

**G.0 GLOSSARY**

**ADDITIONAL COMPENSATION:** Supplementary compensation which may be paid incumbents employed within designated occupational classes in an effort to enable an agency to provide delivery of essential services within or outside the confines of the standard work period, the standard work schedule, and the standard work place. Additional compensation does not alter base salary.

- A. ADDITIONAL COMPENSATION-CALL BACK PAY:** Additional compensation which may be paid to individuals employed within designated occupational classes who are required by the appointing authority to return to work after regularly assigned working hours to provide emergency services which are restricted to the care, preservation, and protection of life or property.
- B. ADDITIONAL COMPENSATION-DETAIL TO SPECIAL DUTY PAY:** Additional compensation which may be paid to individuals who are temporarily assigned to perform the tasks of a position within the employing agency, other than the position to which regularly assigned, without a change in position title or employee status.
- C. ADDITIONAL COMPENSATION-OVERTIME PAY:** Additional compensation required by the Fair Labor Standards Act, a federal law which requires one and one-half (1 ½) times the regular rate of pay for all hours over forty (40) worked per week for all covered employees.
- D. ADDITIONAL COMPENSATION-SHIFT DIFFERENTIAL PAY:** Additional compensation paid to individuals employed within designated occupational classes who work a shift or schedule other than the regular day shift on a continuing basis.
- E. ADDITIONAL COMPENSATION-STANDBY PAY:** Additional compensation paid to individuals employed within designated occupational classes who are required by the appointing authority to remain available at a predetermined location for return to work after regularly assigned working hours to provide emergency services restricted to the care, preservation, and protection of life or property.

Rev. 7/99

**ADVERSE ACTION:** Action taken by an appointing authority or designated representative which adversely affects compensation or status of employee.

**AGENCY, PERMANENT:** Any state board, commission, committee, council, department, or unit thereof created by the constitution or statutes if such board, commission, committee, council, department, unit, or the head thereof, is authorized to appoint subordinate staff by the constitution or statute, except a legislative or judicial board, commission, committee, council, department, or unit thereof.

**AGENCY ABOLISHMENT:** An agency is abolished when legislative appropriations do not provide for continuation of the agency, the source of funding is discontinued or the program(s) expires.

**AGENCY ESTABLISHMENT:** Occurs when legislative appropriation provides for personal services funds and positions or budgetary authority escalates by special or federal funds to create a new agency.

**ALLOCATION:** The assignment of a new employment position to an appropriate class on the basis of the kind, difficulty, and responsibility of the work performed in the position and on other job related factors.

**APPEAL:** A procedure by which an employee or applicant eligible for appeal may request a hearing by the Employee Appeals Board for resolution of a grievance that was not resolved at the agency level.

**APPLICANT:** An individual who submits a completed Experience and Training Record for a specific occupational class according to the policies, rules and regulations promulgated by the State Personnel Board.

**APPOINTING AUTHORITY:** Such person, agency or authority authorized by law to employ individuals in state government.

**APPOINTMENT:** Any of a number of authorized actions which result in the assignment of an applicant or employee to an authorized position in an occupational class.

**A. APPOINTMENT, COMPETITIVE:** The employment of an individual from a Certificate of Eligibles.

- B. APPOINTMENT, EMERGENCY:** The employment of an individual, for a specified period of time to perform tasks which directly or indirectly involve the continuing care and protection of life or property or in a situation of such a serious or exigent nature that agency services would be severely curtailed as determined by the State Personnel Director.
- C. APPOINTMENT, NON-COMPETITIVE:** The employment of an individual to a class which has been designated by the State Personnel Board as having non-competitive status. Such appointment does not involve a Certificate of Eligibles.

**APPRAISAL INTERVIEW:** A scheduled meeting between the rating supervisor and the employee, within fourteen (14) days prior to the end of an appraisal period, to discuss the documentation, narrative appraisal and rating and come to an understanding, if not agreement, on the level of performance and appraisal rating.

**APPRAISAL PERIOD:** A defined period of time (see definition of Valid Appraisal Rating) over which it is intended that a rating supervisor and employee will work with established duties/performance standards. At the end of the appraisal period the rating supervisor will review, evaluate and complete a narrative appraisal and rating on the employee.

