MISSISSIPPI STATE PERSONNEL BOARD

POLICY AND PROCEDURES MANUAL

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Effective Date: 03/01/2010

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CHAPTER 1 – INTRODUCTION

1.0 ABOUT THIS MANUAL

This manual is effective as of March 1, 2010. The most up-to-date version of this manual is always located on the Mississippi State Personnel Board web site at http://www.mspb.ms.gov. As an official product of state government, this document is in the public domain and may be copied or redistributed without restriction.

1.0.1 Scope and Intent of the Manual

This manual contains the policies and rules of the Mississippi state employment service and applies to all employees placed under the purview of the Mississippi State Personnel Board by Mississippi Code Annotated § 25-9-101, *et seq.*, and other pertinent laws. This volume supersedes all previous editions.

The purpose of this manual is to provide a standardized, comprehensive system of human capital administration consistent with Mississippi's laws. In addition, the policies, rules, and procedures contained herein should be followed in a manner consistent with any federal statutes or regulations which are applicable to a particular agency. If any part of this manual is inconsistent with such federal law or regulation, the federal law takes precedence.

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

> 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.

1.0.2 Amendments to this Manual

The Mississippi State Personnel Board may amend the policies, rules, and procedures, which establish and maintain the state human capital system as circumstances and conditions require. Any appointing authority, agency head, or member of the Personnel Advisory Council operating under the Mississippi 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.

1.1 MISSISSIPPI STATE PERSONNEL BOARD

The Mississippi State Personnel Board (hereinafter referred to as "MSPB") consists of five members appointed by the Governor for staggered five year terms. The MSPB holds meetings at least once a month as provided in Mississippi Code Annotated § 25-9-113. All MSPB 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 MSPB may make and enforce reasonable rules and regulations for the conduct of persons attending its meetings. Minutes of all 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 MSPB, and are available to the public during business hours a reasonable time after recess or adjournment.

The MSPB, as the governing authority for the statewide human capital system as established in Title 25, Chapter 9 of Mississippi Code Annotated, has delegated much of its authority to the MSPB Executive Director (hereinafter referred to as "Executive Director"), who may act on behalf of the Board when such action is necessary for the timely, effective, and efficient implementation of the state's human capital system; the day-to-day business of the MSPB is therefore carried out by the state agency also known as the MSPB.

Following an organizational restructuring in 2009, MSPB is divided into six sections. Agency directors, personnel officers, personnel assistants, and members of the public requiring assistance are urged to direct any inquiry to the MSPB staff section assigned the applicable responsibility. Functional assignments are outlined below. If you are unsure where to direct your inquiry, contact the MSPB switchboard at (601) 359-1406 or your agency's Human Capital Core Processes Consultants.

For a complete listing of MSPB employees, go to http://www.mspb.ms.gov.

Executive Office — (601) 359-2702

Agency Budget ♦ Annual Report ♦ Executive Support ♦ General Administration ♦ Strategic Planning ♦ Discipline ♦ Employee Handbook ♦ Policy Development and Interpretation ♦ Grievances ♦ Leave Administration ♦ Federal Employment Laws ♦ Legal Questions ♦ Statutes relating to Mississippi State Personnel Board Matters

Employee Appeals Board — (601) 359-2982

Appeals Filing ♦ Appeals Scheduling ♦ General Appeals Information

Office of Human Capital Core Processes — (601) 359-2725

Benchmarks ♦ Compensation Surveys ♦ Class Specifications ♦ Consultative Services ♦ Job Classification ♦ Job Description Development and Validation ♦ Job Reclassification ♦ Staffing Management ♦ Organizational Charts ♦ Transactions Processing ♦ Program Budget ♦ Salary Certification ♦ Technical Assistance ♦ Application Evaluation ♦ Application Storage ♦ Certification of Eligible Applicants to Agencies ♦ Consultative Services ♦ Organizational Studies ♦ New Hire Flexibility ♦ Recruitment Flexibility ♦ Agency Head Flexibility ♦ Promotional Flexibility ♦ Recruitment Announcements ♦ Substitution of Education and Experience

Office of Workforce Planning — (601) 359-1406

Agency Sponsored On-Site Training ♦ Career Pathing ♦ Consultative Services ♦ Electronic Training Center ♦Internship Programs ♦ Management Certification Programs ♦ Organizational Design ♦ Performance Review ♦ Professional Development Courses ♦ Succession Planning ♦ Support Staff Certification Programs ♦ Talent Management ♦ Technical Assistance ♦ Training Certification ♦ Training Evaluation ♦ Training Needs Assessments ♦ Training Programs ♦ Workforce Analysis

Personal Service Contract Review Board — (601) 359-6517

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

Office of Administrative Services — (601) 359-2758

Data Management ♦ Special Reports ♦ Technical Assistance ♦ MSPB Personnel Office ♦ MSPB Business Office ♦ Information Systems ♦ Performance Measures ♦ Cost Center Budgeting ♦ Communications ♦ Outreach ♦ Business Continuity ♦ Grant Writing

1.2 PUBLIC RECORDS ACT REQUESTS

The MSPB complies with requests for information under the Mississippi Public Records Act of 1983, Mississippi Code Annotated § 25-61-1, *et seq.*, 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 by U.S. mail to the MSPB Executive Director, Mississippi State Personnel Board, 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 MSPB Executive 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

working days of the receipt of the request. If the MSPB Executive Director determines that the records requested are exempt or privileged under the law, he or she 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 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, plus computer time and paper cost

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

Other printed materials ..... Actual cost

Mailing.....Actual cost

The MSPB Executive 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.

1.3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM

The Statewide Payroll And Human Resource System (SPAHRS) is the repository of record for agencies which fall under the purview of the MSPB. Transactions entered through SPAHRS are considered to be initiated and approved by the head of the submitting agency. Once entered, transactions are automatically forwarded to the proper reviewer at the MSPB for approval or disapproval. Transactions which are invalid, incorrect, or incomplete will be returned to the submitter without action, with notes attached indicating items that must be corrected prior to

resubmission. SPAHRS is maintained by the Mississippi Management and Reporting System, hereinafter referred to as "MMRS," within the Department of Finance and Administration. For more information on SPAHRS, including training and reference materials, contact the MMRS Helpdesk at (601) 359-1343 or see the SPAHRS website at http://www.mmrs.state.ms.us/statewide_applications/SPAHRS.

CHAPTER 2 – DEFINITIONS

2.0 INTRODUCTION

This chapter contains definitions which are used throughout this manual. However, if anything in this chapter is found to be inconsistent with any state or federal statute, the statute takes precedence.

2.1 STATE SERVICE

"State Service" shall mean all employees of state departments, agencies, and institutions as defined in Mississippi Code Annotated § 25-9-101, *et seq.*, except § 25-9-107(c).

A. SPAHRS shall automatically place all state service employees in a probationary status upon original appointment and reemployment. The probationary period shall be the initial twelve months of service. State service employees who have served a full twelve month probationary period shall retain permanent status as long as they maintain continuous state service. (Mississippi Code Annotated § 25-9-127.)

B. A probationary period shall be required when transferring a current non-state service status employee into a permanent state service position within the same agency or into a different agency. Time spent in a non-state service position of the same classification or of a higher classification within the same job class series may be counted toward the probationary period upon approval by the MSPB Executive Director. (Mississippi Code Annotated § 25-9-143.)

C. Extended probationary status shall be assigned only to those employees previously exempted from the selection process as a result of pending litigation. (Mississippi Code Annotated §§ 25-9-139; 143.)

2.1.1 Conferment of Permanent State Service Status

Employees not otherwise excluded from the state service, with at least twelve months continuous state service in an agency and who have not been assigned extended probationary status, shall have permanent state service status. (Mississippi Code Annotated §§ 25-9-127; 143.) SPAHRS will automatically update the status of employees who have completed the twelve-month probationary period.

Upon original appointment into state service, each incumbent shall automatically receive a status date the same as the hire date. This date reflects the beginning date of the incumbent's status in state service. The term "Probationary" will automatically be placed in the "Employee Status" field when the transaction is processed. Upon completion of twelve months of continuous state service, each employee shall attain permanent state service status and the term "Permanent" will automatically be placed in the "Employee Status" field by SPAHRS.

Once an employee has attained permanent state service status, the status date shall remain the same on any requests for in-service movement except in the following cases: state service to non-state service; non-state service to state service; and litigated classes to state service.

Any request processed for in-service movement in the above-mentioned cases shall automatically reset the status and the status date of the employee to the effective date of the transaction.

2.2 NON-STATE SERVICE

All personnel transactions in the non-state service shall be effected through appointments to authorized employment positions by the appointing authority. The Office of Human Capital Core Processes shall be notified of each appointment and may acknowledge the appointment. (Mississippi Code Annotated § 25-9-107(c).)

To ensure that the Office of Human Capital Core Processes is informed of all appointments to authorized vacant non-state service positions under the salary setting authority of the MSPB, all human capital transactions pertaining to personnel in these non-state service positions shall be submitted through SPAHRS in accordance with the procedures contained herein. Requests for salary certifications shall be acknowledged, rather than certified, by the MSPB for non-state service employees not under the salary setting authority of the MSPB.

2.2.1 Non-state Service Appointment

Unless otherwise provided for by law, the appointing authority shall determine job qualifications for non-state service employees. "Nonstate service" is defined by Mississippi Code Annotated § 25-9-107(c) as follows:

> "Non-state service" shall mean the following officers and employees are excluded from the state service by this chapter. The State Personnel Director acknowledges the appointing authority actions for the following, which are excluded from the state service:

(i) Members of the State Legislature, their staffs and other employees of the legislative branch;

(ii) The Governor and staff members of the immediate office of the Governor;

(iii) Justices and judges of the judicial branch or members of appeals boards on a per diem basis;

(iv) The Lieutenant Governor, staff members of the immediate office of the Lieutenant Governor and officers and employees directly appointed by the Lieutenant Governor;

(v) Officers and officials elected by popular vote and persons appointed to fill vacancies in elective offices;

(vi) Members of boards and commissioners appointed by the Governor, Lieutenant Governor, or the State Legislature;

(vii) All academic officials, members of the teaching staffs and employees of the state institutions of higher learning, the State Board for Community and Junior Colleges, and community and junior colleges;

(viii) Officers and enlisted members of the National Guard of the State;

(ix) Prisoners, inmates, student or patient help working in or about institutions;

(x) Contract personnel; provided, that any agency which employs state service employees may enter into contracts for personal and professional services only if such contracts are approved in compliance with the rules and regulations promulgated by the State Personal Service Contract Review Board under Section 25-9-120(3). Before paying any warrant for such contractual services in excess of One Hundred Thousand Dollars ($100,000.00), the Auditor of Public Accounts, or the successor to those duties, shall determine whether the contract involved was for personal or professional services, and, if so, was approved by the State Personal Service Contract Review Board;

(xi) Part-time employees; provided, however, part-time employees shall only be hired into authorized employment positions classified by the board, shall meet minimum qualifications as set by the board, and shall be paid in accordance with the Variable Compensation Plan as certified by the board;

(xii) Persons appointed on an emergency basis for the duration of the emergency; the effective date of the emergency appointments shall not be earlier than the date approved by the State Personnel Director and shall be limited to thirty (30) working days. Emergency appointments may be extended to sixty (60) working days by the State Personnel Board;

(xiii) Physicians, dentists, veterinarians, nurse practitioners and attorneys, while serving in their professional capacities in authorized employment positions who are required by statute to be licensed, registered or otherwise certified as such, provided that the State Personnel Director shall verify that the statutory qualifications are met prior to issuance of a payroll warrant by the auditor;

(xiv) Personnel who are employed and paid from funds received from a federal grant program, which has been approved by the Legislature or the Department of Finance and Administration whose length of employment has been determined to be time-limited in nature. This paragraph shall apply to personnel employed under the provisions of the Comprehensive Employment and Training Act of 1973, as amended, and other special federal grant programs which are not a part of regular federally funded programs wherein appropriations and employment positions are appropriated by the Legislature. Such employees shall be paid in accordance with the Variable Compensation Plan and shall meet all qualifications required by federal statutes or by the Mississippi Classification Plan;

(xv) The administrative head who is in charge of any state department, agency, institution, board or commission, wherein the statute specifically authorizes the Governor, board, commission or other authority to appoint said administrative head; provided, however, that the salary of such administrative head shall be determined by the State Personnel Board in accordance with the Variable Compensation Plan unless otherwise fixed by statute;

(xvi) The State Personnel Board shall exclude top-level positions if the incumbents determine and publicly advocate substantive program policy and report directly to the agency head, or the incumbents are required to maintain a direct confidential working relationship with

a key excluded official. Provided further, a written job classification shall be approved by the board for each such position, and positions so excluded shall be paid in conformity with the Variable Compensation Plan;

(xvii) Employees whose employment is solely in connection with an agency's contract to produce, store or transport goods, and whose compensation is derived there from;

(xviii) Repealed;

(xix) The associate director, deputy directors, and bureau directors within the Department of Agriculture and Commerce;

(xx) Personnel employed by the Mississippi Industries for the Blind; provided, that any agency may enter into contracts for the personal services of MIB employees without the prior approval of the State Personnel Board or the State Personal Service Contract Review Board; however, any agency contracting for the personal services of an MIB employee shall provide the MIB employee with not less than the entry level compensation and benefits that the agency would provide to a full-time employee of the agency who performs the same services; and

(xxi) Personnel employed by the Mississippi Department of Wildlife, Fisheries, and Parks and the Mississippi Department of Marine Resources as law enforcement officer trainees (cadets); such personnel shall be paid in accordance with the Colonel Guy Groff State Variable Compensation Plan.

2.2.2 Salary Certification

Salaries for appointment to non-state service positions shall be certified in accordance with the provisions governing appointments. (See Mississippi Code Annotated § 25-9-119 (2)(c)(i) and (ii)).

Salary certification for administrative officers, deputies, bureau chiefs, and directors who report directly to the department, agency, institution, or commission, unless otherwise set by statute shall be determined by the appointing authority and the MSPB not to exceed the end of the salary range assigned.

2.2.3 Notification of Non-state Service Status

Each applicant who accepts appointment to a non-state service position shall be given written notice by the appointing authority that permanent state service status will not be attained while employed in that position and that the State of Mississippi is under no obligation to continue their employment in such a position.

Permanent state service status employees who accept appointment to a non-state service position lose their permanent employment status at the time of the appointment, except under the provisions of Mississippi Code Annotated § 25-9-125, and shall be so notified in writing prior to the appointment.

2.2.4 Hiring under Emergency Conditions

Authority to hire under emergency conditions is defined as hiring personnel in order that appropriate care and protection for life or property may be implemented or maintained. Salary certification for emergency appointments shall be at the start salary of a given classification.

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CHAPTER 3 – RECRUITMENT

3.0 INTRODUCTION

Following an organizational restructuring of the MSPB in 2009, the functions of recruitment have been subsumed into the Office of Human Capital Core Processes. Any questions regarding these functions should be addressed to your Human Capital Core Processes Consultants.

The MSPB Executive Director shall administer a recruitment program (Mississippi Code Annotated § 25-9-119 (2)(c)). This program shall ensure the fair and equitable treatment of all applicants without regard to political affiliation, race, national origin, sex, religious creed, age, or disability. (Mississippi Code Annotated § 25-9-149 and Intergovernmental Personnel Act Programs: Standards for a Merit System of Personnel Administration, 5 C.F.R. §§ 900.603; 900.604).

3.1 RECRUITMENT PROGRAMS

Recruitment shall be tailored to the number and nature of positions to be filled and to labor market conditions. The recruiting efforts of the Office of Human Capital Core Processes and agencies will be coordinated and carried out in a timely manner.

3.1.1 Open Consideration of Qualified Candidates

The MSPB Executive Director shall respond to agency needs by developing methods of reaching qualified applicants. Recruitment efforts for initial appointments shall be planned and carried out in a manner that ensures open competition and equal consideration of all qualified candidates, except as provided in Section 4. Recruitment activities may include, but not be limited to, contact with institutions and organizations, personal contact, and public announcements.

3.1.2 Regular Recruitment

The MSPB Executive Director shall initiate recruitment efforts in response to current or projected agency staffing requirements. Agencies that anticipate vacancies due to circumstances such as a termination, transfer of an employee, or authorization for additional positions, may request that those positions be placed on recruitment to build a list of eligible applicants. Recruitment to build a list of eligible applicants may be authorized by the MSPB Executive Director.

Agencies will use the SPAHRS Recruitment Master List screen to request recruitment to build a list of applicants. Agencies using the SPAHRS Recruitment Master List screen are requested to notify the MSPB Executive Director when an appointment has been made to the position. The position will be assigned a closing date of five working days from the date of notification.

