Table of Contents

1.0 ADMINISTRATION 1
- **1.05 INTRODUCTION** 1
- **1.10 SCOPE AND INTENT OF THE MANUAL** 2
- **1.15 AMENDMENTS TO THE MANUAL** 4
- **1.20 AGENCY ASSESSMENTS** 5
- **1.25 ADMINISTRATIVE REPORTS** 5
- **1.30 MAINTENANCE AND REVIEW OF RECORDS** 5
- **1.35 SUGGESTED EMPLOYEE ORIENTATION** 6
- **1.40 SUGGESTED EMPLOYEE ORIENTATION TOPICS** 7
- **1.45 FORM** 8
- **1.50 OPEN MEETINGS** 8
- **1.55 DELEGATION OF AUTHORITY** 8
- **1.60 PUBLIC RECORDS ACT REGULATIONS** 9

2.0 PERSONNEL SERVICES 1
- **2.10 AUTHORIZED SIGNATURE** 1
- **2.20 RETURN WITHOUT ACTION** 1
- **2.30 STATE SERVICE STATUS** 1
  - 2.30.1 Conferment of State Service Permanent Status 2
- **2.40 NON-STATE SERVICE STATUS** 2
  - 2.40.1 Non-state Service Appointment 2
  - 2.40.2 Salary Certification 6
  - 2.40.3 Notification of Non-state Service 6
  - 2.40.4 Loss of Permanent State Service Status 6
  - 2.40.5 Notification of Status 6

3.0 RECRUITMENT 1
- **3.10 RECRUITMENT PROGRAMS** 1
  - 3.10.1 Open Consideration of Qualified Candidates 1
  - 3.10.2 Regular Recruitment 1
  - 3.10.3 Special Recruitment 1
  - 3.10.4 Authority to Take a Position off Recruitment 2
  - 3.10.5 Determination to Place a Position on Recruitment 2
  - 3.10.6 Length of Recruitment 2
  - 3.10.7 Non-state Service Recruitment 3
- **3.20 RECRUITMENT ANNOUNCEMENTS** 3
- **3.30 CONTENT OF ANNOUNCEMENT** 3
- **3.40 ADVERTISING** 3
  - 3.40.1 Agency Advertising Efforts 3
  - 3.40.2 Notice of Advertising 4
- **3.50 RECRUITMENT AND COUNSELING** 4
- **3.60 EXEMPT STATUS RECRUITMENT AND SELECTION** 4
- **NOTIFICATION OF JOB ADVERTISEMENT BY AGENCY** 6

Table of Contents

4.0 SELECTION 1
4.10 APPLICANT PROCESSING 1
4.11 THE APPLICATION PROCESS 1
4.11.1 Application Form 1
4.11.2 When Applications Shall Be Filed 1
4.11.3 Locations Where Applications May Be Filed 1
4.11.4 Who May Apply For State Employment 2
4.11.5 Evaluation of Experience and Training 2
4.11.6 Additional Documentation Supplied for Evaluation 3
4.11.7 Verification of Experience and Training 3
4.11.8 Falsification of Experience and Training 4
4.11.9 Non-Competitive Initial Appointment Occupational Classes (State Service), Section 25-9-105, Mississippi Code of 1972, Annotated, as amended 4
4.11.10 State Personnel Board Electronic Resume (E-Resume) 5
Procedures for Completing the Applicant Certification Form 5
4.12 EVALUATION OF APPLICANTS BASED ON MINIMUM QUALIFICATIONS 6
4.12.1 Minimum Qualifications 6
4.12.2 Notification of Failure to Meet Minimum Qualifications 7
4.12.3 Waiver of Minimum Qualifications 7
4.12.4 Substitution of Minimum Qualifications 8
4.12.41 Special Qualifications 9
4.12.5 Ratings of Qualified Applicants 10
4.13 STATE PERSONNEL BOARD STATUTORY SELECTION AUTHORITY OVER NON-STATE SERVICE PERSONNEL 10
4.13.1 Non-state Service Personnel Evaluation 10
4.15 EVALUATIONS OVERVIEW 11
4.15.1 Minimum Rating by Which Eligibility Is Earned 12
4.15.2 Rating of Applications 12
4.15.3 Disqualification of Applicants 12
4.15.4 Notification of Evaluation Results 13
4.15.5 Adjustment of Errors 13
4.16 AWARD OF VETERANS' PREFERENCE POINTS 14
4.17 SELECTION PROCEDURE DEVELOPMENT AND VALIDATION 14
4.17.1 Development of Selection Procedures 14
4.17.2 Validation of Selection Procedures 15
4.20 REFERRAL OF APPLICANTS TO AGENCIES 15
4.21 LISTS OF ELIGIBLES 15
4.21.1 Establishment and Maintenance of Lists of Eligibles 16
4.21.2 Preparation of Lists of Eligibles 16
4.21.3 Related Lists of Eligibles 17
4.21.4 Replenishment of Lists of Eligibles 17
4.21.5 RIF/Reemployment Lists of Eligibles 17
4.21.6 State Service Competitive Promotional Lists of Eligibles 18