**APPRAISAL RATING:** The single overall rating for each employee in which the weight of each duty/performance standard is multiplied by the rating received by the employee on each duty/performance standards, the sum of the points calculated. Then the sum of the points divided by the sum of the weights will equal the overall appraisal rating for the appraisal period.

**ASSEMBLED EXAMINATION:** Written or proficiency test.

**BASE SALARY:** An employee's salary exclusive of any authorized additional compensation.

**BOARD:** The State Personnel Board.

**BREAK IN SERVICE:** An interruption to continuous service constituted by resignation, discharge for cause, termination by a reduction in force, acceptance of lump sum payment for personal leave upon termination, failure to return upon expiration of a

Rev. 7/99

leave of absence, the lapse of one eight (8) hour work day between termination at an old agency and effective hire date into a new agency, or retirement (including acceptance of any retirement benefits).

**CANDIDATES FOR ALTERNATE RE-EMPLOYMENT:** Former state service, part-time, time-limited and/or other SPB purview non-state service employees who left state employment in good standing within the past twelve (12) months and who had completed at least six (6) months of continuous employment.

**CATASTROPHIC INJURY OR ILLNESS:** A severe condition or combination of conditions affecting the mental or physical health of an employee or a member of an employee's immediate family that requires the services of a licensed physician for an extended period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the state for the employee. For additional information, See Section 7.22.3b Donated Leave for Catastrophic Injury or Illness, MS State Personnel Board Policy & Procedures Manual.

**CERTIFICATE OF ELIGIBLES:** A document containing names from which original appointment or in-service placement may be made.

**CERTIFICATE OF ELIGIBLES, INCOMPLETE:** An open-competitive certificate of eligibles of less than ten (10) names.

**CERTIFICATION, SALARY:** The process of certifying the proper salary following a personnel transaction.

**CLASS SERIES:** An arrangement of two (2) or more related occupational classes which are sufficiently similar in types of work that they are assigned identical occupational titles except for terminology which reflects distinct class levels differing in education and experience requirements.

**CLASSIFICATION PLAN:** The organization of employment positions into a systematic arrangement of distinct occupational classes based on similarity of skills, tasks, responsibilities, and work levels.

**CLASSIFICATION SCHEDULE:** A listing of occupational classes which includes the official occupational title, pay range, and occupational code for all classes within the purview of the State Personnel Board.

**CLASSIFICATION SPECIFICATION:** The official description of essential tasks, duties, responsibilities characteristically assigned, education, experience, and minimum qualifications required under an occupational class. The description is comprised of the following components: occupational title, occupational code, characteristics of work, examples of work, minimum qualifications, pay range, and effective date of revision.

**COMPENSATION PLAN:** The basis for determining levels of compensation paid to state service employees and to non-state service employees as provided by law. This plan consists of:

- a) the class schedule;
- b) additional compensation plan;
- c) special compensation plan;
- d) and the policies, rules and procedures governing development, administration, and maintenance of the plan.

**CONFERENCE, PRE-DEMOTION: PRE-SUSPENSION: PRE-TERMINATION:** A meeting between a state service employee and the appointing authority prior to demotion, suspension, dismissal, involuntary termination, or other action adversely affecting the employee's compensation or employment status to ascertain facts and to afford the employee an opportunity to be heard.

**CONTINUOUS SERVICE:** The uninterrupted time since the employee began state employment in agencies under the purview of the State Personnel Board. Continuous service is interrupted by a break in service.

**CONVERSION:** The change of the Variable Compensation Plan (VCP) and personnel data base from the fiscal year ending June 30 to the next fiscal year beginning July 1 in accordance with the Legislative intent.

**DAY: (see Work Day)** Working day, except where otherwise specified.

**DEMOTIONAL TRANSFER (INTRA-AGENCY):** The transfer of an employee to a position within the same master agency which has a lower starting salary than his/her current position as a result of inadequate performance, a reduction in force, disciplinary action or voluntarily.

**DEMOTIONAL TRANSFER (INTER-AGENCY):** The transfer of an employee to a position

not within the same master agency which has a lower starting salary than his/her current position as a result of inadequate performance, a reduction in force, disciplinary action or voluntarily.