3.1.3 Special Recruitment

The MSPB Executive Director may initiate additional recruitment efforts for certain difficult-to-fill job classifications or upon agency requests. In order for the MSPB Executive Director to coordinate agency recruitment efforts, agencies will advise the MSPB Executive Director five working days in advance when planning is initiated for any and/or all recruitment

efforts and/or advertising. Notification is essential to enable the MSPB Executive Director to ensure that the agency recruitment efforts are in accordance with state policy and procedure.

Agencies that require assistance from the MSPB Executive Director in developing special recruitment plans must notate on the SPAHRS Recruitment Master List screen the obstacles that inhibit recruitment. Information must include, in detail, any special qualification required, and the reason for the requirement, noted in the area designated for notes on the screen. The MSPB Executive Director determines the dates and length of the special recruitment period.

3.1.4 Authority to Take a Position off Recruitment

Positions placed on recruitment may be assigned a closing date due to, but not limited to, the following circumstances:

A. a vacancy has been filled;

B. there is an adequate list of eligible applicants;

C. a class specification revision has been initiated; or

D. there is a request by the appointing authority.

Positions placed on recruitment for an indefinite period may not be assigned a closing date until an adequate list of names is acquired or a vacancy is filled. The authority to take a position or occupational class off recruitment rests with the MSPB Executive Director.

3.1.5 Determination to Place a Position on Recruitment

The decision to recruit for a position or occupational class may be determined by the following:

A. the number of names currently on the List of Eligibles (per request);

B. the number of positions in the occupational class (per request);

C. the adequacy of the existing list and the length of eligibility time remaining for applicants; and/or

D. special qualifications under which an agency desires recruitment.

The final determination to place a position or occupational class on recruitment shall rest with the MSPB Executive Director.

3.1.6 Length of Recruitment

Once a position or occupational class has been placed on recruitment, it may be recruited continuously in accordance with Sections 3.2 and 3.3 until it is taken off recruitment in accordance with Section 3.1.4. The MSPB Executive Director may elect to take the position off recruitment when deemed appropriate.

3.1.7 Non-State Service Recruitment

The MSPB Executive Director does not determine recruitment programs for non-state service positions. However, recruitment or advertising for these positions must be coordinated with the MSPB Executive Director in accordance with the advertising requirements below.

Agencies with non-state service positions that wish to recruit may request assistance from the MSPB Executive Director. Staff will be available to assist in the development of a plan for recruitment that addresses procedures such as posting of announcements, advertising, evaluation, and referral procedures for applicants.

3.2 RECRUITMENT ANNOUNCEMENTS

Recruitment announcements shall, at a minimum, be listed on the MSPB web site. All recruitment announcements shall be advertised for not less than five working days.

3.3 CONTENT OF ANNOUNCEMENT

Recruitment announcements may contain the MSPB class specification of the vacancy or the equivalent of a Mississippi Department of Employment Security job announcement, including the following: title of the position, summary of education and experience requirements, beginning and ending dates of recruitment, salary, and geographic location.

3.4 ADVERTISING

For special recruitment purposes, the MSPB Executive Director may utilize advertising to supplement the public notice requirements above.

3.4.1 Agency Advertising Efforts

Agencies **MUST** coordinate their advertising efforts with the MSPB Executive Director. Commercial advertising shall be at the expense of the requesting agency unless the MSPB sponsors the advertising and provides the agency with prior written confirmation of sponsorship. Prior notification will ensure that:

A. the job title is correct and the position is placed on open recruitment;

B. the brief summary of education and experience requirements is reviewed for consistency;

C. special qualifications are developed (when applicable);

D. the statement “An Equal Opportunity Employer” is included in the advertisement;

E. the MSPB Executive Director is aware of the agency’s intentions and will be able to provide information to applicants regarding the advertisement;

F. agency advertisements do not request that resumes be forwarded to the MSPB or the local Mississippi Department of Employment Security Workforce Investment Network (WIN) job centers. Any exception to this procedure must be approved by the MSPB Executive Director;

G. the address where applications are to be sent is correct on the advertisement; and

H. the MSPB Executive Director may determine the dates and length of the advertising.

Agencies may coordinate recruitment efforts with the MSPB by forwarding a copy of the advertisement to their assigned Office of Human Capital Core Processes Consultant via email.

3.4.2 Notice of Advertising

Appointing authorities will notify the MSPB Executive Director at least five working days prior to all recruitment advertising, whether the advertising is donated, paid for by the agency, or sponsored and paid for by the MSPB.

3.5 RECRUITMENT AND COUNSELING

The MSPB will provide information and assistance to state agencies and applicants. These services may include, but are not limited to: recruitment efforts; the processing of applications; and counseling/assistance regarding the evaluation and selection processes.

3.6 EXEMPT STATUS RECRUITMENT AND SELECTION

The MSPB Executive Director does not determine recruitment programs for job classes or positions exempted under section 4.2.9. However, recruitment or advertising for these classifications must be coordinated with the MSPB Executive Director in accordance with the requirements above.

CHAPTER 4 – SELECTION

4.0 INTRODUCTION

Following an organizational restructuring of the MSPB in 2009, the functions of selection have been subsumed into the Office of Human Capital Core Processes. Any questions regarding these functions should be addressed to your Human Capital Core Processes Consultants.

4.1 APPLICANT PROCESSING

The MSPB shall set forth standardized procedures for processing applications, uniformly evaluating training and experience, maintaining lists of eligibles, and certifying eligibles.

4.2 THE APPLICATION PROCESS

4.2.1 Application Form

A. All applications for state service positions and the non-state service positions in Section 4.4.1 shall be on the State of Mississippi Application.

B. The MSPB Executive Director shall be responsible for the format of and may amend the State of Mississippi Application as needed.

C. The MSPB Executive Director may require that only the original State of Mississippi Application be accepted by the MSPB for evaluation. Photocopied State of Mississippi Applications may be returned without consideration.

4.2.2 When Applications Shall Be Filed

A. The MSPB Executive Director may establish procedures, which allow the following employees and/or applicants to file applications for employment at any time:

   1. current employees with at least six months of continuous service;

   2. persons who were terminated from the state service due to a Reduction in Force (RIF) within the last twelve months;

   3. former employees who left the state service in good standing within the past twelve months, and who had completed at least six months of continuous employment.

B. Applicants not meeting the criteria for the above must file an application during a period when the job class is listed on the MSPB's Active Recruitment List.

C. Applicants for job classifications on open recruitment shall file all applications on or prior to the closing date specified in the announcement.

4.2.3 Locations Where Applications May Be Filed

A. Applications for state service positions may be filed at the MSPB in Jackson, the Mississippi Department of Employment Security Workforce Investment Network (WIN)

job centers statewide, or at any other location where the necessary technology is made available. The MSPB may provide for the filing of applications at additional locations.

B. An individual is not considered a bona fide applicant until the application is received by either the MSPB or the Mississippi Department of Employment Security. Individuals who file an application directly with a state agency/board, etc., are not considered a bona fide applicant until the application is received by the MSPB.

C. Applications for positions and job classifications falling under Section 4.2.9 shall be exempt from this section.

4.2.4 Who May Apply For State Employment

A. An applicant is defined as any individual who files his or her State of Mississippi Application in accordance with Sections 4.2.1, 4.2.2, and 4.2.3.

B. All State of Mississippi Applications shall be signed by the applicant, and the truth of the statements contained within the application shall be certified by the applicant's signature. If the application is submitted electronically, all statements in the application are considered true and correct. The applicant's signature is required when an offer of employment is made by the appointing authority.

C. The MSPB Executive Director shall have final authority in determining the validity of the application.

D. A State of Mississippi Application determined to be invalid shall be returned to the applicant.

E. A State of Mississippi Application returned as invalid and subsequently re-submitted must meet the validity requirements effective on the last date received.

F. Agencies may submit a State of Mississippi Application for agency-only non-competitive promotion with a formal petition for approval.

4.2.5 Evaluation of Experience and Training

A. All prospective or current state service employees shall have their State of Mississippi Application formally evaluated prior to appointment or promotion except as provided in these rules. The MSPB shall uniformly evaluate the qualifications of applicants as stated in their State of Mississippi Application. Applicants shall be evaluated without regard to political affiliation, race, national origin, sex, religion, creed, age, or disability except as provided by law.

B. All State of Mississippi Applications received at the MSPB are reviewed to assess the applicant's training and experience as listed in the application to determine qualifications for the job class for which the applicant is applying. All college education and training related to the position for which application is made shall be assessed at a maximum of 120 semester hours (or the equivalent) for a Bachelor's degree; a maximum of 150 semester hours (or the equivalent) for a Master's degree; a maximum of 180 semester hours (or the equivalent) for a Specialist degree; and 210 semester hours (or the

equivalent) for a doctoral degree. All experience entries listed on the application related to the position for which the application is made, including military, paid, and unpaid volunteer work, shall be assessed at a maximum of forty hours per week. This forty hour limit will also apply where a combination of related work is gained through concurrent jobs. The applicant must meet the minimum requirements outlined in the current active class specification.

C. The MSPB Executive Director along with the agencies may develop evaluation aid(s) to assist in uniformly assessing training and experience for given job titles.

4.2.6 Additional Documentation Supplied for Evaluation

A. Applicants may be required to submit proof of the possession of any license, certificate, degree, or other evidence of eligibility or qualification required by state law, class specification or evaluation aid. Applicants may be disapproved for failure to provide the requested documentation.

B. Applicant(s) will be notified in writing regarding additional information or documents necessary to complete processing of application(s).

4.2.7 Verification of Experience and Training

A. An applicant's educational record and work history may be investigated by the MSPB Executive Director or the hiring agency.

B. Investigative procedures may include but not necessarily be limited to contacting present and previous employers and/or schools, colleges, or other institutions to verify information contained in the State of Mississippi Application or related documents supplied by the applicant and/or the hiring agency.

C. The appointing authority may require the applicant to submit proof of the possession of any license, certificate, degree, or other evidence of eligibility or qualification required by state or federal law, class specification or evaluation aid.

D. The hiring agency shall ultimately be held accountable for verifying the correctness of information recorded in the State of Mississippi Application.

4.2.8 Falsification of Experience and Training

A. Should an agency, after investigation, discover an applicant's State of Mississippi Application to be falsified, the agency should immediately inform the MSPB Executive Director of such falsification in writing. The MSPB Executive Director may remove the applicant from consideration as provided for in Section 4.5.3.

B. The falsification of a State of Mississippi Application by a state employee may result in dismissal, suspension for up to thirty days, demotion to the previous position and pay level, or a combination thereof.

C. When such action is taken, written notification will be mailed to the applicant's last known mailing address.

4.2.9 Non-Competitive Initial Appointments

A. Non-competitive appointments to occupational classes exempted from the selection process by state law or by action of the MSPB are not required to be made from a Certificate of Eligibles. The MSPB Executive Director only certifies the candidates referred by the appointing authority who meet the minimum requirements for the occupational class.

B. Exempt classifications may consist of, but are not limited to, the following: (1) skilled or semi-skilled labor, domestic or custodial work; (2) classifications which involve professional or technical skills not normally available in the general applicant population and for which recruiting procedures produce recurring deficiencies; (3) classifications which include a small number of positions; (4) classifications which are unique to a particular agency; (5) classifications which have high turnover rates, and (6) classifications which require professional licensure and/or certification.

C. The MSPB Executive Director shall review agency proposed classifications or positions and make recommendations to the MSPB to develop a list of job classifications exempt from the use of Certificates of Eligibles. The list of exempt classifications may be furnished to the agencies.

D. Agencies may request classifications be reinstated to a competitive appointment basis and may recommend changes to the list of exempt classifications.

E. Exempt classifications may apply to entire classifications or specific positions assigned to a classification.

F. The appointing authority shall submit a current State of Mississippi Application to the MSPB Executive Director. The applicant is required to meet the minimum qualifications to be certified for the class or position.

G. Incumbents in positions exempt by actions of the MSPB have the same rights as any other state-service employee.

H. Each agency is responsible for ensuring that its workforce complies with all state and federal laws, guidelines, and court orders regarding equal opportunity employment.

4.3 APPLICANT EVALUATION BASED ON MINIMUM QUALIFICATIONS

Applicant’s qualifications shall be evaluated to determine if they meet the minimum requirements for the position for which they applied. Established standards shall be uniformly applied to all applications without regard to the applicant's political affiliation, race, national origin, sex, religion, creed, age, or disability except as provided by law.

4.3.1 Minimum Qualifications

The minimum qualifications for an occupational class shall consist of the minimum qualifications listed on the class specification plus any special qualifications for the position applied for as requested by an agency and as approved by the MSPB Executive Director.

A. An applicant's training and experience background, as stated on the State of Mississippi Application, is reviewed in detail to determine qualifications for the position applied for, in line with the approved minimum requirements in the class specification, applicable evaluation aids and any special qualifications levied by the user agency as approved by the MSPB Executive Director.

B. The Executive Director of the Mississippi State Personnel Board shall determine a formula for the evaluation of the training and experience qualifications of applicants. This formula shall give due regard to relatedness as well as quantity of the training and experience.

C. An applicant not meeting the minimum educational qualifications may be allowed to submit an application if, as a result of the completion of further educational work, the applicant shall fully meet the requirements within the six month period immediately following the closing date for receipt of a~~n~~ State of Mississippi Application.

D. An applicant who is qualified under the six month provision shall be eligible for placement on the List of Eligibles. Failure to complete the qualifying level of education shall necessitate removal of the applicant's name from the List of Eligibles. No applicant qualifying under the six month provision may be appointed into a state service position prior to meeting minimum qualifications of the classification. It is the responsibility of the hiring agency to verify completion of the required education prior to appointment.

4.3.2 Notification of Failure to Meet Minimum Qualifications

A. A standardized letter approved by the MSPB Executive Director shall be sent by mail to all applicants who do not meet the minimum qualifications of the occupational class for which they have made application.

B. An applicant shall have the right to make a written request for the review of the disapproval by the Director of the Office of Human Capital Core Processes.

4.3.3 Waiver of Minimum Qualifications

An appointing authority within the state service may formally request in writing that the MSPB waive the minimum training and experience requirements required for entry into an occupational class, thereby allowing the appointment of an individual who does not meet the minimum qualifications as listed on the class specification.

Where employees do not possess the minimum qualifications necessary for promotions, demotions, transfers, or reallocations, agencies shall submit the prescribed forms necessary to document possession of knowledge, skills, and abilities necessary to perform in the proposed position. Requests for waiver of minimum qualifications must be approved by the MSPB.

A. There shall be no consideration given to waiving minimum requirements for original appointments.

B. The MSPB shall review all requests by state agencies to waive minimum qualifications of a class specification to accomplish movements within state service.

C. The MSPB shall consider but shall not limit its consideration to the following when reviewing a request to waive minimum qualifications:

1. The amount of related experience as demonstrated by a current State of Mississippi Application; Job Content Questionnaire; enumeration of Knowledge, Skills, and Abilities (KSAs); and Performance Review duties/performance standards;

2. The number of related college credit hours;

3. The number of years of related experience;

4. The availability of qualified employees and applicants;

5. The feasibility of a trainee classification; and

6. Applicable federal and state statutes, licensure, certification, and registration requirements.

D. A waiver of minimum qualifications approved by the MSPB applies only to the classification for which the waiver was requested.

E. Decisions of the MSPB shall be final and no further consideration of a request for waiver shall be afforded.

F. Requests for waivers of minimum qualifications by state agencies shall include:

1. Relevant position-employee data;

2. State of Mississippi Application;

3. Job Content Questionnaire (current and proposed position);

4. Letter of Justification including but not limited to:

   i. demonstration that no qualified employee or applicant is available;

   ii. explanation of why subject employee was chosen and/or best qualified; and discussion of alternative actions.

5. Organizational Chart of the unit where the position is located along with functional statements for the unit;

6. Performance Appraisal Duties/Performance Standards (proposed position);

7. Enumeration of KSAs derived from JCQ task statements (proposed position).

4.3.4 Substitution of Minimum Qualifications

An employee or applicant who possesses the substantial equivalent of the minimum qualifications may request in writing that the MSPB Executive Director substitute the substantial equivalent of education/training and experience for the minimum qualifications required for entry into an occupational class, thereby allowing the certification to the list of eligibles or in-service movement of an individual not otherwise meeting the stated minimum qualifications.

A. There shall be no consideration given to the substitution of equivalent education/training or experience where relevant licensing, certification, or similar requirements, or where state or federal statutes or regulatory guidelines preclude evaluation on this alternative basis.