4.21.7 State Service Transfer Lists of Eligibles 19
4.21.8 Agency-Only Competitive Promotional Lists of Eligibles 19
General Instructions for Preparing Agency Transmittal Form 20
4.21.9 Open Competitive Lists of Eligibles 21
4.21.10 Agency only Non-Competitive Promotional Eligibility 21
4.21.11 Duration of Lists of Eligibles 22
4.21.12 Delegation of Authority to Maintain Lists of Eligibles 22
4.21.13 Removal of Name From Lists of Eligibles 23
4.22 CERTIFICATION OF ELIGIBLES 25
4.22.1 Request for Certificate of Eligibles 25
Procedures for Completing Request for Certificate of Eligibles 26
4.22.2 Selective Certification 27
4.22.3 Supplying of Certificates of Eligibles 28
4.22.4 Appointments from Certificates of Eligibles 30
General Instructions for Actioning a Certificate of Eligibles 30
Codes for Actioning Certificates of Eligibles 31
4.22.5 Inadequate Certificates of Eligibles 32
4.22.6 Certification from Reemployment Lists 32
4.22.7 Concurrent Certification 32
4.22.8 Availability for Appointment 32
4.22.9 Correction of Errors In Certification Process 33
4.22.10 Confirmation of Availability for Appointment 33
4.23 APPLICANT'S REVIEW PROCEDURE 33
4.23.1 Review of Action 33
4.23.2 Appeals 34
4.30 MEMORANDA OF AGREEMENTS 34
4.40 APPLICANT INTERVIEWS 34
4.41 QUESTIONS ASKED IN INTERVIEWS 34
4.41.1 Questions to Avoid Asking Applicants 34
4.50 EMPLOYMENT AUTHORIZATION 35
REQUEST FOR CERTIFICATE OF ELIGIBLES 36
TRANSMITTAL FORM 37
APPLICANT CERTIFICATION 38

5.00 CLASSIFICATION AND COMPENSATION 1
5.01 CLASSIFICATION 1
5.01.1 Class Series 1
5.01.2 Creation of New Occupational Classes 1
5.01.3 Assignment of Salary Ranges for New Occupational Classes 3
5.01.4 Class Specifications 3
5.01.5 Class Specification Revision 3
5.01.6 Mandated Changes to Class Specifications and Minimum Qualifications 4
5.01.7 Class Specifications of Multiple User Agencies 5

5.01.8 Classification Plan Documents 5
5.02 COMPENSATION 5
5.02.1 Coverage of the Variable Compensation Plan (VCP) 5
5.02.3 Pay Range Assignment 7
5.02.4 General Compensation Rules 7
5.02.5 Implementation of Salaries 8
5.03 ALLOCATION OF EMPLOYMENT POSITIONS 9
5.03.1 Reallocation of Positions 9
5.03.2 Reallocations (Upward, Downward, Lateral) 9
5.03.4 Reclassification Authority 11
5.03.5 Reclassification of Positions 11
5.04 APPOINTMENTS 12
5.04.1 Original Appointment and Salary Determination (Probationary) 12
5.04.2 Standard New Hire Salary 12
5.04.3 New Hire Flexibility 12
5.04.3a Agency Head Flexibility 13
5.04.4 Recruitment Flexibility 13
5.04.5 Open-Competitive New Hire 13
5.04.7 Overlap New Hire (Competitive)/Overlap New Hire (Non-Competitive)/New Hire Flexibility 14
5.04.8 New Hire (Non-Competitive) and New Hire Above Salary Step (Non-Competitive) 14
5.04.9 New Hire (Part-Time), New Hire (Time-Limited) and Overlap New-Hire (Time-Limited) 15
5.04.11 Emergency Appointment 16
5.04.12 Reappointment (Return from Authorized Leave of Absence) 17
5.04.13 Reemployment Into the State Service 18
5.04.14 Retiree Employment 19
5.04.15 Dual Employment and Salary Determination 20
5.05 IN-SERVICE MOVEMENT 20
5.05.1 Promotions 20
5.05.11 Promotion (Intra-Agency) 20
5.05.12 Promotion (Inter-Agency) 21
5.05.2 Lateral Transfers 22
5.05.21 Lateral Transfer (Intra-Agency) 22
5.05.22 Lateral Transfer (Inter-Agency) 23
5.05.3 Demotional Transfers 24
5.05.31 Demotional Transfer (Intra-Agency) 24
5.05.32 Demotional Transfer (Inter-Agency) 25
5.05.4 Dual Transfer (Intra-Agency) 26
5.06 DETAIL TO SPECIAL DUTY 26
5.06.1 Compensation for Security Chief Assigned to Office of the Governor 27