**DONATED LEAVE:** Donated leave for catastrophic injury or illness shall be administered as provided in Sections 25-3-91, 25-3-93 and 25-3-95, Mississippi Code of 1972, Annotated, as amended. Any employee may donate a portion of his or her earned personal leave or major medical leave to another employee who is suffering from a catastrophic injury or illness, or to another employee who has a member of his or her immediate family who is suffering from a catastrophic injury or illness. For additional information, see Section 7.22.3b Donated Leave for Catastrophic Injury or Illness, MS State Personnel Board Policy and Procedures Manual.

**DUTY:** A distinct, major role or function assigned to a position which is a principal responsibility and occupies a significant portion of work time.

**EDUCATIONAL LEAVE:** Section 37-101-293, Mississippi Code of 1972, Annotated, as amended, authorizes state agencies to grant paid educational leave on a part-time or full-time basis and reimburse employees for educational leave expenses in order for employees to develop job-related skills and to develop employees for higher-level professional and management positions; to prescribe eligibility for such educational leave and expense reimbursement; and for related purposes. For more information, see 7.90 Educational Leave, MS State Personnel Board Policy and Procedures Manual.

**ELECTRONIC RESUME (E-RESUME):** a recruitment tool which allows an individual to electronically register his/her credentials with the State Personnel Board and which can be used by agencies to screen for potential applicants for a specified job class. The E-Resume may be submitted at any time through the State Personnel Board web site. The E-Resume is not an application unless submitted with a signed and notarized Applicant Certification Form (ACF).

**ELIGIBLE:** Any applicant who has met the selection criteria required in a specific job classification.

**EMPLOYEE, FULL-TIME:** An employee who is scheduled to work an average of forty (40) hours per week, 173.929 hours per month, 2087.143 hours per year.

**EMPLOYEE, PART-TIME:** An employee who is scheduled to work less than forty (40) hours a week and/or less than 2087.143 hours per year.

Rev. 6/01

**EMPLOYEE PERFORMANCE APPRAISAL RATING (PAR):** See Appraisal Rating.

**EMPLOYEE PERFORMANCE APPRAISAL SYSTEM:** See Performance Appraisal.

**ESSENTIAL FUNCTIONS:** The fundamental job duties of the position; not to include the marginal functions of the position.

**EVALUATION OF EDUCATION AND EXPERIENCE:** The initial measure of fitness within the examination process in which the training, work experience, and other biographical information recorded on an Experience and Training Record are compared to the minimum education and experience requirements for a classification.

**EVALUATION AIDE:** A written procedure for assessing all Experience and Training Records for a particular occupational class in a consistent manner.

**EXAMINATION, ASSEMBLED:** Written or proficiency test.

**EXAMINATION, UNASSEMBLED:** A rating of the amount and the job relatedness of an applicant's training and experience documented on the Experience and Training Record as compared to the minimum qualifications, characteristics of work, and description of duties listed on the job description and any applicable evaluation aid(s) of the occupational class for which application has been made.

**EXEMPT CLASSIFICATIONS:** Occupational classes, by action of the State Personnel Board, not required to go through the competitive employee selection process.

**EXCLUDED POSITIONS:** Positions not governed by the State Personnel Board. [Refer Section 25-9-107, Mississippi Code of 1972, Annotated, as amended, for specific exclusions.]

**EXPERIENCE AND TRAINING RECORD:** An application form on which an individual records work experience, education, training, and other biographical data.

**FIRST LEVEL REVIEWER:** An agency manager at a higher organizational level than the rating supervisor. The First Level Reviewer will normally be the rating supervisor's immediate supervisor. He/she reviews the duties/performance standards developed by the rating supervisor and employee at the beginning of the appraisal period and also reviews the narrative appraisal and rating as evaluated by the rating supervisor at the end of the appraisal period.

Rev. 7/99

**FLSA:** The Fair Labor Standards Act of 1938 is a federal law applicable to all state agency employers. The law specifies a minimum wage, requires overtime pay for all covered, non-exempt employees and restricts child labor. The FLSA contains specific exemptions to particular groups of employees which may apply to the minimum wage, to overtime or to both.