B. The MSPB Executive Director shall appoint a committee of staff members to review all requests.

C. The review committee shall consider, but not limit its consideration to, the amount of related experience and formal education/training as documented by a State of Mississippi Application.

D. Decisions of the review committee shall be binding; however, final consideration may be made by the MSPB Executive Director upon written justification submitted by the employee, applicant, and/or agency.

E. Requests for substitutions of the substantial equivalent of training and experience by applicants, employees, or agencies may include:

    1. Detailed and current State of Mississippi Application;

    2. Letter of request;

    3. Transcript of related college credit hours;

    4. Certificates of completion of any related training courses where applicable; and

    5. Other pertinent documents deemed necessary by the review panel.

4.3.5 Special Qualifications

A special qualification is an additional requirement used in conjunction with the minimum qualifications of a job class to designate specific skills, abilities, education, and/or experience necessary for a particular position.

A special qualification may be utilized when requesting a Certificate of Eligibles (COE), or when requesting a job classification be placed on recruitment. In either case, the special qualification must be approved by the MSPB Executive Director prior to usage. Upon approval of the request for a special qualification, the MSPB staff will automatically begin the process of evaluating the application of those individuals whose names currently appear on the List of Eligibles (LOE) for the job class to determine if they meet the special qualification. Names of applicants meeting the special qualification will be placed on the Certificate of Eligibles (COE)

in accordance with MSPB policies. If, at the end of this process, the COE contains the required number of names (ten or more), the COE, along with copies of the applications, will be forwarded to the requesting agency. No open recruitment is required. Should this process yield an insufficient number of names (nine or fewer), the MSPB Executive Director will automatically place the job on open recruitment with the special qualification attached. No additional justification is required to place the job on recruitment.

When requesting the use of a special qualification, the following shall be in effect:

A. In no case shall the special qualifications exceed the minimum qualifications as outlined on the class specification for the job class. For example, the minimum qualifications might read: A bachelor's degree from an accredited four-year college or university and seven years of experience. A valid special qualification might read: A bachelor's degree in biology and four of the seven years of experience must have been in a laboratory environment.

B. Special qualification requests must contain the following documentation:

   1. A detailed explanation of the need for a special qualification which includes a description of the specific skills, abilities, education, and/or experience required and why;

   2. Copies of any federal or state regulations, guidelines, statutes or case law which are relevant to qualifications of the position; and

   3. Additional documentation as may be specified by the MSPB Executive Director.

C. The MSPB Executive Director shall have the authority to modify and/or deny any request for special qualifications.

D. Exceptions to this policy will be reviewed on a case-by-case basis by the MSPB Executive Director.

4.4 MSPB SELECTION AUTHORITY OVER NON-STATE SERVICE PERSONNEL

4.4.1 Non-State Service Personnel Evaluation

The MSPB Executive Director only acknowledges the appointment of non-state service personnel except as provided by statute and regulations prescribed pursuant to statute.

A. Part-Time Positions - The appointing authority shall submit position-employee data along with a copy of a current State of Mississippi Application and other required documentation to the MSPB Executive Director when appointing to part-time positions. The individual to be appointed must meet the minimum qualifications for the occupational class as set by the MSPB and be certified as such prior to appointment unless otherwise authorized by the MSPB Executive Director.

B. Physicians, dentists, veterinarians, nurse practitioners and attorneys, while serving in their professional capacities in authorized employment positions who are required by the State to be licensed, registered, or otherwise certified as such, shall submit State of

Mississippi Applications and other documentation as needed to substantiate their professional status. The MSPB Executive Director shall verify such licensure, registration, or certification as being current and valid prior to acknowledging the appointment of such personnel. The appointing authority shall submit position-employee data along with a copy of a current State of Mississippi Application and other required documentation to the MSPB Executive Director when appointing to such positions.

C. Time-Limited Positions - The appointing authority shall submit position-employee data along with a copy of a current State of Mississippi Application to the MSPB Executive Director when appointing to time-limited positions. The individual to be appointed must meet the minimum qualifications for the occupational class as set by the MSPB as well as qualifications required by federal laws and regulations and be certified as such prior to appointment unless otherwise authorized by the MSPB Executive Director.

D. Applicants for top-level positions excluded from the state service by Mississippi Code Annotated § 25-9-107(c)(xvi) shall submit a State of Mississippi Application to the appointing authority. The appointing authority shall submit position-employee data along with a copy of a current State of Mississippi Application to the MSPB Executive Director.

E. With the exception those positions stipulated in sections A, B, and C above, the MSPB Executive Director only acknowledges the appointment of non-state service personnel. In those instances when the appointee fails to meet the minimum qualifications of the occupational class as set by the MSPB, the MSPB Executive Director shall notify the appointing authority, in writing, of the failure of the applicant to meet minimum qualifications.

4.5 EVALUATIONS OVERVIEW

A. Applicants for occupational classes must be evaluated and found minimally qualified by the MSPB Executive Director prior to being assigned a numerical rating and placed on the List of Eligibles.

B. The MSPB Executive Director shall maintain uniform standards for rating the experience and training of minimally qualified applicants for positions.

C. The established uniform standards shall be applied to all applications without regard to the applicant's political affiliation, race, national origin, sex, religion, creed, age, or physical disability except as provided by law.

D. All State of Mississippi Applications for the same occupational class are afforded uniform and equal treatment in all phases of the rating process.

4.5.1 Minimum Rating by Which Eligibility Is Earned

A. The MSPB Executive Director shall determine the minimum rating through which eligibility on a list of eligibles is earned.

B. The minimum rating through which eligibility on a list of eligibles is earned may be amended or revised by the MSPB Executive Director at any time.

4.5.2 Rating of Applications

A. After applicants are determined to have met the minimum qualifications for a classification, they shall be assigned a score of seventy.

B. Ratings shall be determined by the amount and relatedness of the training and experience documented on the applicant's State of Mississippi Application as compared to the minimum qualifications, characteristics of work, and description of duties contained in the class specification and any evaluation aid of the occupational class for which application has been made.

C. The MSPB Executive Director shall determine a formula for the evaluation of the training and experience qualifications of the applicants. This formula shall give due regard to job relatedness as well as quantity of the experience and training.

D. Any applicant claiming credit for training and/or experience gained through unpaid and/or volunteer activities and/or military service shall receive appropriate credit for such training and/or experience when it is related to the duties of the occupational class for which application is made.

4.5.3 Disqualification of Applicants

The MSPB Executive Director may refuse to rate an applicant or, after rating, may disqualify the applicant, remove the applicant's name from the List of Eligibles, refuse to certify an applicant on a Certificate of Eligibles, or may consult with the appointing authority in taking steps to remove a person already appointed if the individual:

A. Has provided job-related information which indicates inability to perform the tasks assigned to the occupational class for which rated;

B. Has made a false statement of material fact in the State of Mississippi Application;

C. Has used or attempted to use political pressure or bribery to secure an advantage in the rating process;

D. Has directly or indirectly obtained information regarding the rating process to which an applicant is not entitled;

E. Has failed to submit the State of Mississippi Application correctly or within the prescribed time limits;

F. Has taken part in the compilation, administration, or correction of the selection procedures applied;

G. Has otherwise willfully violated the provisions of these rules; and/or

H. Does not meet any one of the minimum qualifications established for the occupational class for which rated.

4.5.4 Notification of Evaluation Results

A. Applicants will be notified of their evaluation results in a timely manner.

B. Agencies authorized to maintain lists of eligibles shall be responsible for furnishing qualified applicants with notification of evaluation results. In all cases, the MSPB Executive Director shall notify in writing any applicant who failed to meet the minimum qualifications of the occupational class for which application was made.

C. The MSPB Executive Director may prohibit the disclosure of evaluation results by phone, in person, or by any other means except mail.

4.5.5 Adjustment of Errors

A. The MSPB Executive Director shall take whatever action deemed necessary to correct a manifest error in the evaluation of an applicant's qualifications for the occupational class for which application is made. Due consideration will be given to the circumstances surrounding the cause of the error.

B. Such corrective action may include, but is not limited to, removing an applicant's name from the list of eligibles and/or canceling any Certificates of Eligibles deemed flawed due to the manifest error.

C. Such corrective action shall not invalidate an appointment previously made unless the applicant fails to meet qualifications imposed by federal or state law, or does not possess licensure, registration, or certification required for the job class to which appointed.

4.6 AWARD OF VETERANS' PREFERENCE POINTS

The veteran status of an applicant may increase his or her numerical score. If the applicant is otherwise qualified to be placed on a list of eligibles, a total of five points will be added to the final score for veteran status, and a total of ten points will be added for disabled veteran status. The final score for an applicant is normally based on a seventy point scale. Scores of applicants awarded veterans' preference points may exceed the seventy point scale. Points shall not be awarded for periods of active duty when duty was for “training purposes only” to meet obligations in the Reserve Forces, National Guard, etc. Terms in this section are defined as follows:

A. Veteran: A person who has served in the active Armed Forces of the United States for a period of ninety days during a period of war or armed conflict and was granted an honorable discharge there from; or was discharged therefrom for a service-connected injury in less than ninety days. (Mississippi Code Annotated § 25-9-301(a)).

B. Disabled Veteran: A veteran whom the Veterans Administration has certified within the last ninety days to have a service-connected disability. (Mississippi Code Annotated § 25-9-301(b)); and

C. Proof of Eligibility: A certified copy of the veteran's discharge papers and separation record or certification from the Veterans Administration or the Department of Defense will be accepted as proof of veteran status. Applicants requesting disabled veteran status

shall submit, on such forms as may be required by the MSPB Executive Director, proof of disability certified by the Veterans Administration.

4.7 SELECTION PROCEDURE DEVELOPMENT AND VALIDATION

4.7.1 Development of Selection Procedures

A. A comprehensive system of evaluation for all occupational classes within the state service is maintained.

B. The MSPB Executive Director determines the need for technical assistance to supplement staff expertise in the development of valid selection procedures. Subject to approval by the MSPB, the MSPB Executive Director may contract for selection procedure services or purchase selection procedure material or may utilize qualified technical consultants. When technical assistance is required to supplement staff expertise, criteria for selecting said assistance shall consist of, but is not limited to, the lowest cost proposal, meeting time requirements set forth by the MSPB Executive Director, methodology to be used, and the amount of time of professional level staff, which is allocated to the project.

4.7.2 Validation of Selection Procedures

A. It is the intent of the MSPB to validate selection procedures used as the basis for making employment decisions with regard to choosing prospective employees for employment or current employees for in-service placement. Selection procedures will be validated by methods and techniques that are feasible, practical, and consistent with federal guidelines and professional standards, as permitted by necessary levels of funding and staff.

B. Important elements of job content shall be determined through interviews and/or the completion of appropriate questionnaires. Employees and/or supervisors and other subject matter experts shall identify and rate job tasks and related knowledge, skills, and abilities, as necessary.

C. Employees and/or supervisors and other subject matter experts are required to evaluate potential selection procedure items under strict security provisions.

D. Objective methods using employees' and/or supervisors' and other subject matter experts' ratings of selection procedure items are used to establish minimum qualifications for each selection procedure validated.

4.8 REFERRAL OF APPLICANTS TO AGENCIES

The appointing authority of hiring agencies shall appoint applicants to positions as follows:

A. The MSPB Executive Director may determine to be invalid any appointments not made in conformance with MSPB procedures.

B. All appointments to the state service shall be from Certificates of Eligibles, except as provided in 4.2.9 and 4.10.8.

C. All initial appointments to the state service shall be on a competitive basis, except as provided in 4.2.9 and 4.10.8.

D. Names on Certificates of Eligibles shall be derived from names appearing on lists of eligibles in accordance with MSPB policies, rules, and procedures.

4.9 LISTS OF ELIGIBLES

Lists of eligibles shall be maintained in accordance with policies, rules and procedures promulgated by the MSPB. Selection and procedural requirements shall be balanced with the interest of economy. It is the applicant's responsibility to review the policies and procedures pertaining to the maintenance of lists of eligibles. The MSPB shall make such policies and rules accessible to all applicants. The MSPB may respond to applicant requests for information or assistance. A separate, original State of Mississippi Application is required for each occupational class for which application is made.

4.9.1 Establishment and Maintenance of Lists of Eligibles

The MSPB Executive Director establishes and maintains lists of eligibles necessary to provide an adequate supply of qualified candidates for positions in state service.

The appointing authorities shall notify the MSPB Executive Director as far in advance as possible of vacancies which may occur in the agencies. The MSPB Executive Director is responsible for the establishment and maintenance of appropriate lists for all state service occupational classes except as provided for in Section 4.11.9 and for the determination of the adequacy of existing lists. Lists of eligibles are categorized as:

A. Type 1: RIF Reemployment

B. Type 2: Alternate Reemployment/State Service Promotional/Transfer

C. Type 3: Open Competitive

4.9.2 Preparation of Lists of Eligibles

A. After the MSPB Executive Director has determined that an applicant has met the selection criteria for an occupational class, the applicant's name is added to the appropriate list of eligibles.

B. The names of eligibles shall be placed on the list in the order of their final score in alphabetical order. Applicants receiving additional points will be at the top of the list in alphabetical order.

C. All additions to the Open Competitive list(s) of eligibles shall be the result of announcement(s) and evaluation by the MSPB Executive Director.

D. Names of eligibles shall be added to and removed from lists on a continuous basis.

E. State Service Promotional lists and State Service Transfer lists shall be open on a continuous basis to all state service status employees or those probationary state service,

part-time, time-limited and/or other MSPB purview non-state service employees who meet the criteria set forth in Section 4.8.6 and Section 4.8.7.

F. Reduction-In-Force (RIF) and Alternate Reemployment lists shall be open on a continuous basis for all applicants who meet the criteria set forth in Section 4.8.5 (A and B).

4.9.3 Related Lists of Eligibles

A. If a vacancy exists in an occupational class for which there is no list of eligibles, a list for that class from one (1) or more existing related lists may be prepared.

B. In selecting related lists of eligibles for use when an adequate list does not exist, the MSPB Executive Director may select lists from classes for which the minimum qualifications are comparable to or higher than those required for the class in which the vacancy exists. The MSPB Executive Director may, if appropriate, re-evaluate an eligible's State of Mississippi Application based on the minimum qualifications required for the class in which the vacancy exists.

4.9.4 Replenishment of Lists of Eligibles

A. The MSPB Executive Director may determine that a list of eligibles is inadequate based on the number of anticipated vacancies; the number of eligibles on existing lists of eligibles; the length of time since the last recruitment period; and/or other related factors.

B. After it has been determined that a list of eligibles is inadequate for filling anticipated vacancies, recruitment may be initiated to replenish the list.

C. Replenishment of Open Competitive lists of eligibles shall be accomplished by public announcement.

D. Agencies may request replenishment of a particular list of eligibles by providing justification to the MSPB Executive Director.

4.9.5 RIF/Reemployment Lists of Eligibles

A. Reduction-In-Force (RIF) Lists

1. Any employee in a state service position, who has been laid off while in good standing in accordance with the rules governing RIF, may, upon submission of a current State of Mississippi Application within twelve months of the termination date, be placed on the RIF Reemployment list of eligibles established for the job classification for which application is made. It is the responsibility of the terminated employee to notify the MSPB Executive Director of his or her RIF status for each application filed.

2. Reemployment into occupational classes exempted from the selection process shall be made in the same manner as original appointments to the occupational classes.

3. An applicant's score for the job class from which terminated and for lower job classes in that class series will be determined by a rating of his or her training and experience. If for any reason the employee does not meet the current minimum qualifications for the job class or lower job classes in the class series from which terminated, he or she may still be placed on the RIF/Reemployment list of eligibles with a qualifying score of seventy. However, any requirement set by state or federal laws or guidelines, or any requirement for a license, certification, or certificate of training must be met.

4. Applicants for higher job classes within the class series from which terminated or other job classes must meet the current minimum qualifications.

5. Applicants on a RIF list shall be on any Certificate of Eligibles issued for the occupational class for the locality the applicant indicated availability except Agency-Only Promotional Competitive Certificates of Eligibles. The names of applicants who have been terminated by a reduction in force shall appear on all appropriate Certificates of Eligibles immediately following the posting of the termination in SPAHRS.

6. Applicants on the RIF list shall be listed in the first section of a Certificate of Eligibles.

B. Alternate Reemployment Lists

1. A former state service status and/or those probationary state service, part-time, time-limited and/or other MSPB purview non-state service employees who have completed at least six months of continuous employment and who voluntarily terminated in good standing may be placed on the Alternate Reemployment list of eligibles through submission of a current State of Mississippi Application within twelve months of their termination date.

2. Reemployment into occupational classes exempted from the selection process shall be made in the same manner as original appointments to the occupational classes.