5.07 ADMINISTRATION OF ADDITIONAL COMPENSATION SCHEDULES 27
5.07.1 Application of Additional Compensation 27
5.07.2 Agency Authorization for Additional Compensation 27
5.07.3 Certification of Employees for Additional Compensation 28
5.07.4 Occupational Class Authorization or Rescindment of Additional Compensation 28
5.07.5 Forms of Additional Compensation 28
5.08 SPECIAL COMPENSATION PLANS 30
5.10 COOPERATIVE EDUCATION COMPENSATION PLANS 31
5.11 EDUCATIONAL BENCHMARKS 31
5.12 PAY RANGE REALIGNMENT 31
5.12.1 Appropriated Realignment 32
5.12.2 Non-Appropriated Realignment 32
5.12.3 Award of Non-Appropriated Realignment 32
5.13 PRODUCTIVITY 33
5.14 LONGEVITY 33
5.15 EMPLOYER REQUIREMENTS UNDER THE FAIR LABOR STANDARDS ACT OF 1938, AS AMENDED (FLSA) 33
5.16 EMPLOYEE DATA CHANGES 34
5.17 SEPARATIONS 34
5.18 DELEGATION OF REALLOCATION AND REORGANIZATION AUTHORITY 36
5.18.1 Purpose and Authority 36
5.18.2 Overview 38
5.18.3 Formal Agreements 38
5.18.4 Staff Requirements and Training 38
5.18.5 Job Classifications Authorized for Delegated Reallocations 40
5.18.6 Documentation and Record Keeping 40
5.18.7 Audits 41
5.18.10 Notice to Employees in Reallocated Positions 42
5.18.11 Required Documentation Retained by Agencies under Agency Delegation Authority 43
5.19 POSITION-EMPLOYEE PROFILE 47
5.19.1 Descriptive Information 47
5.20 SELECTIVE SERVICE REGISTRATION 51
AGENCY SALARY SURVEY DATA SHEET 55
JOB CONTENT QUESTIONNAIRE 57

6.0 STAFFING MANAGEMENT POLICIES 1
6.10 AUTHORITY AND SCOPE 1
6.10.1 Purpose 1
6.11 ROLE OF AGENCY IN THE STAFFING MANAGEMENT PROGRAM 1
6.11.1 Reporting Data 2
6.12 ESTABLISHMENT AND ABOLISHMENT OF AGENCIES/MASTER AGENCIES 2
6.12.1 Establishment of a New Agency/Master Agency 2

6.12.2 Consolidation of Existing Agencies and/or Master Agencies 2
6.12.3 Inactivation of Agencies/Master Agencies 3
6.12.4 Agency Program Budget Data 3
6.13 ORGANIZATIONAL PLANNING AND POSITION MANAGEMENT 5
6.13.1 The Staffing Planning Cycle 5
6.13.2 Budgeting for Staffing Positions 6
6.13.3 Organizational Planning 6
6.13.3.a Organizational Coding 7
6.13.3.b. Agency Organizational Chart 8
6.13.4 Staffing Guides/Plans/Standards 9
6.13.5 Agency Reorganization 9
6.13.6 Establishment of Positions 10
6.13.7 Abolishment of Positions 11
6.13.8 Swap or Transfer of Positions within Legislative Authority 11
6.13.9 Annual Registration of Authorized Positions 12
6.13.10 Continuation of Position(s) 13
6.13.11 Change in Position Status 14
6.13.12 Position Program Budget Data Change 14
6.14 POSITION COST PROJECTION AND POSITION VALIDATION 14
6.15 STAFFING AUDITS 14
6.15.1 Frequency of Staffing Audits 15
6.15.2 Notification of Staffing Audits 15
6.20 CONTRACT FOR PERSONAL SERVICES 15
6.20.1 Policy Statements 15
6.20.2 Coverage and Scope of the Policies 16
6.30 LEGAL SERVICES CONTRACTS 17
6.30.1 State Statutes 17
6.30.2 Scope and Application of Policies 17
6.30.3 Administrative Procedures 18
SAMPLE ORGANIZATION CHART 19
EXAMPLE OF ORGANIZATIONAL CODING 20