**FMLA:** The Family and Medical Leave Act of 1993 entitles eligible employees to take up to twelve (12) weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons.

**HATCH ACT:** Federal statute making it unlawful for employees in the executive branch of the federal government to take any active part in political management or in political campaigns, outside of, as well as during working hours. This statute also extends these prohibitions to state employees whose principal employment is in connection with any activity which is financed in whole or in part by loans or grants made by the United States or by any federal agency. See 5 U.S.C. Section 1501 et seq.

**INDEFINITE PROBATIONARY STATUS:** A term to denote that the employee is occupying a position that is court litigated and that competitive appointment and awarding permanent status do not apply to employees in those positions.

**JOB ANALYSIS:** The systematic process of examining the job content of a specific employment position and its organizational context in relationship to positions having similar and dissimilar functions for the purpose of valid position classification. A well-defined Job Content Questionnaire serves as the job analysis.

**JOB CLASS (Job Classification):** One or more positions sufficiently similar with respect to duties and responsibilities that they may be assigned to one group with a unique descriptive title, that the same general qualifications required for performance of the duties are applicable, that the same tests of fitness may be used in recruitment and selection, and that the same schedule of pay may be applied with equity to all positions in the group under the same or substantially the same employment conditions.

**JOB CONTENT:** Those factors which describe the work-related characteristics of a position, to include information about work activities and work products, level of difficulty and complexity of duties and tasks, scope of responsibility and decision-

making, extent of supervision exercised and/or received, work environment, and qualifications necessary for successful performance.

**JOB CONTENT QUESTIONNAIRE (JCQ):** Form completed by each employee occupying a position. It describes the duties performed in that position along with the associated tasks as well as the knowledges, skills and abilities used in accomplishing the job. The Job Content Questionnaire is the job analysis.

**JOB DESCRIPTION:** See classification specification.

**JOB TITLE:** The unique name given to a specific position description.

**LEAVE OF ABSENCE:** Authorized absence from employment without pay.

**LIST OF ELIGIBLES:** A list of applicants who have successfully met the selection criteria for consideration for employment in a particular job classification.

- A. **LIST OF ELIGIBLES, AGENCY-ONLY PROMOTIONAL:** A list, established by competitive examination of selection criteria and compiled only of qualified permanent state service employees and/or probationary state service and part-time, time-limited or other State Personnel Board purview non-state service employees of the requesting agency, who have been continuously employed for six (6) months, from which promotions may be made.
  
- B. **LIST OF ELIGIBLES, OPEN-COMPETITIVE:** A list of qualified applicants, established by competitive examination of selection criteria, from which original appointments may be made.
  
- C. **LIST OF ELIGIBLES, ALTERNATE REEMPLOYMENT/STATE SERVICE PROMOTION/TRANSFER:** A list, established by competitive examination of selection criteria, from which promotional, transfer, or reemployment appointments may be made and is composed of the following:
  - 1. Permanent state service employees;
  
  - 2. Probationary state service employees who have completed at least six (6) months of their probationary period;

Rev. 7/99

3. Part-time, time-limited and/or other State Personnel Board purview non-state service employees, who have completed at least six (6) months of continuous employment; and
4. Former state service, part-time, time-limited and/or other State Personnel Board purview non-state employees who left state service in good standing within the past twelve (12) months, AND who had completed at least six (6) months of continuous employment.

**D. LIST OF ELIGIBLES, REDUCTION IN FORCE REEMPLOYMENT:** A list of permanent state service or probationary state service employees, established on a non-competitive basis, whose service has been interrupted due to a reduction in force and who are desirous of returning to employment within state service.

**MANPOWER MANAGEMENT PLANNING INSTRUCTIONS:** Instructions and request for forms for use in preparing agency budget requests for a future fiscal year.

**MINIMUM REQUIREMENTS (MQ):** The level and type of formal education, the nature and amount of work experience, and the type of licenses, registration, or similar requirements contained in each classification specification which have been identified as necessary for satisfactory performance of essential tasks within an occupational class at entry.

**NARRATIVE APPRAISAL:** A brief written description of an employee's rating on the performance standards of the employee's position.