3. Applicants must meet the current minimum qualifications.

4. Applicants on the Alternate Reemployment lists of eligibles shall be ranked with applicants on the State Service Promotional and State Service Transfer lists of eligibles.

5. Applicants on the Alternate Reemployment list of eligibles shall be certified in line with their rank in the second section of a Certificate of Eligibles.

4.9.6 State Service Competitive Promotional Lists of Eligibles

A. A permanent state service status, probationary state service, part-time, time-limited and/or other MSPB purview non-state service employee who has been continuously

employed for six months, may be placed on the State Service Competitive Promotional list of eligibles through submission of a current State of Mississippi Application.

B. Promotion into occupational classes exempted from the selection process (see Section 4.2.9) shall be made in the same manner as original appointments to the occupational classes.

C. Applicants must meet the current minimum qualifications.

D. Applicants on the State Service Competitive Promotional lists of eligibles shall be ranked with applicants on the Alternate Reemployment and the State Service Transfer lists of eligibles.

E. Applicants on the State Service Competitive Promotional Lists of eligibles shall be certified in line with their rank in the second section of a Certificate of Eligibles.

4.9.7 State Service Transfer Lists of Eligibles

A. A permanent state service status, probationary state service, part-time, time-limited, and/or other MSPB purview non-state service employee who has been continuously employed for six months, may be placed on the State Service Transfer lists of eligibles through submission of a current State of Mississippi Application.

B. Transfer into occupational classes exempted from the selection process (see Section 4.2.9.) shall be made in the same manner as original appointments to the occupational classes.

C. Applicants must meet the current minimum qualifications.

D. Applicants on the State Service Transfer lists of eligibles shall be ranked with applicants on the Alternate Reemployment and the State Service Competitive lists of eligibles.

E. Applicants on the State Service Transfer lists of eligibles shall be certified in line with their rank in the second section of a Certificate of Eligibles.

4.9.8 Agency-Only Competitive Promotional Lists of Eligibles

A. The appointing authority may be authorized by the MSPB to maintain lists of those permanent state service status employees and/or probationary state service and part-time, time-limited or other MSPB purview non-state service employees who have been continuously employed for six months and who have applied and met the selection criteria only for job classifications utilized by the agency. These individuals and state service employees on competitive promotional lists may receive consideration prior to employing or transferring non-agency employees.

B. The MSPB reserves the right to modify or rescind the maintenance authorization.

C. Agency procedures are subject to review by the MSPB Executive Director for consistency with statutes and MSPB policies and procedures.

D. The agency is responsible for determining and implementing, within the guidelines established by the MSPB, standardized criteria and procedures to establish and maintain the lists of eligibles and for maintaining records, which support and reflect all activities.

E. Agencies shall conduct in-house recruiting for Agency-Only Competitive Promotional lists.

F. Agencies shall transmit the State of Mississippi Applications received from such advertising to the MSPB Executive Director for evaluation.

G. State of Mississippi Applications shall be transmitted to the MSPB Executive Director along with the Agency Transmittal Form.

H. In making a final employment decision, agencies may give, but not necessarily limit, consideration to length of service, training, and performance appraisals ratings.

I. The MSPB shall be responsible for adding Veterans' Preference points in addition to the applicant's pass/fail score.

J. The agency shall indicate by submission of position-employee data to accomplish the action that the principles for competitive promotion have been followed. A copy of the agency's certificate of eligibles must accompany the action.

K. Applicants whose applications are transmitted for placement on an Agency-Only Competitive Promotional list of eligibles ARE NOT placed on the list of eligibles maintained by the MSPB.

4.9.9 Open Competitive Lists of Eligibles

A. Individuals not meeting the criteria for RIF/Reemployment Lists of Eligibles, State Service Promotional Lists of Eligibles or State Service Transfer Lists of Eligibles who have applied for a position during an announced recruitment period and met the selection criteria for specific job classifications are placed on the Open Competitive list of eligibles.

B. The applicant must file a valid State of Mississippi Application during an announced recruitment period.

C. Applicants must meet the current minimum qualifications.

D. Applicants are ranked according to their final rating.

E. Applicants on the Open Competitive lists of eligibles shall be certified in line with their rank in the third section of a Type 3 Certificate of Eligibles.

4.9.10 Agency Only Non-Competitive Promotional Eligibility

A. Agency only non-competitive promotions shall include: (1) promotion of state service employees to state service positions, and (2) promotion of state service, part-time, time-limited and/or other MSPB purview non-state service employees to non-state service

positions. Agencies may consider only employees who are employed by the appointing authority and who have completed at least six months of continuous service.

B. Agencies shall submit a current copy of a State of Mississippi Application along with the appropriate position-employee data for those employees to be considered for agency only non-competitive promotion.

C. Only those employees meeting the applicable selection criteria shall be approved for non-competitive promotion by the MSPB Executive Director.

4.9.11 Duration of Lists of Eligibles

A. Eligibility to remain on the RIF/Reemployment list, the Alternate Reemployment list, the State Service Promotional and State Service Transfer list, and the Open Competitive list shall be determined by the MSPB Executive Director, but shall not be less than six months.

B. The term of an applicant's name on the list of eligibles begins on the date of placement of the applicant's name on the list of eligibles or in accordance with the applicant's work available date.

C. The applicant's time on a list shall expire automatically at the end of the appropriate validity period.

D. No notification of removal shall be sent to the applicant as this information is stipulated in the section SUMMARY OF POLICIES on the State of Mississippi Application.

E. To remain on a list of eligibles beyond the established expiration date, an applicant must file a new valid State of Mississippi Application or submit a written request no less than fifteen working days prior to expiration date. Applications received after the expiration date as stated herein must meet the same criteria for acceptance as an original application.

4.9.12 Delegation of Authority to Maintain Lists of Eligibles

A. The MSPB may delegate to agencies the authority to establish and maintain lists of eligibles.

B. The MSPB reserves the right to modify or rescind the maintenance authorization.

C. Agency procedures are subject to review by the MSPB Executive Director for consistency with statutes and MSPB policies and procedures.

D. The agency is responsible for determining and implementing, within the guidelines established by the MSPB, standardized criteria, and procedures to establish and maintain the lists of eligibles and maintain records, which support and reflect all activities.

E. The MSPB Executive Director shall administer the selection criteria and refer all qualified candidates to the agency.

F. Except as otherwise provided, State of Mississippi Applications shall be transmitted to the MSPB Executive Director for evaluation using the Agency Transmittal Form.

G. The MSPB Executive Director shall be responsible for adding Veteran's Preference points to the final rating.

H. The agency shall indicate by submission of the position-employee data that merit principles have been followed.

I. Applicants approved for placement on an AGENCY MAINTAINED Open-Competitive list of eligibles ARE NOT placed on the MSPB list of eligibles.

4.9.13 Removal of Name from Lists of Eligibles

A. To maintain a viable list of eligibles, the MSPB Executive Director may remove the name of an eligible candidate from the active list of eligibles:

1. For any of the causes stipulated in provisions governing disqualification of applicants (See Section 4.5.3.);

2. On evidence that the eligible cannot be located by postal authorities;

3. On receipt of a written statement from the eligible requesting that he/she no longer be considered for a position in that class;

4. If the eligible declines an offer of appointment to the class for which the list was established;

5. Upon showing, either through agency objection or investigation, that the eligible is not qualified or is unsuitable for appointment to the class for which the list is established;

6. If the eligible was listed on a Certificate and reported by an appointing authority as not available or failed to reply to an offer of interview;

7. If the eligible accepts an appointment and fails to be present for duty at the time and place agreed to without giving reasons for the delay satisfactory to the appointing authority;

8. If the eligible fails to return availability inquiries requested by the MSPB Executive Director;

9. When the appointing authority passes over the name of an eligible on a Certificate in connection with three separate appointments which had been made from the list, written request may be made of the MSPB Executive Director that the name of such eligible be omitted from any subsequent certifications from the same list to the same appointing authority. This request shall contain sufficient evidence to indicate the eligible's unsuitable job-related characteristics for an appointment to the class for which the list was established. If the MSPB Executive Director approves the request, either the name of the eligible is not thereafter certified to

the appointing authority for other vacancies in that class or the eligible's name is removed from the list; in such instances where the agency's request of agency-exception is approved by the MSPB Executive Director, it shall be the requesting agency's responsibility to notify the applicant in writing of such action. It shall also be the responsibility of the requesting agency to maintain records of all approved agency exceptions and resulting notifications;

10. Upon an appointment to a position in the classification for which the list of eligibles was issued.

B. Eligibles removed from lists for reasons stipulated in A(1) and A(5) above shall be notified by the MSPB Executive Director of such action in writing.

C. An eligible shall not be notified upon removal from a list of eligibles if removed for one of the other reasons listed in A above.

D. Any eligible whose name is removed from a list may make a written request to the MSPB Executive Director for reinstatement to such list for the duration of his or her validity period. Such request shall set forth the reasons resulting in removal from the list and shall specify the reasons advanced for reinstatement to the list. The MSPB Executive Director, after full consideration of such a request, may restore the eligible's name to the list or may deny such a request. In the event the request is denied, the eligible shall be notified by letter mailed to the eligible's last known address of the MSPB Executive Director's action and of the right of appeal. Those individuals whose names have been removed within the validity period for duration of the lists shall be reinstated for a time not to exceed the original validity period.

E. Those individuals who have been removed due to the expiration of the validity period of remaining on the list may submit a current State of Mississippi Application during a period of announced recruitment.

Exception: Announced recruitment is not required for applicants meeting the criteria for placement on the Reduction in Force, Alternate Reemployment, State Service Promotional, and State Service Transfer Lists.

F. Individuals are required to inform the MSPB Executive Director in writing of any change in mailing address.

4.10 CERTIFICATION OF ELIGIBLES

It is the policy of the MSPB to certify applicants who meet the minimum qualifications to fill vacancies within the state service.

4.10.1 Request for Certificate of Eligibles

A. To fill vacancies for classifications, which are not exempt from the selection process, the appointing authority shall submit a request for a Certificate of Eligibles.

B. Initial appointments to full-time, state-service positions or job classes which are not exempt from the selection process shall be accomplished through a Certificate of Eligibles.

C. A single request for a Certificate of Eligibles may be made for one or more positions provided each position is for the same classification and in the same county or zone.

D. A request for a Certificate of Eligibles shall be submitted by an individual duly authorized by the agency.

E. Part-time appointments and appointments to time-limited positions shall be accomplished by the submission of position-employee data and a current copy of the State of Mississippi Application to the MSPB Executive Director. Candidates for these appointments are to possess the minimum requirements contained in the class specification.

F. Agencies may request Certificates of Eligibles for filling time-limited or part-time vacancies. Final authority for issuing certificates rests with the MSPB Executive Director.

G. Demotion of state service employees shall be accomplished by the submission of the position-employee data and a current copy of a State of Mississippi Application to the MSPB Executive Director. Candidates for demotion are to possess the minimum qualifications contained in the class specification.

H. Emergency appointments shall be made in accordance with Mississippi Code Annotated § 25-9-107(c)(xii); and shall be accomplished by the submission of the position-employee data to the MSPB Executive Director. Except where otherwise required by federal or state law, licensure, certification or registration, such appointments are made without regard to minimum requirements contained in the class specification. Emergency appointments shall not exceed sixty working days.

I. In-service placement of incumbents as a result of reallocations or reclassifications shall be accomplished by the submission of position-employee data. Reallocations or reclassifications shall not be approved where incumbents do not meet minimum requirements for the new classifications except where an agency request has been approved under Sections 4.3.3 or 4.3.4. All reallocation and reclassification requests shall be accompanied by a current copy of a State of Mississippi Application except when otherwise authorized by the MSPB Executive Director.

J. A lateral transfer of a permanent state service employee, or a state service employee who has completed six months of his or her probationary period, into the same job class may be accomplished by the submission of the appropriate position-employee data.

K. Permanent appointments to full-time positions in job classes or positions which are exempt from the selection process shall be accomplished in accordance with 4.2.9.

4.10.2 Procedures for Completing Request for Certificate of Eligibles

When requesting a CERTIFICATE OF ELIGIBLES for consideration in filling a vacancy, the following shall be in effect:

A. Please reference the SPAHRS User Training Workbook at http://www.mmrs.state.ms.us for detailed instructions regarding the procedures to be followed to request a Certificate of Eligibles.

B. SPAHRS will assign the Certificate of Eligibles request number.

C. Indicate requested certification type:

Type 1 - RIF/Reemployment Only - All applicants who were laid off from state service due to a reduction-in-force (RIF) and who applied within twelve (12) months of their termination.

Type 2 - Alternate Reemployment/State Service Promotion/Transfer - All Type 1 applicants and the authorized number of applicants meeting the criteria for placement on the Alternate Reemployment/State Service Promotion/Transfer List. (See Sections 4.9.5B, 4.9.6A and 4.9.7A.)

Type 3 - Open Competitive - All Type 1 applicants; the authorized number of Type 2 applicants; and the authorized number of applicants not meeting the criteria for Type 1 or 2.

Type 4 - Agency-Only Promotional - To be used when the agency desires a Certificate of Eligibles listing only the names of qualified applicants employed by the particular master agency and meeting the criteria for placement on the promotional list (See Section 4.9.6.)

D. Special requirements should be noted. All requests for special qualifications must be accompanied by appropriate justification and must be approved by the MSPB Executive Director prior to usage.

E. Travel Code **MUST** be noted and **MUST** be consistent with the travel code advertised during the recruitment period. If not indicated, it will be assigned by the MSPB Executive Director as "no travel required".

Shift Code **MUST** be: A - Day only; B - Evening only; C - Night only. If not indicated, it will be considered as "day shift."

F. When vacant positions are located in different counties and/or zones, a separate request is required for each location.

G. The request shall be submitted by an individual duly authorized to sign for the agency.

H. The request will be returned without action if not properly submitted.

4.10.3 Selective Certification

Requests for selective certification of eligibles are considered upon adequate justification submitted to the MSPB Executive Director.

A. An individual serving an approved Institute of Higher Learning internship with a state agency may, with the approval of the MSPB Executive Director and on completion of the internship and subsequent graduation, be selectively certified to fill a position on a non-competitive basis, provided the individual meets the minimum educational and/or experience requirements of the position.

B. The MSPB Executive Director may provide for an individual participating in a MSPB approved agency co-op program, upon completion of the approved co-op program and subsequent graduation, to be selectively certified to fill a position on a non-competitive basis, provided the individual meets the minimum educational and/or experience requirements of the position.

C. Requests for selective certification shall be made by the appointing authority or his or her designee.

    1. The special requirements for selective certification must be clearly stated and justification for the request must be attached.

    2. The MSPB Executive Director shall have the authority to modify and/or deny any request for selective certification.

4.10.4 Supplying of Certificates of Eligibles

A. No Certificate of Eligibles shall be issued unless the agency has a vacancy or an impending vacancy. The receipt by the MSPB Executive Director of a notice of termination with a specific date of termination shall signify a vacancy or an impending vacancy.

B. Upon receipt of a properly filed request, a Certificate of Eligibles shall be submitted to the appointing authority. The Certificate of Eligibles shall contain the names of all applicants meeting the qualifications of the job and the requirements specified by the agency.

The Type 3 Certificate of Eligibles includes all the names of Type 1 (RIF/Reemployment Only) applicants, the names of Type 2 (Alternate Reemployment/State Service Promotion/Transfer) certified applicants, and the names of Type 3 (Open Competitive) certified applicants.

C. A copy of each eligible's State of Mississippi Application for that job class shall be furnished with the certificate unless otherwise requested by the agency.

D. When there are less than ten names on a Certificate of Eligibles, recruitment may be announced. The certificate may update on a seven day basis, and may update sooner when deemed appropriate.

E. A certificate containing less than ten names on an Open Competitive Certificate may be completed through the use of a related list(s).

F. An eligible is removed from consideration for appointment by:

1. Declining appointment or requesting not to be considered for appointment;

2. Failing to reply, within a period of ten workdays from date mailed, to the written request of the appointing authority for an interview or within five workdays to a telephone or facsimile request; or for not reporting for the interview.

3. Accepting an appointment and failing to report for duty at the time and place agreed to without giving reason for the delay satisfactory to the appointing authority.

G. Written, facsimile or telephone inquiry with letter of confirmation as to availability may be sent by the appointing authority to selected eligible(s) certified for appointment. Evidence of having sent a written or other notice to selected eligible(s) reported as having failed to reply to the inquiry or as unavailable for appointment shall be maintained by the agency.

H. When a substantial change is made to an occupational classification, i.e., change in minimum qualifications, the MSPB Executive Director may withdraw any outstanding Certificates of Eligibles and may not certify eligibles until such time as the changes have been finalized.