7.0 EMPLOYEE RELATIONS 1
7.10 TRAINING 1
7.10.1 Training Needs 1
7.10.2 Development and Coordination 1
7.10.3 Employee Performance Enhancement Training 1
7.10.4 Implementation of Training Courses 2
7.10.5 Interagency Cooperation 2
7.10.6 Training Costs 2
7.10.7 Guidelines for Development of Agency Training Programs 2
7.10.8 Training Data 2
7.10.9 Out-Service Training 3
7.10.10 Liaison with Educational Institutions and State Service

Agencies 3
7.10.11 Graduate Internship Programs 3
7.20 BENEFITS 3
7.21 WORK ATTENDANCE 3
7.21.1 Holidays 3
7.21.2 Employee Work Schedules 4
7.22 LEAVE 5
7.22.1 Transfer of Leave between Agencies 5
7.22.2 Personal Leave 5
7.22.3 Major Medical Leave 6
7.22.4 Donated Leave for Catastrophic Injury or Illness 8
7.22.5 Compensatory Leave 10
7.22.6 Administrative Leave 11
7.22.7 Leave of Absence 11
7.22.8 Use of Leave During Pregnancy 12
7.22.9 Military Leave 12
7.22.10 Leave Accumulation and Retirement 12
7.22.11 Record Keeping 13
7.22.12 Accrual and Use of Leave by Part-time Employees 13
7.22.13 Mississippi Living Organ Donor Leave 14
7.30 EQUAL EMPLOYMENT OPPORTUNITY 14
7.40 STANDARDS OF EMPLOYEE CONDUCT 15
7.40.1 Attendance 15
7.40.2 Diligence During Work Period 15
7.40.3 Work Performance 16
7.40.4 Sexual Harassment 16
7.40.5 Political Activity 17
7.40.6 Drug-Free Workplace Act of 1988 20
7.50 WORKPLACE VIOLENCE 21
7.60 REDUCTION IN FORCE 21
7.60.1 Furlough 25
7.70 INCENTIVE BONUS AWARD FUNDS 28
7.80 STENNIS AWARD FOR EXCELLENCE IN GOVERNMENT 30
7.90 EDUCATIONAL LEAVE 36
7.90.1 General Professional Development 36
7.90.2 Professional Development Programs 42
7.91 EMPLOYER REQUIREMENTS UNDER FAMILY AND MEDICAL LEAVE ACT OF 1993 43
7.91.1 General Provisions 43
7.91.2 Agency Posting Requirements 43
7.91.3 Definitions for Purposes of FMLA 43
7.91.4 Eligibility 46
7.91.5 Entitlement 47
7.91.6 Substitution of Paid Leave 47

7.91.7 Notice to Agency 48
7.91.8 Designation of Leave as FMLA Leave and Notification to Employee 49
7.91.9 Intermittent Leave or Leave on a Reduced Leave Schedule 50
7.91.10 Medical Certification 51
7.91.11 Restoration 52
7.91.12 Maintenance of Benefits 54
7.91.13 Return to Duty from Family Leave 56
7.91.14 Enforcement 56
EDUCATIONAL ASSISTANCE AGREEMENT 57
REQUEST FOR FEDERALLY FUNDED INCENTIVE BONUS AWARD APPROVAL 59
EMPLOYEE INCENTIVE AWARD LISTING 60
EDUCATIONAL LEAVE REPORT 61
TRAINING REGISTRATION FORM 62

8.0 PERFORMANCE APPRAISAL REVIEW 1
8.10 AUTHORITY AND SCOPE 1
8.20 PURPOSE 1
8.30 APPRAISAL COVERAGE 1
8.40 GENERAL RULES FOR THE PERFORMANCE APPRAISAL REVIEW SYSTEM 1
8.50 RESPONSIBILITY OF AGENCY STAFF 4
8.50.1 Responsibilities of Agency Head 4
8.50.2 Responsibilities of the Agency Personnel Director/Officer 4
8.50.3 Responsibilities of the Rating Supervisor 5
8.50.4 Responsibilities of the First Level Reviewer 6
8.50.5 Responsibilities of the Second Level Reviewer 7
8.50.6 Responsibilities of the Employee 7
8.50.7 Responsibilities of the Review Committee 8
8.60 Appraisal System Process 8
8.60.1 The Beginning of the Appraisal Period 8
8.60.1A Defining Duties 9
8.60.1B Defining Measurable Standards 10
8.60.1C Weight Scale 11
8.60.1D Performance Rating Scale 12
8.60.5 Required Review of Duties/Performance Standards 13
8.60.6 Resolving Differences on Duties/Performance Standards 13
8.60.7 Changes to Duties/Performance Standards 14
8.60.8 Supplemental Employee Performance Folder (SEPF) 14
8.60.9 Review and Feedback Sessions 15
8.60.10 Performance Improvement Plan (PIP) 16
8.60.10A Informal Efforts 16
8.60.10B Formal Performance Improvement Plan 16
8.60.10C Improvement in Performance 18
8.60.10D Continued Performance Below Meets Expectations 19