**NON-STATE SERVICE:** Those positions specifically excluded from the state service by state personnel law. [Refer, Section 25-9-107 (c), Mississippi Code of 1972, as amended.]

**OCCUPATIONAL CLASS:** See Job Class.

**OCCUPATIONAL CLASSIFICATION:** See Job Class.

**OCCUPATIONAL CODE:** A four digit number used to identify each job classification.

**OCCUPATIONAL TITLE:** See Job Title.

Rev. 7/99

**ORGANIZATIONAL CHART/PLAN:** A graphic illustration of the agency's organizational/structural hierarchy depicting all positions appropriated by the legislature or escalated by the Department of Finance and Administration.

**ORGANIZATIONAL CODE:** A five or six digit code that identifies the exact location of each position within the organizational hierarchy.

**ORGANIZATIONAL HIERARCHY:** Based upon geographic, organizational, or functional requirements, a state department or agency is structured, as necessary, from highest to lowest separation of responsibilities as follows: Department or Agency; Office; Bureau; Division; Branch; Section; Unit.

**PAY RANGE:** The compensation for a classification which is established by increments determined on the basis of the prevailing rate of compensation for similar services and for comparable levels of education, experience and/or skills.

**PAYROLL REVIEW:** Review of the payroll of each department, agency and institution for conformity with State Personnel Board rules and regulations to determine whether the payroll conforms to the said rules and regulations. [Refer, Section 25-9-135, Mississippi Code of 1972, Annotated, as amended.]

**PERFORMANCE:** An employee's accomplishment of assigned duties and responsibilities of a position.

**PERFORMANCE APPRAISAL:** The comparison of an employee's performance against written standards of performance in order to arrive at a rating. It is the process of rating a person's performance against pre-established criteria or pre-established standards.

**PERFORMANCE DUTY:** See Duty.

**PERFORMANCE IMPROVEMENT PLAN (PIP):** A written explanation of the duties/performance standard(s) in which the employee's performance is less than **Meets Expectations (2.0)** which requires improvement and a well-defined action plan with specific steps or recommendations for the employee to achieve in order to improve performance to the **Meets Expectations (2.0)** level. Dates for periodic counseling and reassessment by the rating supervisor during the 90-day period are to be included in the plan. A Performance Improvement Plan, **SPB Form 802-1 and -3**, will be

Rev. 7/99

developed with the participation of the employee and subject to approval by agency management. The employee *must* be told that his/her performance *must* improve to the **Meets Expectations (2.0)** level by the end of the 90-day PIP period in order to justify retention.

**PERFORMANCE LEVELS:** See Performance Rating Scale.

**PERFORMANCE RATING:** See Appraisal Rating.

**PERFORMANCE RATING SCALE:** The adjectives, adverbs or modifying phrases applied to each duty/performance standard used to indicate the level of performance such as **Exceeds Expectations (3.0)**, **Meets Expectations (2.0)**, or **Fails to Meet Expectations (1.0)**. The definitions of the rating scale follow:

**Exceeds Expectations (3.0):** Rating indicates the performance *exceeds* requirements or expectations for the position as defined in **Meets Expectations**. Any level of performance that *exceeds 2.0, Meets Expectations*, would be **Exceeds Expectations**.

**Meets Expectations (2.0):** The level of performance expected of any employee designated to perform the same assignments under the same conditions. A **Meets Expectations (2.0)** rating means that the employee, in accomplishing his/her duties/performance standards, is doing all things necessary in his/her job to meet all applicable agency goals and annual work plans. The **Meets Expectations (2.0)** level is described as the level that must be reached by each employee in order for the agency to accomplish agency goals and annual work plans.

**Fails to Meet Expectations (1.0):** This rating recognizes an employee's overall performance is below that required of the position in order to meet agency goals and expectations. If performance, when compared to planned goals, drops below a **2.0, Meets Expectations**, into **1.0, Fails to Meet Expectations**, improvement must take place through the help of a Performance Improvement Plan. The employee must be told that performance is to be improved to the **Meets Expectations (2.0)** level by the end of the performance observation period (90 days). Failure by the employee to improve job performance after the 90 day PIP period shall constitute cause for dismissal, demotion or transfer.