4.10.5 Appointments from Certificates of Eligibles

A. The appointing authority may appoint any applicant certified to the agency on the Certificate of Eligibles.

B. Initial appointments to full-time state service positions shall be made from those eligibles on the Certificate of Eligibles.

C. The agency shall submit to the MSPB Executive Director notification of intent to appoint from a Certificate of Eligibles. Such notification shall consist of the actioned Certificate of Eligibles and position-employee data. When selection is made for more than one position, the position number (PIN) must be noted beside the appointed eligible's name.

D. The life of a Certificate of Eligibles shall be ninety calendar days from the date of last issue unless the time is otherwise extended by the MSPB Executive Director. Each supplemental issue extends the life of each previously issued certificate.

E. The expiration date is printed on each issue of the certificate.

F. The appointing authority may return the certificate, without any action taken, prior to the ninety day expiration period. The reason for such cancellation should be noted in the appropriate space provided.

4.10.6 General Instructions for Actioning a Certificate of Eligibles

When filling vacant positions through competitive certification, a Certificate of Eligibles is issued by the MSPB Executive Director in response to a properly filed REQUEST FOR CERTIFICATE OF ELIGIBLES. The following shall be in effect:

A. A certificate can be used only for positions (PINS) identified on the Request for Certificate of Eligibles. Additional PINS in the same classification and geographical location may be added to an active request.

B. The certificate lists the names of applicants eligible for consideration in hiring.

C. Action taken concerning each eligible should be noted in the appropriate space on the certificate according to the proper codes. Please reference the SPAHRS User Training Workbook at http://www.mmrs.state.ms.us for detailed instructions regarding specific codes.

D. Note the date of hire and PIN in the appropriate space for each appointment.

E. If selection is not made, additional names may be requested, up to the number authorized for the particular request. Supplemental certificates will not be issued on expired certificates, or where the number of appointments equal the number of PINS stipulated on the original request.

F. The agency is responsible for maintaining documentation for each eligible actioned on the certificate. Do not send this documentation to the MSPB Executive Director. However, justification must be submitted to the MSPB Executive Director for any applicant reported as "AE" (Agency Exception).

G. The date of appointment may not be earlier than the date the certificate is issued. The MSPB Executive Director may consider earlier dates when justified by the agency.

H. The life of a certificate is ninety days, unless extended through issuance of a supplemental certificate or by written request from the agency (with justification). Extensions may be granted by the MSPB Executive Director.

4.10.7 Inadequate Certificates of Eligibles

A. Generally, an inadequate list shall be considered one with less than ten names of the type of certificate requested.

B. When the number of names available for filling a vacancy is inadequate to complete the Certificate, the appointing authority may decline certification for that vacancy, may accept the inadequate Certificate, may await automatically issued supplements to the Certificate, or the agency may request that the MSPB Executive Director complete the Certificate of Eligibles from a related list of eligibles.

C. The MSPB Executive Director may initiate recruitment upon the issuance of an inadequate Certificate of Eligibles.

4.10.8 Certification from Reemployment Lists

A. Agencies are encouraged to consider any applicant whose name appears in the Reduction in Force/Reemployment Section 1 of a Certificate of Eligibles.

B. Agencies should give full consideration to any applicant whose name appears in the Alternate Reemployment/Promotional/Transfer Section 2 of a Certificate of Eligibles.

4.10.9 Concurrent Certification

A. The MSPB Executive Director shall initiate concurrent certification procedures when a request for certification is received by the MSPB Executive Director for a job classification for which an active Certificate of Eligibles has been issued for the same geographical location.

B. Agencies shall receive one additional name for each concurrent PIN for which active Certificates of Eligibles have been issued for the same occupational code for the same geographical location.

C. The number of additional names based on concurrent certification may vary from one issue of the certificate to another issue of the same certificate.

4.10.10 Availability for Appointment

A. Applicants may request in writing to have counties added and/or deleted to area(s) of availability for a given occupational class.

B. Applicants may request in writing to restrict their availability to a specific agency for a specific occupational class (a restriction applies to ONLY ONE AGENCY).

C. Applicants may request in writing to exclude an agency, or agencies, from his/her availability for a specific occupational class.

4.10.11 Correction of Errors In Certification Process

A. When errors are corrected by the MSPB Executive Director, they may not nullify an active certificate or appointment, but may result in the removal of an eligible's name from the Certificate of Eligibles.

B. In the event that a Certificate of Eligibles is flawed through error and the error is discovered before an appointment is made from the certificate, the erroneous certificate may be withdrawn and a correct certificate issued.

C. In the event that a Certificate of Eligibles is flawed through error and is discovered after an appointment is made from the Certificate, the certificate shall not be withdrawn, except by the direction of the MSPB Executive Director.

4.10.12 Confirmation of Availability for Appointment

A. Agencies may make written, facsimile or telephone inquiries to those eligibles it chooses to interview.

B. Agencies are solely responsible for maintaining supporting documentation concerning action taken on individuals whose names appear on a Certificate of Eligibles.

C. Agencies are required to maintain documentation of compliance with the requirements of Mississippi Code Annotated § 25-9-351 (Selective Service Registration). Males between the ages of 18 and 26 must submit proof of Selective Service Registration as a condition for appointment and/or promotion.

4.11 APPLICANT'S REVIEW PROCEDURE

The MSPB Executive Director shall establish a review procedure for assistance to applicants pertaining to the selection process.

4.11.1 Review of Action

Individuals or eligibles requesting a review of actions of the Office of Human Capital Core Processes shall make a written request to the Director of the Office of Human Capital Core Processes. Such written request shall stipulate the reason the review is requested and shall contain documentation supporting the applicant's position.

Should the decision of the Director of the Office of Human Capital Core Processes not prove satisfactory to the applicant, the applicant shall make a written request to the Executive Director of the MSPB for review of the action.

4.11.2 Appeals

Applicants may appeal only as provided for in Chapter 10.

4.12 MEMORANDA OF AGREEMENT

Notwithstanding the policy and procedures outlined in Sections 3.0 through 4.10, the Executive Director of the MSPB may enter into agreements with state agencies and/or other entities to accomplish the tasks specified herein.

4.13 APPLICANT INTERVIEWS

Agencies are urged to interview all applicants referred on Certificates of Eligibles.

Any agency employee interviewing an applicant for a vacant position, whether for original or promotional appointment, should document each interview by making notes and maintaining a file of the following information: job title, interviewer's name, date and time, names of those interviewed, questions asked, major topics covered, whether or not applicant was hired, and reasons for hire or non-hire.

4.14 QUESTIONS ASKED IN INTERVIEWS

Agencies should not ask applicants any questions which may be discriminatory or are prohibited by state or federal law. Federal laws and regulations applicable to employment discrimination include but are not limited to Title VII of the Civil Rights Act of 1964, The Equal Employment Opportunity Act of 1972, the Rehabilitation Act of 1972, the Americans with Disabilities Act of

1990, the Age Discrimination in Employment Act, the Older Workers Benefit Protection Act, and the Uniform Guidelines on Employee Selection Procedures.

4.14.1 Questions to Avoid Asking Applicants

Unless job relatedness can be established as a bona fide occupational qualification, interviewers should not ask applicants leading questions regarding the following non-exhaustive areas: age or date of birth, arrest or conviction records, credit or garnishment records, family matters such as number and age of children, childcare requirements, marital status, health history, political affiliation, or religious preference.

The interviews should focus primarily on a discussion of the essential functions of positions and a consideration of the applicable written position descriptions as compared to the ability of applicants to perform the essential functions of the position with or without reasonable accommodations. Agencies are permitted, nevertheless, under the Americans with Disabilities Act, to establish a standard that no individual poses a direct threat to the health or safety of other individuals in the work place. Agencies are responsible for making certain that interviewers and other employees are knowledgeable of the prohibitions imposed by the above-referenced federal laws regarding pre-employment activities.

4.15 EMPLOYMENT AUTHORIZATION

A. **Employment Requirements Under the Immigration Reform and Control Act of 1986 (IRCA)**

Under the Immigration Reform and Control Act of 1986, Public Law No. 99-603, November 6, 1986 (IRCA), it is unlawful for an employer in the United States to hire an alien or to continue employing an alien, knowing the alien is an unauthorized alien. It is also unlawful for an employer to employ any individual without complying with certain provisions for verification of both identity and eligibility for employment. To comply with IRCA, state agency employers must examine certain documents after an individual has been hired (the term "hire" under IRCA means the actual commencement of employment for wages or other remuneration) and attest on a form called the Form I-9 that the documents provided by the employee have been examined and that they establish both the employee's identity and eligibility for employment. The employer must then retain the Form I-9, which is subject to inspection by both the U.S. Immigration and Naturalization Service (INS) and the U.S. Department of Labor (DOL).

IRCA also prohibits discrimination against applicants and employees because of national origin or citizenship status in matters involving hiring, recruitment, job referrals where a fee is involved, and discharges. However, persons lacking lawful status are not protected.

For detailed instructions on completing the Form I-9, refer to the Handbook for Employers published by the INS. The Appendices also contain the federal regulations governing IRCA. All state agency employers must adhere to IRCA and the rules and regulations pertaining thereto.

B. **Employment Requirements pursuant to Mississippi Code Annotated § 71-11-3 (2009)**

Effective July 1, 2008, state agencies under the purview of the MSPB shall verify the employment authorization for any person or entity that is hired to perform work within the State of Mississippi and to whom a United States Internal revenue Service Form W-2 or Form 1099 must be issued and for any person or company that provides workers for another company, including but not limited to leasing companies and contract employers.

Verification of employment authorization must be conducted in accordance with the Federal E-Verify Program and it shall be the responsibility of the employing agency to verify employment authorization and to maintain records of employment verification as required by state and federal laws.

CHAPTER 5 – CLASSIFICATION AND COMPENSATION

5.0 INTRODUCTION

Following an organizational restructuring of the MSPB in 2009, the functions of classification and compensation have been subsumed into the Office of Human Capital Core Processes. Any questions regarding these functions should be addressed to your Human Capital Core Processes Consultants.

5.1 CLASSIFICATION

The MSPB Executive Director shall maintain the statewide classification plan, which shall be based upon objective analysis of the duties of each employment position. The MSPB Executive Director shall assign each position an occupational class from the inventory of classes based upon the duties performed. The statewide classification plan shall apply to state service as well as non-state service positions under the purview of the MSPB. The plan shall be arranged so that positions essentially alike are grouped into an appropriate occupational class, thereby ensuring uniform treatment; likewise, positions not so alike shall be grouped into distinctive occupational classes, thereby ensuring recognition of the nature and extent of any differences.

The assignment of a position to an occupational classification shall be based upon job analysis data, to include the Job Content Questionnaire (JCQ) or the Role Description Questionnaire (RDQ), professionally accepted principles and guidelines for position classification, and review of class specifications.

The MSPB shall have the sole authority to limit, increase, combine, or delete occupational classes in the statewide classification plan. Upon recommendation by the Director of the Office of Human Capital Core Processes, an occupational class may be deleted from the statewide classification plan if another occupational class already adequately describes the class, or if there are no employees in that occupational class. Further, upon evidence that two or more occupational classes have substantially the same tasks, duties, responsibilities and minimum qualifications, the Director of the Office of Human Capital Core Processes may recommend that occupational classes be combined.

5.1.1 Class Series

The Director of the Office of Human Capital Core Processes shall provide for class series within the classification plan. Class series are arrangements of two or more related occupational classes, sufficiently similar in types of work that they are assigned identical occupational titles except for terminology, which reflects distinct class levels differing in complexity and importance of duties and responsibilities. Class series shall provide an established framework to recognize the increased value of an employee who has acquired additional experience, skills, and/or education, which are directly related to the job, and to provide for career mobility within the manning level for the positions.

The Director of the Office of Human Capital Core Processes shall establish a staffing level for each position allocated to an occupational class which is part of a job class series.

5.1.2 Creation of New Occupational Classes

The MSPB shall have the sole authority to create new occupational classes. To discourage the proliferation of unnecessarily similar occupational classes, requests for new occupational classes shall be approved by the MSPB only upon the production of compelling documentation in support of the need to create new classes. In the absence of compelling documentation, such requests shall result in the positions being assigned to already existing occupational classifications in the MSPB's schedule of occupational classes.

A. Class establishment requests must include the following documentation:

1. A detailed letter of justification addressed to the MSPB Executive Director, which includes:

    i. the total number of affected positions;

    ii. the types of occupational classifications affected, if any;

    iii. the exact nature by which the job has evolved, and/or internal and external conditions precipitating establishment of the new class;

    iv. clearly drawn distinctions between the proposed class and the most similar classes in the existing MSPB inventory of job classes;

    v. the precise consequences of not establishing the new class;

    vi. why current job classifications do not meet current needs.

2. The proposed class specification for the requested class.

3. All current regulatory and legal authority materials (including citations) governing performance of job functions or which mandate or require the creation of a new class.

4. Valid salary survey data submitted on a completed Agency Salary Survey Data Sheet.

5. Any other documentation requested by the Human Capital Core Processes Consultant.

B. Class establishments shall be effective following approval by the MSPB.

5.1.3 Class Specifications

Each occupational class shall have a unique class specification, which includes the minimum qualifications an individual should possess to perform the duties of the particular position at entry. Statements of job duties and responsibilities do not limit the authority of the appointing official to assign, direct, and control the work of employees. The use of a particular illustration of duties does not exclude others that are similar in nature, nor do the specifications dictate that each position allocated to the class will be assigned all the duties outlined. In determining the

proper classification of a position, each class is considered to have entry-level characteristics as well as characteristics exhibited at full performance.

No minimum qualification shall be established which excludes individuals based on age, sex, physical requirement or disability unless such qualification constitutes a bona fide occupational qualification necessary for performance of essential functions.

5.1.4 Class Specification Revision

When revision of an existing classification is requested by a user agency either through a change in the title, characteristics, examples of work, or minimum qualifications, the Director of the Office of Human Capital Core Processes shall evaluate the justification for the request. Only those revisions approved by the MSPB Executive Director shall be implemented.

A. Class specification revision requests must include the following documentation:

   1. Detailed letter of justification to the Director of the Office of Human Capital Core Processes which indicates:

      i. the total number of positions and type(s) of occupational classifications affected in the agency;

      ii. quantitatively documented recruitment difficulties experienced (if any);

      iii. the exact nature by which the job has evolved, including clearly drawn distinctions between current specifications and proposed changes;

      iv. the precise consequences of not revising the class specification; and

      v. why the existing job classification does not meet current needs.

   2. The agency must annotate the proposed revisions on the current MSPB class specification.

   3. A current (less than twelve months old), legible Job Content Questionnaire or Role Description Questionnaire signed by the employee (if any) and current or prospective supervisor, for each affected position. A representative JCQ or RDQ, appropriately signed, may be submitted when all incumbents perform substantially the same work.

   4. All current regulatory and legal authority materials (including citations) governing performance of job functions.

   5. Any other documentation requested by the Human Capital Core Processes Consultants.

B. Revisions to class specifications for occupational classes currently on recruitment shall not be effective until the class is taken off recruitment.

C. Agencies will be notified when the validation process begins for occupations utilized by the agency. Should an agency request revision to a classification after the validation process is complete, the agency may be required to incur the cost of such revision.

5.1.5 Mandated Changes to Class Specifications and Minimum Qualifications

It is the responsibility of the user agency to notify the MSPB of changes to class specifications or minimum qualifications necessitated by state or federal laws, regulations, guidelines, or other lawful requirements for those respective classes utilized by the agency.

5.1.6 Class Specifications of Multiple User Agencies

When two or more agencies utilize or wish to utilize the same job classification, the MSPB Executive Director shall evaluate the needs of all user agencies in determining the content of the class specification.

5.2 COMPENSATION

The Variable Compensation Plan (VCP) shall be the primary instrument establishing compensation policy. The MSPB shall administer appropriate compensation plans and additional compensation schedules in accordance with the policies established by the VCP for each fiscal year, congruent with the intent of the Legislature as expressed in appropriations language and all other pertinent rules, regulations, procedures, and statutes.

The compensation plans adopted by the MSPB shall govern adjustments to the base salaries of employees and positions under its purview. In addition, these compensation plans shall govern the establishment of the base salary of newly hired employees, employees returning to state service after separation in good standing (reemployment), and employees returning to state service after an authorized leave of absence without pay (reappointment) and shall provide salary adjustments for in-service movement (e.g., promotions and demotions).

5.2.1 Pay Range Assignment

The MSPB Executive Director shall assign salary ranges to occupational classes in recognition of the relative level of duties and responsibilities assigned to positions in an occupational class. Salary ranges for new occupational classes will be based on valid salary survey data or established relative to comparable job classifications or classification series.

