the Personnel Advisory Council operating under the State Personnel Board may recommend an amendment to policies and rules when a provision in the state personnel system causes unnecessary hardship or when the efficiency of the system may be improved.

In amending the rules, the State Personnel Board shall conform to the provisions of the Administrative Procedures Act, Sections 25-43-1 and 25-9-119 (2)(c), Mississippi Code of 1972, Annotated, as amended.

It is not the intent of the State Personnel Board to adopt policies, rules, and/or procedures which are inoperative or which fail because the rules are unconstitutional or invalid for other reasons. If any section, sentence, clause, or phrase of the State Personnel Board's policies, rules, and/or procedures is held to be inoperative,

unconstitutional, void, or invalid, the validity of the remaining portion of the State Personnel Board policies, rules, and procedures will not be affected.

1.20 AGENCY ASSESSMENTS

Operating funds for the State Personnel Board shall be obtained by the establishment of a cost assessment procedure, which shall be prorated among all the departments, agencies, and institutions based upon the number of employment positions authorized by the Legislature. Departments, agencies, and institutions shall pay their share of the cost upon receipt of billing from the Board.

1.25 ADMINISTRATIVE REPORTS

The State Personnel Board will provide an annual report to the Governor and Legislature concerning the operation of the state personnel system and the status of personnel administration in state government as required by Section 25-9-115 (m), Mississippi Code of 1972, Annotated, as amended.

1.30 MAINTENANCE AND REVIEW OF RECORDS

Each appointing authority shall keep a current personnel file for each employee in accordance with guidelines issued by the State Records Committee.

It is the responsibility of each appointing authority to ensure that central records in the Statewide Payroll and Human Resource System (SPAHRs) are correct. Modification of records maintained within the SPAHRs may require SPB approval.

All employees must sign a statement indicating they have received a copy of the Mississippi State Employee Handbook. The statement must be kept in each employee's personnel file.

Each employee's personnel file must contain the following information, and the file must be accessible to the employee:

1. Attendance Records
2. Performance Appraisal Documents
3. Major Medical Leave Balance
4. Personal Leave Balance
5. Discipline Records, if applicable
6. Letter of Commendation, if applicable
7. Notice of Separation, Termination Date, and Notice of Resignation, if applicable
8. Retirement Benefits
9. Tax Records

10. Bond, if required
11. Other items required by statute (e.g., Section 45-14-19, Mississippi Code of 1972, Annotated, as amended)
12. State of Mississippi Application
13. Proof of Education and Training
14. Selective Service Documentation

It is recommended that the following items also be included in each personnel file:

1. Interviewer's Notes
2. Personnel Actions
3. Proof of Veteran Status
4. Medical Information, Waivers*
5. Counseling Reports
6. Expense Reimbursements
7. Names of Next of Kin
8. Date of Death
9. Training Records

***Medical information must be maintained in separate, confidential files.**

In addition to maintaining individual personnel files, each agency shall maintain a classification plan, which includes a current organizational chart and a position questionnaire detailing the duties of each employment position.

Certain personnel records are exempt from public access. Personnel records and applications for employment in the possession of a public body, as defined by Section 25-61-3 (a) of Mississippi Code of 1972, Annotated, as amended, except those which may be released to the person who made the application or with the prior written consent of the person who made the application, shall be exempt from the provisions of the Mississippi Public Records Act of 1983, as required by Section 25-1-100 (1) of Mississippi Code of 1972, Annotated, as amended.

1.35 SUGGESTED EMPLOYEE ORIENTATION

Assistance shall be given to every new employee of the agency to ensure that a timely and thorough orientation to the work environment is received. This orientation should include a minimum of (1) a tour of the office facilities; (2) proper introduction to co-workers; (3) an explanation of the duties and responsibilities of the position to which assigned; (4) instruction in the safe and efficient operation of any necessary equipment; and (5) exposure to the personnel policies and procedures pertinent to employment and the overall mission of the agency.

The supervisor will review with the new employee the Job Content Questionnaire and the Performance Appraisal Review duties/performance standards of his/her position within two weeks of hire date. The supervisor will also ensure that the employee has the opportunity to study the Mississippi State Employee Handbook and any other personnel policies. The supervisor will answer any questions the employee may have concerning the personnel policies and procedures contained therein. The supervisor shall assure the new employee that these documents will be available for consultation by the employee at any time.