Rev. 7/99

**PERFORMANCE STANDARD:** Used to measure the employee's actual accomplishment of the duties. In measurable terms, standards indicate what is required of an employee and should tie requirements of the job to agency goals, mission and policy. Most standards will measure, for example, the *quantity* of work, the *quality* of work, and/or the *timeliness* of that work.

**PERSONNEL SERVICES CONTRACT:** A contractual agreement between a state service agency and outside party involving personal and professional services which cannot be performed by an agency employee in an authorized position.

**PERSONNEL TRANSACTION REQUEST:** The use of State Personnel Board forms to request specific personnel action.

**POSITION:** A group of current duties and responsibilities assigned or delegated by competent authority, requiring the full-time or part-time employment of one (1) person.

**POSITION CLASSIFICATION:** The process of assigning to each position an occupational class based on the skills, tasks, responsibilities and work level performed.

**POSITION IDENTIFICATION NUMBER (PIN):** A unique number assigned to each authorized employment position established within an agency.

**POSITION TRANSACTION:** Any action that changes the characteristics of an authorized/escalated position. This may include: position establishment, position abolishment, position re-authorization, reallocation, reclassification, realignment, organizational code change, county code change, change from part-time to full-time or full-time to part-time.

**PROBATIONARY PERIOD:** A twelve-month period during which a new employee is required to demonstrate fitness for the position to which appointed by actual performance of the duties of the position.

**PROCEDURAL DUE PROCESS:** Those safeguards to one's liberty and property mandated by the 5th and 14th amendments to the U.S. Constitution. The central meaning of procedural due process is that parties whose rights are to be affected are entitled to be heard. Reasonable notice and opportunity to be heard and present any claim or defense are the essence of the term "procedural due process".

**PRODUCTIVITY:** Discretionary salary increases based on the level of employee job performance as documented by means of the Performance Appraisal Review (PAR).

**PROGRAM BUDGETING:** Allocating positions and funds to approved programs by funding source. [Refer, Section 27-103-139, Mississippi Code of 1972, Annotated, as amended.]

**PROMOTION:** The movement of an employee from a position in one class to a position in another class with more responsible duties and a higher salary range.

**PROMOTION, STATE SERVICE COMPETITIVE:** A promotional opportunity available only to qualified state service employees.

**PROMOTION, AGENCY NON-COMPETITIVE:** The nomination and subsequent promotion of a qualified state service employee of the respective agency by the appointing authority.

**PROMOTION, AGENCY-ONLY COMPETITIVE:** A promotional opportunity available only to qualified state service, part-time, time-limited, and other SPB purview non state service employees who have completed at least six (6) months of continuous service with the agency in which the vacancy occurs.

**PROPERTY RIGHT:** A property interest in employment which has been defined by the U. S. Supreme Court (in Board of Regents v. Roth): "To have a property interest in a benefit, a person must have more than an abstract need or desire for it. He must have more than a unilateral expectation of it. He must, instead, have a legitimate claim of entitlement to it."

**RACE/ETHNIC IDENTIFICATION:** The five (5) race/ethnic categories used by the Equal Employment Opportunity Commission:

1. American Indian or Alaskan Native - All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
2. White (not of Hispanic Origin) - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Rev. 7/99

3. Hispanic - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
4. Black (not of Hispanic Origin) - All persons having origins in any of the Black racial groups of Africa.
5. Asian or Pacific Islander - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. The area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

**RATING SCALE:** See Performance Rating Scale

**RATING SUPERVISOR :** The supervisor of an employee who is delegated authority to identify the important performance duties of the employee's job, establish the performance standards, and subsequently appraise the employee's performance. The rating supervisor is normally the immediate supervisor of any employee, although there may be exceptions to this general rule at the discretion of each agency management.

**REALIGNMENT:** The process by which the pay range assigned to a job is increased or decreased on the basis of salary survey information. It is a method of ensuring that the pay range remains competitive with the prevailing wage in the relevant labor market.

- A. **IN-RANGE REALIGNMENT:** The award of a salary increase to an employee by movement within the established pay range without a change in the salary range. (Identical to Cost of Living Award (COLA).)
- B. **REGULAR REALIGNMENT:** The award of a salary increase based upon the increased value of the classification as determined through salary survey data.