In the absence of valid salary survey data, the salary range for a new occupational class shall not exceed the salary range of the most similar occupational class already existing for a year or more in the MSPB's schedule of occupational classes, unless the tasks, duties, responsibilities or minimum requirements of the new occupational class substantially exceed those of the most similar class.

5.2.2 General Compensation Rules

The rate of compensation certified by the MSPB Executive Director under these provisions constitutes total remuneration for services rendered. No supplementary compensation for

additional work performed for the state is paid except as authorized under policies governing additional compensation. (Mississippi Code Annotated § 25-9-119(2)(c)).

A. All requests for salary certification shall be submitted to Office of Human Capital Core Processes.

B. The MSPB Executive Director certifies all salaries within the state service and non-state service unless otherwise authorized by the MSPB or by statute.

C. In no case shall a salary increase or other action result in the incumbent exceeding the end salary of the job classification, unless specifically provided for in legislation.

D. In coordination with appointing authorities, the MSPB may set the annual salaries of those appointed officials whose salaries are not otherwise set by statute who work on a full-time basis in the capacity of agency head, executive director or administrator of any state department, agency, institution, board or commission under the jurisdiction of the MSPB as provided in Mississippi Code Annotated § 25-9-101, *et seq*., in conformity with the MSPB's compensation plan. Salaries of such officials who serve in their professional capacity as a physician, dentist, nurse practitioner, veterinarian, or attorney shall be set in accordance with Mississippi Code Annotated § 25-9-107(c)(xiii).

E. No employee under the salary setting authority of the MSPB shall receive an annual salary or compensation greater than one hundred fifty percent (150%) of the maximum salary fixed in law for the Governor, and no employee within an agency shall receive an annual salary greater than the agency head. However, in accordance with Mississippi Code Annotated § 25-3-39(2), the MSPB, based upon its findings of fact, may exempt physicians and actuaries when the acquisition of such professional services is precluded based on the prevailing wage in the relevant labor market. Compensation, for the purposes of this section, is defined as the employee's base salary and any additional or special compensation, less paid fringe, authorized by state or federal law or as otherwise provided in MSPB policy. Further, agencies are required to ensure that no employees subject to the overtime provisions of the Fair Labor Standards Act of 1938, as amended, are scheduled to work hours that could cause the employee's total annual compensation to exceed that of the governor or the agency director.

F. Payment of retroactive pay shall be certified by the MSPB Executive Director for employees in the state service in accordance with the Constitution of Mississippi, Article 4, Chapter 96 (1890).

G. The salary range of an employee in a supervisory status should be superior in salary range to that of the employees being supervised. Exceptions will be considered by the Office of Human Capital Core Processes on a case-by-case basis. So as not to violate the principle of seniority or time-in-service, a subordinate employee may have an actual salary equal to or greater than the supervisor.

H. The rate of compensation to be paid an employee or prospective employee shall be certified on the basis of the standard work period for full-time employment and in conformity with the salary range assigned the job class for which employed. Payment

for part-time service shall be certified on this basis and in proportion to time actually worked. An employee's starting salary shall be set in accordance with the salary range of the job class to which he or she is assigned. The monthly rate of the corresponding salary is to be used for positions authorized to work forty hours per week and the hourly rate is to be used for positions authorized to work less than forty hours per week.

5.2.3 Implementation of Salaries

An appointing authority shall notify the Director of the Office of Human Capital Core Processes of the need to establish a salary or to adjust an existing salary as the result of an approved employment position or personnel transaction in accordance with reporting procedures. (Mississippi Code Annotated § 25-9-119(2)(c)).

A. Only those salary increases resulting from approved position and personnel transactions for which provisions have been made during the legislative appropriations shall be implemented during the fiscal year, except where the MSPB authorizes implementation outside the condition of this rule.

B. All salary adjustments shall be effective on the first day of the month. The transaction may be transmitted to the MSPB before the requested effective date or in the month of the requested effective date.

5.3 ALLOCATION OF EMPLOYMENT POSITIONS

State service positions and those non-state service positions under the purview of the MSPB shall be allocated by the MSPB Executive Director to an appropriate occupational class based on the level and complexity of tasks, duties and responsibilities assigned to that position.

5.3.1 Reallocation of Positions

The MSPB provides for the adjustment in classification of a position through the reallocation process when the Office of Human Capital Core Processes determines that significant job content changes have occurred.

Downward and lateral reallocation requests are processed throughout the year. Upward reallocations are typically requested through the legislative budget process in accordance with the provisions of the Staff Management Planning Instructions for the appropriate fiscal year. However, each agency head shall have the opportunity to document the need for a non-budgeted reallocation by demonstrating that a bona fide staffing need exists that cannot be adequately addressed through normal budget procedures. The MSPB will consider reallocations outside the legislative process only upon certification by the agency director that adequate funds are available. The submission of any transaction through SPAHRS shall be considered an official request from the agency head or appointing authority. Such submission shall serve as certification that adequate funding is available.

5.3.2 Requests for Reallocations (Upward, Downward, Lateral)

Requests for reallocations must be submitted through SPAHRS and supporting documentation sent to the agency's Human Capital Core Processes Consultants. In addition, reallocation requests for filled positions which exercise supervisory responsibilities and for which the starting salary is $45,000 or greater should also be submitted to the MSPB Executive Director in a detailed letter of justification, together with the appropriate documentation, and will be presented to the MSPB for its approval. For all other reallocation requests, the notes as entered into SPAHRS serve as the request's justification; however, when deemed necessary, the agency's Human Capital Core Processes Consultants may request additional justification.

All reallocation requests approved by the MSPB will be effective on the date specified by the MSPB. All other approved reallocation requests will be effective no earlier than the first day of the month in which the request and its supporting documentation were received by the agency's Human Capital Core Processes Consultants. In extraordinary circumstances, the MSPB Executive Director or the Director of the Office of Human Capital Core Processes may at their discretion approve an earlier effective date.

Downward and lateral reallocations may be approved by the agency's Human Capital Core Processes Consultants. Upward reallocations of vacant positions must be approved by the Director of the Office of Human Capital Core Processes. Upward reallocations of filled positions which do not require MSPB approval must be approved by the MSPB Executive Director.

The justification for a reallocation request as entered into SPAHRS or in a letter to the MSPB Executive Director must include:

1. A description of how the position's duties have substantially changed,

2. Why the agency believes the proposed classification better describes the new duties, and

3. A description of the consequences, if any, of disapproval of the request.

The following is required with every reallocation request:

1. A valid Job Content Questionnaire (JCQ) or Role Description Questionnaire (RDQ), completed within the last twelve months and signed by the position's incumbent and direct supervisor, or, if vacant, by the direct supervisor only,

2. Organizational chart pages, signed by the appointing authority or an authorized designee, depicting both the current and the proposed placements for which reallocation is requested, as well as the placement of any other relevant positions,

3. Copies of any federal or state regulations, case law, or statutes that have bearing on the proposed action,

4. Justification for any change from non-state service to state service, or the reverse. In either case, statutory authority must be cited. (Mississippi Code Annotated § 25-9-107(c)). Incumbents of filled positions changing from non-state to state service status must be selected from a Certificate of Eligibles, except where the proposed classification is exempt from the initial competitive selection process.

5. Any additional documentation requested by the Human Capital Core Processes Consultants.

On-site desk audits, conducted by MSPB staff, may be required as a component of the analysis of upward reallocation requests.

In addition, the following is also required for filled positions:

1. A current (completed within the last twelve months) State of Mississippi application,

2. A written acknowledgement signed by the affected employee, if the request is a downward reallocation, and

3. A written acknowledgement signed by the affected employee indicating agreement with loss of state service status, if applicable.

Before the request can be approved, the incumbent must have a valid performance review rating. Following approval, SPAHRS will create a new 365-day performance review period beginning the effective date of the reallocation.

The authorized salary for an upward reallocation of a filled position shall be in accordance with the provisions for the Promotional Formula indicated in Policy Memorandum No. 2, *Administration of the Variable Compensation Plan*, for the current fiscal year.

5.3.3 Reclassification

A reclassification is a change in the classification of a position to a higher occupational class within the same occupational class series, where the change in job title is a result of the individual obtaining certification or licensure or acquiring proficiency in job duties. It is the policy of the MSPB to provide for reclassification of a position belonging to a class series by recognizing the increased value of an employee who has acquired additional experience, skills, and/or education which is directly related to this job. Reclassification provides a career ladder affording mobility for qualified individuals to advance to higher classified positions, which are substantially similar in the type of work performed. The reclassification authority also allows the agency to reverse the reclassification. Each year, on an announced date prior to the fiscal year conversion, the MSPB accepts requests for additions and deletions to the authorized schedule of reclassifications. Once reclassification authority is approved by the MSPB, reclassification actions may be implemented at the discretion of the agency head.

Employees reclassified to higher levels within a series retain their current status, status date, and hire date in the new classification to which reclassified. The authorized salary for a reclassification shall be in accordance with the provisions for the Promotional Formula indicated in Policy Memorandum No. 2, *Administration of the Variable Compensation* Plan, for the current fiscal year. In no case shall an employee's salary be certified at a salary higher than the end salary of the new classification.

Before the reclassification can be approved, the incumbent must have a valid performance review rating. Following approval, SPAHRS will create a new 365-day performance review period beginning the effective date of the reclassification.

5.4 APPOINTMENTS

Vacancies which are not filled by transfer, promotion, or demotion shall be filled by probationary appointment, reemployment, or emergency appointment. Salaries paid upon appointment shall be the minimum that will attract suitably qualified applicants for job openings consistent with the provisions set forth in Policy Memorandum No. 2, *Administration of the Variable Compensation Plan*, for the current fiscal year.

5.4.1 Original Appointment and Salary Determination

Original appointments are made competitively from a Certificate of Eligibles, or are made non-competitively where exempt from the selection process. (See Chapter 4.)

5.4.2 Standard New Hire Salary

At no time will an employee be paid below the federally mandated minimum wage. See Policy Memorandum No. 2, *Administration of the Variable Compensation Plan*, for the current fiscal year to determine the authorized salary for a new hire.

5.4.3 New Hire Flexibility

New Hire Flexibility, not to exceed ten percent, may be awarded when the education, experience, or professional certification possessed by the applicant exceeds the minimum requirements for the job classification to which appointed. See Policy Memorandum No. 2, *Administration of the Variable Compensation Plan*, for the current fiscal year for provisions detailing the awarding of New Hire Flexibility.

5.4.4 Agency Head Flexibility

Agency Head Flexibility may be awarded to individuals who are classified as non-state service and report directly to the agency head or a key excluded official, or advocate substantive agency policy. See Policy Memorandum No. 2, *Administration of the Variable Compensation Plan* for the current fiscal year for provisions detailing the awarding of Agency Head Flexibility.

5.4.5 Recruitment Flexibility

Recruitment Flexibility, in excess of the assigned start salary, may be awarded when an agency can document recruitment difficulties. A request for Recruitment Flexibility must be submitted

for MSPB approval prior to a job offer or appointment of an applicant in accordance with the provisions outlined in Policy Memorandum No. 2, *Administration of the Variable Compensation Plan*, for the current fiscal year.

5.4.6 Open-Competitive New Hire

When hiring personnel to fill a vacancy, the following shall be in effect:

A. The hire date cannot be earlier than the date of issue of the Certificate of Eligibles.

B. The salary shall be set in accordance with provisions outlined in Policy Memorandum No. 2, *Administration of the Variable Compensation Plan*, for the current fiscal year.

C. All competitive new hires shall be probationary and the status code "20" will populate in the "service status" field on the Maintain Employee Agency Info screen in SPAHRS.

D. For open-competitive new hire of a probationary employee, the employee shall retain his/her status date and is required to complete the balance of the existing probationary period.

E. SPAHRS will create a new 365-day performance review period beginning the effective date of the personnel transaction. (See Chapter 8.)

F. The following documentation is to be submitted to the Office of Human Capital Core Processes for a competitive new hire request:

   1. The Certificate of Eligibles must be actioned; and

   2. Detailed justification if New Hire Flexibility is requested. (Refer to Policy Memorandum No. 2, *Administration of the Variable Compensation Plan*, for the current fiscal year.) After the appointment process is complete, display the action and press F5 to add notes describing the extent to which the employee exceeds the minimum education and/or experience requirements for the occupation.

G. Please reference the SPAHRS User Training Workbook at http://www.mmrs.state.ms.us or your Human Capital Core Processes Consultants for more detailed information regarding the hiring of an employee.

5.4.7 Overlap New Hire and New Hire Flexibility

In rare circumstances, an agency may elect to hire a replacement up to ninety days prior to the termination of an employee in order that the terminating employee may provide specialized training to the new employee.

The effective date of the Overlap New Hire cannot be greater than ninety calendar days from the effective date of separation by the terminating employee.

The following documentation is to be submitted for competitive overlap new hire requests:

A. The actioned Certificate of Eligibles; and

B. Detailed justification if New Hire Flexibility is requested. (See Policy Memorandum No. 2, *Administration of the Variable Compensation Plan*, for the current fiscal year.) After the appointment process is complete, display the action and press F5 to add notes describing the extent to which the employee exceeds the minimum education and/or experience requirements for the position.

The following documentation is to be submitted for non-competitive overlap new hire requests:

A. A completed State of Mississippi Application; and

B. Detailed justification if New Hire Flexibility is requested. (See Policy Memorandum No. 2, *Administration of the Variable Compensation Plan*, for the current fiscal year.) After the appointment process is complete, display the action and press F5 to add notes describing the extent to which the employee exceeds the minimum education and/or experience requirements for the occupation.

5.4.8 Non-Competitive New Hire and New Hire Above Start

When non-competitively hiring to fill a vacant position, the following shall be in effect:

A. The hire date for an exempt appointment cannot be earlier than the date received by the MSPB; the individual must meet selection criteria.

B. The hire date for a non-competitive new hire will be the date the individual begins work. The request must be received by the MSPB before or within five working days after the individual begins work.

C. The authorized salary for a non-competitive new hire shall be set in accordance with provisions outlined in Policy Memorandum No. 2, *Administration of the Variable Compensation Plan*, for the current fiscal year.

D. Appointments to state-service positions for exempt job classes shall be probationary, and the status code “20” will populate in the “service status” field on the Maintain Employee Agency Info screen.

E. SPAHRS will create a new 365-day performance review period beginning the effective date of the personnel transaction. (See Chapter 8.)

F. The following documentation is to be submitted for a non-competitive new hire request:

1. A completed State of Mississippi Application; and

2. Detailed justification if New Hire Flexibility is requested. (See Policy Memorandum No. 2, *Administration of the Variable Compensation Plan*, for the current fiscal year.) After the appointment process is complete, display the action and press F5 to add notes describing the extent to which the employee exceeds the minimum education and/or experience requirements for the occupation.

5.4.9 Part-Time and Time-Limited New Hire

The appointment of an individual scheduled to work less than forty hours a week and/or less than twelve months per year constitutes an hourly or part-time appointment. When hiring personnel to fill a part-time position, the following shall be in effect:

A. The hire date is the date the individual begins work. The request must be received by the MSPB before or within five working days after the individual begins work.

B. The authorized salary for a part-time new hire shall be in accordance with the provisions outlined in Policy Memorandum No. 2, *Administration of the Variable Compensation Plan*, for the current fiscal year.

C. All part-time employees must meet selection criteria.

D. All part-time positions shall be non-state service in accordance with Mississippi Code Annotated § 25-9-107(c)(xi). The status code "11" will populate in the "service status" field on the Maintain Employee Agency Info screen in SPAHRS.

E. All time-limited positions shall be non-state service in accordance with Mississippi Code Annotated § 25-9-107(c)(xiv). The status code "14" will populate in the "service status" field on the Maintain Employee Agency Info screen in SPAHRS.

F. SPAHRS will create a new 365-day performance review period beginning the effective date of the personnel transaction. (See Chapter 8.)

G. The following documentation is to be submitted for a part-time new hire request:

    1. A completed State of Mississippi Application, where required; and

    2. Detailed justification if New Hire Flexibility is requested. (See Policy Memorandum No. 2, *Administration of the Variable Compensation Plan*, for the current fiscal year.) After the appointment process is complete, display the action and press F5 to add notes describing the extent to which the employee exceeds the minimum education and/or experience requirements for the occupation.

5.4.10 Emergency Appointment

An emergency appointment is defined as 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.