8.60.11 At the End of the Appraisal Period 19
8.60.11A Narrative Appraisal 19
8.60.11B Appraisal Rating 20
8.60.15 Grievance/Appeals Process 21

8.70 RECORDS MAINTENANCE 21
8.80 TRAINING 22
PERFORMANCE APPRAISAL REVIEW REPORT 23
RECORD OF REVIEW AND FEEDBACK 29
PERFORMANCE IMPROVEMENT PLAN 31

9.0 DISCIPLINE AND CORRECTIVE ACTION 1
9.10 SCHEDULE OF OFFENSES AND AUTHORIZED DISCIPLINARY ACTION 1
9.20 FORMS OF DISCIPLINE 4
9.20.1 Forms of Discipline 4
9.20.2 Documentation of Corrective and Disciplinary Actions 4
9.20.3 Suspension 5
9.20.4 Disciplinary Demotion 5
9.20.5 Dismissal 5
9.20.6 Due Process 6
10.0 GRIEVANCES AND APPEALS 1
10.10 GRIEVANCES 1
10.10.1 Administration of the Grievance Procedure 1
10.10.2 Who May File a Grievance 2
10.10.3 Grievable Issues 2
10.10.4 Non-Grievable Issues 2
General Information 3
GRIEVANCE PROCEDURAL STEPS 4
Step I 4
Step II 4
Step III 5
Step IV 5
TIME LIMIT 6
10.20 SEXUAL HARASSMENT 8
10.20.1 Special Grievance Procedure for Sexual Harassment 9
10.30 SPECIAL AMERICANS WITH DISABILITIES ACT (ADA) GRIEVANCE PROCEDURE 9
10.40 APPEALS 10
10.40.1 Notice of Appellants' Rights 10
10.40.2 Who May Appeal; Actions Which May Be Appealed 11
10.40.3 Exhaustion of Remedies 11
10.40.4 Perfection of Appeal by Timely Filing 11
10.40.5 Content of Notice of Appeal 12
10.40.6 Jurisdiction 12

10.40.7 Parties 12
10.40.8 Filing of Pleadings and Other Documents; Copies to be Made Available 13
10.40.9 Notice To Responding Agency of Filing of Appeal 13
10.40.10 Consolidation of Appeals 13
10.40.11 Assignment of Hearing Officer; Setting of Hearing 13
10.40.12 Continuances; Rescheduling of Hearings 14
10.40.13 Motions 14
10.40.14 Witnesses 15
10.40.15 Subpoenas 15
10.40.16 Failure to Appear at Hearing 17
10.40.17 Conduct of Hearing 17
10.40.18 Evidence 17
10.40.19 Preservation of Record of Hearing; Transcription of Record of Hearing 18
10.40.20 Employee Appeals Board Copy Fees 18
10.40.21 Order of Proof; Burden of Proof 18
10.40.22 Order To Be Filed Upon Completion of Hearing 19
10.40.23 Compliance with Orders 19
10.40.24 Relief To Be Granted 19
10.40.25 Bill of Exceptions 19
10.40.26 Review by the Full Board 20
10.40.27 Judicial Review 21
10.40.28 Pleadings and Briefs 21
10.40.29 Assessment of Fees and Costs 21
10.40.30 Computation of Time 21
10.40.31 Judicial Conduct 21
10.40.32 Amendment of Rules; Validity of Rules; Enforcement of Rules 21
GRIEVANCE FORM 23
NOTICE OF APPEAL BEFORE THE MISSISSIPPI EMPLOYEE APPEALS BOARD 25
ADA GRIEVANCE FORM 28

G.0 GLOSSARY 1

NOTE: For links to current human resources laws, guidelines, and related resources, please visit the Mississippi State Personnel Board website at: www.spb.state.ms.us