**REALLOCATION:** A change in the occupational class of an employment position from one which does not accurately reflect the job performed to an appropriate classification which depicts the duties and responsibilities of the position.

- A. **MANNING LEVEL:** A temporary reallocation of a position in a job class series from its existing level to a lower level in order for the agency to fill the position. The agency may restore the position to its previous classification at a future time.

Rev. 7/99

**REAPPOINTMENT:** The return of a state service employee after an authorized leave of absence without pay.

**RECLASSIFICATION:** Change in the classification of a position which is part of a class series approved for such movement in order to recognize the increased value of an employee who has acquired additional experience, skills, and/or education which is directly related to the job.

**RECRUITMENT:** The process of announcing and advertising positions in an effort to identify and attract candidates to accept or compete for appointments in state service.

**RECRUITMENT, SPECIAL:** Additional recruitment efforts (including campus visits, literature distribution, media advertisement and any other methods used to attract applicants to state service) for certain difficult-to-fill job classifications or positions initiated and/or coordinated by the State Personnel Director upon agency request.

**RECRUITMENT FLEXIBILITY:** Request to recruit applicant at a salary exceeding 10 per cent above the assigned beginning salary. The request requires a letter of justification from the appointing authority describing the critical nature of the job to be filled and the special qualification to be used as selection criteria.

**REDUCTION IN FORCE:** A systematic decrease in the number of employees in designated occupational classes within an agency, initiated by the appointing authority due to shortage of funds or work, material change in duties or organization, or the merger of agencies which results in a surplus of positions and employees.

**REEMPLOYMENT:** Returning a former employee to the state service who had separated in good standing.

**RETENTION POINT FORMULA FOR REDUCTION IN FORCE:** When state service employees must be separated in a reduction in force, employees with the lowest number of retention points based on seniority, performance appraisal rating, and veterans' preference shall be dismissed first. For complete information on the Retention Point Formula, see 7.60.D Reduction in Force, MS State Personnel Board Policy and Procedures Manual.

**REVIEW COMMITTEE:** An option which an agency may elect and which is a body of several agency officials, appointed by the Agency Head and convened by a designated reviewing official, to make recommendations regarding the duties/performance standards.

Rev. 7/99

**REVIEW AND FEEDBACK SESSION:** A meeting to provide an employee with an assessment of work performance during the appraisal period; a review and update of duties/performance standards; identification of areas of performance requiring improvement; and methods/training needed to facilitate improvement.

**SECOND LEVEL REVIEWER:** An agency manager at a higher organizational level than the rating supervisor. Usually this employee is the immediate supervisor of the First Level Reviewer. He/she is responsible for resolving differences that the First Level Reviewer is unable to resolve and issue a decision on disputed duties/performance standards. (His/her decision is final with the exception of being overruled by the Agency Head.)

**SELECTION CRITERIA:** Minimum requirements which individuals are to meet and examinations on which individuals are to obtain a passing score in order to become a candidate for an occupational class.

**SELECTION DECISION:** Decision of an appointing authority to appoint the most qualified and suitable applicant to fill a vacant position.

**SELECTION PROCESS:** The selection process includes applicant evaluation and examination, maintenance of lists of eligibles, and the certification of a list of persons eligible to be hired for a specific job classification.

**SELECTIVE CERTIFICATION:** Certifying of eligible applicants who meet special requirements set forth by the agency and approved by the State Personnel Director.

**SEPARATION:** The cessation of an individual's employment by an agency for any of the nineteen (19) termination codes utilized.

**SPECIAL COMPENSATION PLAN:** A unique compensation plan developed for approved job classes based upon a demonstrated inability to compete satisfactorily for employees in terms of pay or availability.

**STATE SERVICE:** Employees and positions not designated non-state service by Section 25-9-107 (3) (c), Mississippi Code of 1972, Annotated, as amended.