1.40 SUGGESTED EMPLOYEE ORIENTATION TOPICS

The Mississippi State Employee Handbook serves as the basis for any employee orientation. Topics which should be discussed with the employee include the following:

1. Personnel policies
2. Drug policy for employees of agencies receiving federal grants
3. The confidential nature of any job-related information, records, or documents
4. How personal and major medical leave is earned and the proper procedure for applying for use of such leave once earned
5. The correct procedure for reporting an unexpected absence from duty due to illness, injury, or an emergency situation
6. Administrative procedure(s) to be followed in the case of a grievance/complaint (agency grievance procedure) and an explanation of what constitutes a grievable or non-grievable issue. (Information and forms are contained in the Mississippi State Employee Handbook.)
7. The normal hours of work, the lunch and break schedules, the work site and any applicable standard operating procedures
8. Explanation of process to follow in case of injury while at work and how such injury is to be reported
9. Safety measures to be observed in the event of an emergency (fire, tornado, etc.)
10. Available employment benefits
11. Timetable for receipt of paychecks
12. Location for parking automobiles and the rules and regulations that may govern the parking facilities
13. How leave authorizations and work records are to be completed
14. Required documents for Immigration Reform and Control Act of 1986 (IRCA)

The employee orientation shall be accomplished within two (2) weeks of employment. The following form (Section 1.45) should be completed following the employee orienta-

tion. The signatures of the employee and the supervisor attest the required orientation was completed. The form indicating completion of the orientation should be included in the official personnel file of the employee.

1.45 FORM

As an employee of the _____, I have been provided a Mississippi State Employee Handbook (publication date _____) and I agree to abide by all _____ policies and procedures.

Employee Signature

Date

Supervisor Signature

Date

1.50 OPEN MEETINGS

The State Personnel Board shall hold meetings at least once a month as provided in Section 25-9-113, Mississippi Code of 1972, Annotated, as amended. All State Personnel Board meetings are open to the public unless an executive session is declared by an affirmative vote of a minimum of 3/5 of all members present. The State Personnel Board may make and enforce reasonable rules and regulations for the conduct of persons attending its meetings.

Minutes of all State Personnel Board meetings are kept whether the meeting is open or in executive session. The minutes will show members present and any final actions taken by the Board. Minutes of State Personnel Board meetings are available to the public during business hours or at a reasonable time after recess or adjournment.

1.55 DELEGATION OF AUTHORITY

The State Personnel Board, as the governing authority for the statewide personnel system established and promulgated in Title 25, Chapter 9 of the Mississippi Code of 1972, Annotated, as amended, hereby delegates authority to the State Personnel Director to act on behalf of the Board, when such action is necessary for the timely, effective and efficient implementation of the State Personnel System, except as provided in Section 6.30.

Further, it is the policy of the State Personnel Board that the State Personnel Director shall be authorized to administer the rules and regulations and all other operational aspects of the state personnel system and to ensure compliance therewith by all departments, agencies, and institutions covered by the state personnel system, subject to review by the Board upon the request of an appointing authority or as may be deemed necessary by the Board.

1.60 PUBLIC RECORDS ACT REGULATIONS

The State Personnel Board is in support of, and complies with, requests for information under the Mississippi Public Records Act of 1983, according to the following policies:

1. Requests for information under the Mississippi Public Records Act of 1983 should be marked "Request for Public Records" and must be submitted in writing to the State Personnel Director, Robert G. Clark, Jr. Building, 301 North Lamar Street, Suite 203, Jackson, MS 39201.
2. Requests should describe in reasonable detail the records sought, and, if possible, should include a description of the type of records, names, dates, dates of birth, social security numbers, job class and county, title of a publication, and other information which may aid in locating records.
3. Upon receipt of a request, the State Personnel Director shall determine whether the records sought are exempt from production under the Mississippi Public Records Act, and shall either produce or deny production of the records sought within fourteen (14) working days of the receipt of the request. If the State Personnel Director determines that the records requested are exempt or privileged under the law, he shall deny the request and shall send the person making the request a statement of specific reasons for the denial. Such denials shall be kept on file for inspection by any person for three (3) years.

Information gained from third parties containing trade secrets or confidential commercial or financial information will not be released until a reasonable time after notice has been sent to the third parties, unless the material is protected by a court order.

Where possible, non-exempt material will be separated from exempt material, and only the exempt material will be withheld.

4. The request for information should be accompanied by sufficient funds, payable by cashier's check or money order, to defray the actual costs of searching, reviewing, copying and, if applicable, mailing the records. Fees charged for the records will not exceed the actual costs, and any overpayment will be refunded. Fees shall be collected prior to compliance with the request. The fees charged will be according to the following schedule:

Employee time..... Salary rate plus 17% for fringe

Photocopies \$.13 per page

Automated records search\$90.00 setup charge, and computer time and paper cost

(Programming time in excess of one (1) hour will be charged at \$40.00 per hour)

Other printed materials..... Actual cost

Mailing..... Actual cost

The State Personnel Director shall promptly notify the person making the request of the estimated fees if the estimate exceeds the funds accompanying the request. The above schedule of fees will apply even if the search is unproductive.