A. Emergency appointments shall be limited to classes and positions normally filled competitively from a Certificate of Eligibles. The Office of Human Capital Core Processes shall evaluate each request for emergency appointment prior to certification based on the following criteria:

    1. Justification provided by agency;

    2. Patient and/or security support;

3. Number of vacancies in the class within the requesting agency; and

4. The period of time those vacancies have existed.

B. The effective date cannot be earlier than the date approved by the Office of Human Capital Core Processes.

C. The authorized salary for an emergency hire shall be the start salary of the class to which appointed.

D. Individuals hired on an emergency basis shall be designated by a status code of "12" in the "service status" field on the Maintain Employee Agency Info screen.

E. An emergency appointment shall not exceed sixty working days. The appointing authority shall be responsible for initiating appropriate action to preclude any emergency appointment extending beyond the limit of sixty working days.

F. The following documentation must be submitted with an emergency appointment request:

1. Detailed justification outlining the emergency nature of the appointment; and

2. Proof of valid licensure, registration, or certification when required under state or federal statute for the job class to which appointed.

5.4.11 Reappointment (Return from Authorized Leave of Absence)

An individual separated on an authorized leave of absence, e.g., military, extended illness, education, and leave of absence under provisions of Mississippi Code Annotated §§ 25-3-93, 25-3-95, 25-9-125, and 33-1-21 is eligible for reappointment.

When reappointing an employee RETURNING FROM AUTHORIZED LEAVE OF ABSENCE, the following shall be in effect:

A. For non-military leaves of absence, eligibility for reappointment is valid for one year from the date of the beginning of leave. For reappointment eligibility for leaves of absence due to military duty, the provisions of the federal Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 apply.

B. Reappointment under these provisions shall be restricted to the same occupational class as occupied at the time of separation, except as provided for by USERRA.

C. Upon reappointment, the employee's status shall be the same as it was at the time of separation and shall be reflected by the status code in the "service status" field and the status date. If the employee was permanent state service at separation, the status date shall not be altered. If the employee had not completed the twelve month probationary period, a new status date shall be determined by adding the number of days out of state service to the status date at the time of separation to allow the individual to complete twelve months of supervised probation.

D. The effective date shall be the date requested by the agency. The request must be received by the MSPB before or within five working days after the individual begins work.

E. The authorized salary for a reappointment shall be no more than the current salary at the time of the separation unless general compensation adjustments were effected since the date of the separation. Such adjustments shall be added to the current salary where applicable.

F. SPAHRS will create a new 365-day performance review period beginning the effective date of the personnel transaction. (See Chapter 8.)

5.4.12 Reemployment Into the State Service

An individual separated in good standing for reasons other than an authorized leave of absence may be reemployed into the same job class from which terminated.

A. Individuals reemployed into a different job class from which terminated shall be hired under the provisions for Appointments in this chapter.

B. The appropriate selection criteria shall apply.

C. The effective date for the employees shall be:

1. RIF Reemployment List - cannot be earlier than the date the Certificate of Eligibles was issued;

2. Alternative Reemployment List - cannot be earlier than date the Certificate of Eligibles was issued;

3. Exempt Class - cannot be earlier than the date received by the MSPB, provided the individual meets selection criteria; and

4. Non-competitive New Hire - the date the individual begins work. The request must be received by the MSPB before or within five working days after the individual begins work.

D. The authorized salary for reemployment shall be no more than the current salary at the time of separation unless salary realignments were effected since the date of the separation. Such adjustments shall be added to the current salary where applicable.

E. Upon reemployment due to a Reduction-In-Force, the employee's status date and hire date shall be the same as it was at the time of separation. If the employee was permanent at separation, the status date and hire date shall not be altered. If the employee had not fully completed the probationary period, a new status date shall be determined by adding the number of days out of state service to the status date at the time of separation. Reemployment for reasons other than a Reduction-In-Force shall receive a new status date equal to the new hire date.

F. SPAHRS will create a new 365-day performance review period beginning the effective date of the personnel transaction. (See Chapter 8.)

G. The following documentation must be submitted with a reemployment request:

   1. An actioned Certificate of Eligibles, where applicable; and

   2. A completed State of Mississippi Application, where applicable.

5.4.13 Retiree Employment

When requesting the reemployment of a retired state employee, not necessarily returning to the same job class from which retired, and for (1) a period of time not to exceed one-half of the normal working days for the position during which the employee will receive no more than one-half of the salary for the position, or (2) for a period of time in any fiscal year sufficient in length to permit a retiree to earn not in excess of twenty-five percent of retiree's average compensation (Note: If a retiree is hired outside the guidelines noted above, the retirement benefit of such retiree must be terminated immediately and the employer must immediately begin reporting that individual to PERS as any other active member would be reported.) (See Mississippi Code Annotated § 25-11-127.)

A. The effective date shall reflect a minimum of forty-five days from the date of Retirement. PERS Regulation 34 provides that if the retired member is reemployed by the same or another covered employer in any capacity, including that of an independent contractor as well as service without pay, within forty-five days from the effective date of retirement, or is guaranteed such reemployment, the member shall be considered to have continued in the status of an employee and not to have separated from state service.

B. The authorized salary shall be no more than the salary paid to the individual prior to the employee's retirement, except that the salary shall not exceed the end salary of the pay range of the job class to which appointed.

C. Upon reemployment of a retired employee, the status and hire date shall reflect the new date of hire and status.

D. The employer is required to notify PERS of the reemployment of a retiree under one of the above exceptions within five days of reemployment on a Form 4B, Certification/Acknowledgment of Reemployment of Retiree.

E. SPAHRS will create a new 365-day performance period beginning the effective date of the personnel transaction. (See Chapter 8.)

F. The following documentation must be submitted with reemployment of a retired employee request:

   1. An actioned Certificate of Eligibles, where applicable;

   2. A completed State of Mississippi Application, where applicable;

3. Detailed justification, which describes the circumstances surrounding the reemployment of a retiree. After the appointment process is complete, display the action and press F5 to add notes.

5.4.14 Dual Employment and Salary Determination

An individual may be employed by more than one state agency or by a state agency and an institution of higher learning in two part-time positions, or one full-time and one part-time position. Policies, rules, and procedures governing appointments shall apply.

Under Fair Labor Standards Act (FLSA) regulations, the State of Mississippi is considered to be one employer. Therefore, eligible (non-exempt) employees who work for two entirely different agencies in state government in the same workweek are considered joint employees, and must be paid overtime or must be provided compensatory time off for a combination of hours worked in excess of forty (40) hours. Overtime payment or provision of compensatory time should be computed according to current FLSA rules issued by the U. S. Department of Labor.

5.5 IN-SERVICE MOVEMENT

All in-service movement is subject to the provisions of Policy Memorandum No. 2, *Administration of the Variable Compensation Plan*, for the current fiscal year. In addition, the following provisions apply.

5.5.1 Promotions

Promotions may be made in one (1) of three (3) ways subject to approval of the Director of the Office of Human Capital Core Processes (See also Chapter 4.):

A. Agency-only competitive;

B. Agency-only non-competitive; and

C. State service competitive.

5.5.2 Promotion (Intra-Agency)

When requesting the promotion (within agency/master agency) of a state service employee who has satisfactorily completed six months of service, the following shall be in effect:

A. A valid performance review rating shall be required prior to processing the transaction. (See Chapter 8.)

B. Promoted employees retain status date and hire date in the new position to which promoted.

C. SPAHRS will create a new 365-day performance review period beginning the effective date of the personnel transaction. (See Chapter 8.)

D. The following documentation is to be submitted with an intra-agency promotion request:

1. A completed State of Mississippi Application, if a non-competitive promotion.

5.5.3 Promotion (Inter-Agency)

When requesting the promotional transfer (inter-agency) of a state service employee, the following shall be in effect:

A. The requested effective date must coincide to reflect no break in service and may be as follows:

   1. Competitive State Service - effective any time during the month provided it is no earlier than the date the Certificate of Eligibles was issued;

   2. Exempt - cannot be earlier than the date the request was received by the MSPB provided the individual meets selection criteria;

   3. Non-Competitive New Hire - the date the individual begins work. The request must be received by the MSPB before or within five working days after the individual begins work.

B. Promoted employees retain status date and hire date in the new position to which promoted.

C. SPAHRS will create a new 365-day performance review period beginning the effective date of the personnel transaction. (See Chapter 8.)

D. The following documentation is to be submitted with a promotion request:

   1. A Certificate of Eligibles, if a competitive promotion; and

   2. A completed State of Mississippi Application, if a non-competitive promotion.

E. It is the transferring agency's responsibility to enter into SPAHRS the separation indicating an employee's transfer on the correct day.

5.5.4 Lateral Transfer (Intra-Agency)

When requesting the lateral transfer (within agency/master agency) of a state service employee to a position in state service, the following shall be in effect:

A. A valid performance review rating shall be required prior to processing the personnel transaction. (See Chapter 8.)

B. Laterally transferred employees retain their status date (except as otherwise stated in Section 2.1.1) and hire date in the new position to which transferred.

C. SPAHRS will create a new 365-day performance review period beginning the effective date of the personnel transaction. (See Chapter 8.)

D. The following documentation is to be submitted with a lateral transfer (intra-agency) request if the transfer is to a different occupational class:

1. The actioned Certificate of Eligibles, where applicable; and

2. A completed State of Mississippi Application, where applicable.

5.5.5 Lateral Transfer (Inter-Agency)

When requesting the lateral transfer (inter-agency) for a state service employee to a competitive or non-competitive position in state service, the following shall be in effect:

A. The requested effective date may be as follows:

1. Competitive State Service - effective any time during the month, provided it is no earlier than the date the Certificate of Eligibles was issued;

2. Exempt - Cannot be earlier than the date received by the MSPB provided the individual meets selection criteria;

3. Non-Competitive New Hire - the date the individual begins work. The request must be received by the MSPB before or within five working days after the individual begins work.

B. Laterally transferred employees retain status date (except as otherwise stated in section 2.30.1) and hire date in the new position to which transferred.

C. SPAHRS will create a new 365-day performance review period beginning the effective date of the personnel transaction. (See Chapter 8.)

D. The following documentation is to be submitted with the lateral transfer (inter-agency) request if the transfer is to a different occupational class:

1. The actioned Certificate of Eligibles, where applicable; and

2. A State of Mississippi Application, where applicable.

E. It is the transferring agency's responsibility to enter into SPAHRS the separation indicating an employee's transfer on the correct day.

5.5.6 Demotional Transfers

An employee may be demoted because of inadequate performance, disciplinary reasons, a reduction in force, or voluntarily. When the affected employee is a permanent-state service status employee, written notice of intent to effect any demotion and the reason for such action shall be given to the employee at least ten working days prior to the effective date of the demotion. All actions adversely affecting compensation or employment status require that the permanent state service status employee be given an opportunity for a conference with the appointing authority or designated representative and to respond in writing prior to any such action.

5.5.7 Demotional Transfer (Intra-Agency)

When requesting the demotional transfer (intra-agency) of an employee (voluntary or for cause), the following shall be in effect:

A. A valid performance review rating shall be required prior to processing the transaction as requested from the agency. (See Chapter 8.)

B. Demoted employees retain status date and hire date in the new position to which demoted.

C. SPAHRS will create a new 365 day performance review period beginning the effective date of the personnel transaction. (See Chapter 8.)

D. The following documentation is to be submitted with a demotional transfer (intra-agency) request:

   1. A completed State of Mississippi Application;

   2. A statement signed by the employee acknowledging the demotion (voluntary only); and

   3. Detailed justification if demotion with extraordinary circumstances is requested. After the demotion process is complete, display the action and press F5 to add notes describing the need to retain the employee's current salary.

5.5.8 Demotional Transfer (Inter-Agency)

When requesting a demotional transfer (inter-agency), the following shall be in effect:

A. The requested effective date shall be as follows:

   1. Competitive State Service - effective any time during the month provided it is no earlier than the date the Certificate of Eligibles was issued;

   2. Exempt - cannot be earlier than the date received by the MSPB provided the individual meets selection criteria;

   3. Non-Competitive Appointment - the date the individual begins work. The request must be received by the MSPB before or within five working days after the individual begins work.

B. Determination of salary for a demotional (inter-agency) transfer shall be in accordance with the policies and procedures outlined in Policy Memorandum No. 2, *Administration of the Variable Compensation Plan*, for the current fiscal year.

C. Transferred and demoted employees retain their status date and hire date in the new position to which transferred and demoted.

D. SPAHRS will create a new 365-day performance review period beginning the effective date of the personnel transaction. (See Chapter 8.)

E. The following documentation is to be submitted with a demotional transfer (inter-agency):

   1. The actioned Certificate of Eligibles, where applicable; and

   2. A completed State of Mississippi Application, where applicable.

   3. It is the transferring agency's responsibility to enter into SPAHRS the separation indicating an employee's transfer on the correct day.

5.5.9 Dual Transfer (Intra-Agency)

When transferring positions between two current employees, the applicable preceding policies, rules, and procedures governing promotions, lateral transfers, and/or demotions shall apply.

5.6 DETAIL TO SPECIAL DUTY

When the services of an employee are temporarily needed in a position within the employing agency other than the position to which regularly assigned, the employee may be required, at the discretion of the appointing authority, to perform the tasks of such a position for a period not to exceed 180 days without a change in position title or employee status.

A. A probationary employee in a state service position assigned to special duty shall not be required to serve an additional probationary period.

B. When an employee is assigned the duties of a position that is in an equal or higher pay range, a temporary salary award up to ten percent (10%) above the detailed employee's current salary may be awarded when justified and approved by the Director of the Office of Human Capital Core Processes. The position to which the employee is being detailed must be vacant or filled by an incumbent who is not available for duty due to an authorized leave.

C. In unusual circumstances, a detail beyond 180 days may be authorized by the Director of the Office of Human Capital Core Processes upon written request by the appointing authority.

D. If an employee is being detailed to a filled position, the incumbent of the filled position must have been absent for at least thirty days prior to the request for detail. In extraordinary circumstances, the agency may request Director of the Office of Human Capital Core Processes approval of actions which do not meet this 30-day requirement.

E. Any salary increase certified for special duty shall be withdrawn upon completion of special duty.

F. No more than one employee may be awarded Detail to Special Duty Pay for assuming the responsibilities and functions of a single position.

G. The following documentation is to be submitted to the agency's Human Capital Core Processes Consultant with a Request for Detail to Special Duty:

1. Detailed justification which indicates the position to which the employee is being detailed and the duties to be assigned while performing in the detail capacity;

2. A statement from the employee acknowledging the temporary salary increase and the subsequent salary withdrawal upon completion of special duty; and

3. Organizational chart pages, signed by the appointing authority, depicting both the employee's position and the position to which the employee will be detailed.

4. If an employee is being detailed to a filled position, the date on which the absent employee is expected to return.

H. Please reference the SPAHRS User Training Workbook at http://www.mmrs.state.ms.us or your Human Capital Core Processes Consultants for more detailed information regarding the submission of Detail to Special Duty Pay requests.

5.6.1 Governor's Chief of Security and DFA Pilots

A. The Department of Public Safety position assigned as Chief of Security to the Governor's Office shall be paid a salary as set by the Commissioner of Public Safety equal to or lower than the highest paid incumbent currently holding the rank of Captain at the Department of Public Safety and approved by the MSPB. However, in no case shall a salary increase awarded as a result of such an assignment be used as a benchmark for salary equity adjustments. The salary of an employee following the termination of assignment as Chief of Security to the Governor's Office shall be determined in accordance with the policies and procedures outlined in policy Memorandum No. 2, *Administration of the Variable Compensation Plan*, for the current fiscal year.

B. The Executive Director of the Department of Finance and Administration has authority to set the salaries of all licensed jet pilots assigned to the Office of Air Transportation within the salary range set by the MSPB. Such pilots are not eligible for Pilot's Pay Additional Compensation. Further, all licensed jet pilots assigned to the Office of Air Transportation Services shall serve at the will and pleasure of the Executive Director of the Department of Finance and Administration.

5.7 ADMINISTRATION OF ADDITIONAL COMPENSATION SCHEDULES

The MSPB shall establish and administer additional compensation schedules to accommodate the full and efficient operation of an agency in the delivery of essential services within or outside of the standard work schedule or the standard work place.

5.7.1 Application of Additional Compensation

In accordance with Policy Memorandum No. 2, *Administration of the Variable Compensation Plan*, for the current fiscal year, the MSPB Executive Director may recommend to the MSPB those occupational classes certified for payment under provisions governing additional

compensation. The MSPB Executive Director, with the approval of the MSPB, shall amend additional compensation schedules based upon evaluation of labor market conditions and the economic value of comparable services within relevant public sectors and the relevant private labor market, if any.

5.7.2 Agency Authorization for Additional Compensation

A. To request authorization of additional compensation, the appointing authority shall submit a letter to the MSPB Executive Director fully explaining and justifying the request.