**SUMMARY PERFORMANCE RATING:** See Appraisal Rating.

**SUPPLEMENTAL EMPLOYEE PERFORMANCE FOLDER (SEPF):** A separate folder maintained by the rating supervisor on each supervised employee. The folder should be labeled with the employee's name and should contain: (1) the rating supervisor's copies of the employee's Performance Appraisal Review Report, **SPB Form 800-1 and -3**; (2) a current (less than twelve (12) months) legible, representative Job Content Questionnaire signed and dated by the employee and the rating supervisor; (3) any narrative statements about the performance; (4) examples of work when appropriate; (5) results of each review and feedback session, **SPB Form 801**; (6) Performance Improvement Plan, **SPB Form 802-1 and -3, if pertinent**; and, (7) any information the employee may want to contribute. Rating supervisors are encouraged to use the SEPF for written descriptions of specific employee performance, *both positive and negative*, observed by the rating supervisor and related to the employee's duties/performance standards. Any performance data collected on an employee must be maintained in a safe, secure SEPF file by the rating supervisor and not shared with anyone except the employee who is the subject of the data and the First Level Reviewer. All material in the SEPF file is available to the employee, *upon request*, for review.

**SUSPENSION:** Leave of absence from employment for disciplinary purposes or pending disciplinary investigation of charges against an employee (with or without pay).

**TASK:** A basic unit of an employee's work that is performed; it is an identifiable job behavior that constitutes a necessary step in the performance of a job, duty or responsibility.

**TERMINATION:** See Separation.

**TO BUILD LIST (TBL):** Establish a list of qualified applicants.

**TRANSFER (intra-agency):** The movement of an employee from one division or organizational unit to another division or organizational unit, or from one class to another class within the same division or organizational unit in a comparable salary range and usually involving the performance of similar duties and requiring essentially the same basic qualifications. Job rotation assignments made in conjunction with an established job rotation program designed to acquaint employees with various operations of an agency are not transfers.

Rev. 7/99

**TRANSFER, LATERAL (inter-agency):** Movement of an employee from a position in one agency to a vacant position in another agency which is allocated to the same occupational class or different occupational class assigned the same pay grade as occupied prior to transfer.

**TRANSFER, PROMOTIONAL (inter-agency):** Advancement of a permanent employee from a position in one agency to a vacant position in another agency which is assigned a higher pay grade than occupied prior to transfer.

**VALID APPRAISAL RATING:** An appraisal rating completed as a result of an employee's job performance within the last 365 days. See Section 8.40 B.

**VARIABLE COMPENSATION PLAN (VCP):** The compensation plan for state government employees which is based on the concept of paying a salary that is fair and reasonable as well as competitive in the labor market.

**VETERAN'S PREFERENCE POINTS:** Additional points added to the score of an applicant who has served at least ninety (90) days in the active forces during a period of war or armed conflict and was honorably discharged.

**WEIGHT SCALE:** A measure of importance assigned to the satisfactory accomplishment of the job. Weights must be determined and added on **SPB Form 800-3** by the rating supervisor for the employee's position at the beginning of the appraisal period. The weight scale is defined as follows:

**Weight of 1 = IMPORTANT** to the position and goal attainment. Any duty/performance standard assigned a **WEIGHT OF 1** is viewed as **IMPORTANT** to the employee's position.

**Weight of 2 = VERY IMPORTANT** to the position and goal attainment. Any duty/performance standard assigned a **WEIGHT OF 2** is viewed as **Very Important** to the employee's position. The **ESSENTIAL FUNCTIONS** defined by the rating supervisor on the Job Content Questionnaire of the employee's position should be assigned a **WEIGHT OF 2** on the employee's **SPB Form 800-3**.

**WORK PERIOD, STANDARD:** An eight (8) hour work day, a forty (40) hour work week, a 173.929 hour work month, and a 2087.143 hour work year.

Rev. 7/99

**WORK SCHEDULE, STANDARD:** The hours of work established by an appointing authority for individuals employed within the agency which typically begins at 8 a.m. and ends at 5 p.m. each day with a one (1) hour interval for a lunch period.

**WORK WEEK, FLSA:** Seven (7) consecutive 24 hour periods.

**WORKDAY:** A workday for a state employee in a full-time employment position shall be eight (8) hours in duration at a minimum exclusive of time off for meals. [Refer, Section 25-1-98, Mississippi Code of 1972, Annotated, as amended.]

Rev. 7/99