B. Determination as to agency authorization for additional compensation shall be subject to approval by the MSPB.

5.7.3 Certification of Employees for Additional Compensation

The appointing authority shall indicate in SPAHRS those positions to be certified payment of additional compensation and of the need to decertify employees no longer working under the conditions set forth in the provisions governing additional compensation.

5.7.4 Occupational Class Authorization or Rescindment of Additional Compensation

A. The appointing authority shall indicate in SPAHRS which occupational classes are necessary to accommodate the full and efficient operation of the agency in the delivery of essential services within or outside the confines of the standard work period and the standard work schedule as defined below:

- Standard work period: an eight hour workday, a forty hour workweek, a 173.929 hour work month, and a 2087.143 hour work year.

- Standard work schedule: the hours of work established by an appointing authority for individuals employed within the agency, which typically begin at 8:00 a.m. and end at 5:00 p.m. each day with a one hour interval for a lunch period.

B. Any position change affecting the classification of a position certified for additional compensation will cause the certification to be automatically removed from the position.

C. Where certification is required as a prerequisite for authorization of additional compensation for an occupational class, the agency is responsible for verifying receipt of certification by the individual for which additional compensation is requested and indicating in the SPAHRS payroll segment the hours worked which qualify for additional compensation.

D. An individual shall not be certified to receive more than three types of additional compensation during a single pay period.

5.8 SPECIAL COMPENSATION PLANS

The MSPB may establish, maintain, and amend special compensation plans within the Variable Compensation Plan to compensate employees within selected occupational classes based on a demonstrated inability to compete satisfactorily for employees in terms of pay or availability. Only special compensation plans reviewed prior to the start of the fiscal year and approved by the MSPB for implementation or continuation during the fiscal year shall be certified.

When requesting a salary increase under a special compensation plan, the following shall be in effect:

A. The requested effective date of a salary increase shall be the first day of the requested month.

B. The new salary after award of an increase through a special compensation plan should correspond to the plan's salary scale and the incumbent's experience level.

C. Please reference the SPAHRS User Training Workbook at http://www.mmrs.state.ms.us or your Human Capital Core Processes Consultants for more detailed information regarding salary increases through special compensation plans.

5.9 COOPERATIVE EDUCATION COMPENSATION PLANS

Upon requests by appointing authorities, the MSPB may establish and maintain compensation plans to remunerate individuals enrolled in designated fields of study at institutions of higher learning, junior colleges, community colleges, or technical schools who alternate between intervals of state service or non-state service employment followed by unpaid intervals during training for the designated occupational class.

5.10 EDUCATIONAL BENCHMARKS

The MSPB Executive Director is authorized to approve requests to award educational benchmark increases on a case-by-case basis, in accordance with policies and procedures outlined in Policy Memorandum No. 2, *Administration of the Variable Compensation Plan*, for the current fiscal year.

5.11 PAY RANGE REALIGNMENT

The MSPB shall recommend to the Legislature the realignment of pay ranges in recognition of economic changes in the prevailing pricing of manpower for a job category within the relevant labor market. The purpose of realignment is to determine a competitive salary range for each occupational class.

5.11.1 Appropriated Realignment

The MSPB Executive Director shall determine and recommend the appropriate realignment of pay ranges for an occupational class to the MSPB. The MSPB shall make recommendations to the Legislative Budget Office and the Department of Finance and Administration regarding pay range realignment [See Mississippi Code Annotated § 25-9-133(1).] The Legislative Budget

Office and the Department of Finance and Administration forward the recommendations to the Legislature and the Governor as a part of the annual appropriations process.

Realignment of pay ranges must be appropriated within the legislative budget process. Realignment shall be awarded in accordance with the policies provided in the Promotional Formula outlined in Policy Memorandum No. 2, *Administration of the Variable Compensation Plan*, for the current fiscal year.

5.11.2 Non-Appropriated Realignment

Each agency head shall have the opportunity to document the need for non-appropriated realignment by demonstrating that a bona fide staffing need exists which cannot be adequately addressed through the normal budget procedures. The MSPB may authorize realignments necessary to fill the staffing need only upon certification by the agency director that adequate funds are available. In such instances, the agency must provide salary survey data compiled from an acceptable relevant labor market and must justify that delayed implementation of the regular realignment would seriously threaten critical agency services. Where more than one agency utilizes a job class proposed for non-appropriated realignment, all affected agencies must certify their acceptance of the realignment. Implementation of salary increases authorized under this section is at the discretion of the appointing authority. Realignment shall be awarded in accordance with the policies provided in the Promotional Formula outlined in Policy Memorandum No. 2, *Administration of the Variable Compensation Plan*, for the current fiscal year.

5.12 PRODUCTIVITY

Productivity increases are performance based salary increases awarded at the discretion of the agency director and management. Productivity allows an agency director to reward excellence among agency employees. Productivity awards must be thoroughly documented by current performance evaluations and are awarded in accordance with policies and procedures outlined in Policy Memorandum No. 2, *Administration of the Variable Compensation Plan*, for the current fiscal year, if the Legislature appropriates specified funds for this purpose.

Please reference the SPAHRS User Training Workbook at http://www.mmrs.state.ms.us or your Human Capital Core Processes Consultants for more detailed information regarding requests for productivity increases.

5.13 LONGEVITY

Longevity awards are lump sum payments awarded to employees who have reached the maximum salary (end salary) for their respective job classes. Longevity payments are awarded in accordance with policies and procedures outlined in Policy Memorandum No. 2, *Administration of the Variable Compensation Plan*, for the current fiscal year, if the Legislature appropriates specified funds for this purpose.

5.14 EMPLOYER REQUIREMENTS UNDER FLSA

The Fair Labor Standards Act of 1938, as codified at 29 U.S.C. § 201 and following (hereinafter referred to as "FLSA"), is a federal law which is applicable to all state agency employers. The FLSA provides that all covered, or non-exempt, employees must be paid at least a minimum wage, and must be paid at the rate of one and one-half times, or time-and-a-half, their regular rate of pay for each hour over forty worked during a single workweek. State agency employers may, in lieu of cash payment for overtime, pay their non-exempt employees in compensatory time at the rate of one and one-half hours for each hour over forty worked during a single workweek. Police and firefighters, emergency response personnel, and employees engaged in seasonal activities may accrue up to 480 hours of compensatory time. Other non-exempt employees may only accrue up to 240 hours of compensatory time. After a non-exempt employee has accrued the maximum amount of compensatory time, the employer is required to pay the employee overtime for the additional overtime hours worked in cash.

A public employer may require a non-exempt employee requesting leave to exhaust an FLSA compensatory leave balance prior to use of annual leave, and a public employer may compel a non-exempt employee to use compensatory time and take time off work to reduce a compensatory time balance below the 480 or 240 hour thresholds.

The U. S. Department of Labor (DOL) is responsible for the enforcement of the FLSA, and may investigate and gather data concerning wages, hours, and other employment practices. For assistance in complying with the FLSA, state agency employers may contact the area office of the Wage and Hour Division of the DOL.

The federal regulations governing FLSA applicable to state agency employers in the area of compensatory time and other areas may be found at 29 C.F.R. § 500.

When requesting authorization under FLSA for payment of overtime compensation to non-exempt employees, the following shall be in effect:

A. Each <u>agency</u> must petition the MSPB and be approved to receive overtime compensation.

B. Each <u>occupational class</u> to receive overtime compensation must receive prior approval by the MSPB.

C. Positions must be determined to be non-exempt from FLSA provisions, and so marked in SPAHRS, before overtime compensation can be paid.

5.15 EMPLOYEE DATA CHANGES

When requesting changes to employee data, the following shall be in effect:

A. Employee data changes include changes in social security number, last name, first name, middle name, date of birth, race, sex, years of education, agency hire date, pin entry date or status date.

B. Supporting documentation may be required in changing date of hire, PIN entry date, status date, social security number, and performance appraisal rating.

5.16 SEPARATIONS

The effective date of separation shall be the last day the employee worked or utilized authorized leave. For a complete list of the Separation Reason Codes to enter into SPAHRS, reference the SPAHRS User Training Workbook at http://www.mmrs.state.ms.us or contact your Human Capital Core Processes Consultants.

5.17 DELEGATION OF REALLOCATION AND REORGANIZATION AUTHORITY

5.17.1 Purpose and Authority

In accordance with Mississippi Code Annotated §§ 25-9-101, *et seq.*, the MSPB, as the governing authority for the statewide personnel system authorizes the MSPB Executive Director to enter into formal agreements with department executive directors and agency directors in which employment positions within their agencies may be reallocated and organization charts amended without prior MSPB approval; provided, however, that such agreements shall be revocable by the MSPB, and continuation shall be contingent upon the reallocations and reorganizations being conducted in accordance with rules and regulations promulgated by the MSPB. In the event the MSPB has delegated reallocation authority to an agency, this delegation does not remove the requirement that agencies submit personal services budget requests each fiscal year for the purpose of preparing personal services continuation budget projections. Such budget requests shall be prepared in accordance with the policies, rules, and regulations promulgated by the Department of Finance and Administration, the Legislative Budget Office and the MSPB. Prior to making any reallocation or reorganization effective, each appointing authority who has entered into an agreement as provided herein shall certify to the MSPB that the total annualized cost of any reallocation, or reorganization, shall be equal to or less than the cost savings generated through downward reallocation or position abolishment of vacant positions.

The MSPB will maintain a record of every personnel transaction executed pursuant to any agreement as provided herein and will annually report the total cost of these transactions, by agency, to the Legislative Budget Office and the Department of Finance and Administration.

The MSPB Executive Director shall perform, or cause to be performed, a compliance audit and evaluation of personnel transactions executed under the authority delegated pursuant to said agreement, and to publish a report of the audit listing exceptions taken by the MSPB Executive Director not later than the first of October each year. In the event the MSPB determines that an agency has misclassified an employee or position as a result of this delegated authority, the MSPB will correct such misclassification regardless of the state service status of the employee holding such position. Authority to correct such misclassifications of filled positions shall be limited to one year from the date which the MSPB receives written notice of the reallocation.

5.17.2 Overview

The authority to reallocate employment positions carries with it the demand that rigid professional standards be applied to maintain and administer an equitable statewide job classification plan. Reallocations are valid only when the duties and responsibilities of an employment position have sufficiently changed such that its current job classification is no longer accurate and another job classification more accurately depicts the duties and responsibilities of the position. Reallocations are not substitutes for promotions or tools to secure salary increases for selected individuals. They are to be performed only when supported by objective job analysis.

The criteria for delegated reallocation agreements set forth below are designed to encourage consistent management of the reallocation delegation program while promoting an efficient, effective, and uniform statewide job classification system.

5.17.3 Formal Agreements

Upon authorization from the MSPB, the MSPB Executive Director may enter into formal reallocation and reorganization delegation agreements with state agency directors. These agreements shall be in writing and shall be signed by the MSPB Executive Director and the agency director requesting the delegated authority. They shall contain such terms and conditions deemed appropriate by the MSPB Executive Director.

The agreements may include authorization for the delegation of reallocation authority alone, or delegation of reallocation authority along with the authority to amend organizational charts. To ensure correct organizational placement of job classifications and to ensure the validity of MSPB budget recommendations made to the Legislature, delegation of the authority to amend organizational charts shall be approved only for those agencies in which reallocation authority has been delegated.

Authorization by the MSPB for its the MSPB Executive Director to enter into delegated reallocation or delegated reorganization agreements shall also carry with it the authority for the MSPB Executive Director to modify, suspend, or terminate reallocations or reorganization delegation agreements.

Delegation agreements may be revoked upon a finding that the delegate agency failed to uphold its responsibility in the formal agreement or failed to comply with MSPB policies, procedures, and guidelines. All salary setting provisions as outlined in Policy Memorandum No. 2, *Administration of the Variable Compensation Plan*, for the current fiscal year, shall remain in effect for delegate agencies.

5.17.4 Staff Requirements and Training

Agencies desiring delegated reallocation authority must designate among their human capital staff one primary job analyst and one alternate job analyst. Prior to assuming delegated reallocation authority, these designated job analysts shall receive training by the MSPB in job analysis, job classification, and organizational development concepts as well as MSPB policies and procedures.

All delegated reallocations must be recommended and endorsed by the primary job analyst based on a thorough and independent review of all relevant data.

A. The primary job analysts must be available to devote their full time and effort to their job analysis duties. They may be assigned other duties collateral to their primary job analysis responsibilities; however, whenever they are to be engaged in their job analysis duties they shall not be assigned other duties outside the scope of job analysis.

B. The primary and alternate designated job analysts must attend initial training and follow-up training conducted by the MSPB staff. If for any reason the primary analyst cannot attend follow-up training, the alternate must attend the scheduled training. In such case, the primary analyst must schedule a make-up training session with the MSPB Office of Human Capital Core Processes within thirty days of the regularly scheduled training that was missed.

C. Failure to attend job analysis training or to make up missed training as specified above shall result in the suspension or cancellation of the delegation agreement. Failure to pass any written examinations may result in the disqualification of the designated job analyst and suspension of the delegation agreement.

D. The primary job analyst shall be a Personnel Officer I-V with at least two years of human capital experience. In agencies without Personnel Officers, the MSPB may permit other related job classes to perform job analysis work, but there shall be no substitution for the experience requirement.

E. The alternate job analyst may be in any human capital job classification or professional administrative job class, subject to MSPB approval. However, if, in the judgment of the MSPB Executive Director, an agency has insufficient human capital support staff and job classification expertise to conduct valid job analysis, the MSPB Executive Director may refrain from entering into a delegation agreement.

F. In agency human capital offices with a Human Resources Director and at least one Personnel Officer, the subordinate Personnel Officer may be designated as the primary job analyst. No supervisor of the Human Resources Director, or supervisors, shall be designated as a job analyst.

G. The agency Human Resources Director and management must agree not to influence the judgment of the designated job analyst and must provide assurance to the job analyst and the MSPB that absolutely no retaliation, direct or indirect, shall result if the job analyst's judgment in a reallocation action is contrary to management's preferences.

H. Upon transfer or termination of the primary job analyst, delegated reallocation authority shall be suspended until his/her replacement completes initial training.

I. If an agency has been delegated authority to amend organizational charts, the agency-designated job analyst(s) shall advise the Human Resources Director and agency management on MSPB rules, regulations, guidelines, and procedures concerning organizational issues.

5.17.5 Job Classifications Authorized for Delegated Reallocations

Delegate agencies shall be authorized to reallocate employment positions to those classes in the current MSPB job inventory, with the exception of classes which are denoted in their title or the class specification as being unique to particular agencies. The MSPB Executive Director may also require that reallocations be suspended in particular job classifications if those job classifications are undergoing revision.

5.17.6 Documentation and Record Keeping

A. Only those reallocations which are fully justified by an objective job analysis and fully documented according to these procedures shall be considered valid.

B. Delegate agencies shall establish a central PIN reallocation file for each PIN which is reallocated pursuant to delegation authority. Refer to "Checklist and Analysis Tool for Agencies Delegated Reallocation Authority," (See Section 5.17.9 for a description of the documentation required to be completed and retained by the agency in their PIN reallocation file.)

C. All documentation associated with a delegated reallocation shall be filed and retained by the delegate agency for a period of five years from the effective date of the reallocation. This requirement shall apply whether the reallocation is ultimately approved or not.

D. The MSPB Job Content Questionnaire (JCQ) or Role Description Questionnaire (RDQ) shall be the primary instrument for recording the job analysis data in support of a reallocation. The JCQ or RDQ must be complete and legible. No other form shall substitute for the JCQ or RDQ.

E. If a filled position is to be reallocated, an original State of Mississippi Application must be submitted to the agency's Human Capital Core Processes Consultants for evaluation to ensure the incumbent meets the minimum qualifications of the job **prior to submitting the transaction for processing.**

F. For those agencies who have been granted authority to amend organizational charts, the delegate agency's most current, complete, and valid organizational chart shall be on file and readily available to designated agency job analysts and MSPB auditors.

5.17.7 Audits

A. The MSPB staff shall perform audits of delegate agencies to ensure that only fully justified reallocations are performed. The audit team may also conduct desk audits of reallocated positions, and shall be alert to any practice or action, which is contrary to sound public personnel management or job analysis practice.

B. Those agencies which have been delegated authority to amend their organizational chart shall have the most recent, complete, and valid organizational chart available for inspection by MSPB auditors. In addition, delegate agency employees shall be available

for desk audits, and performance appraisal documentation shall be available to verify organizational placement.

C. Failure to comply with MSPB policies, procedures, and guidelines shall result in corrective action, including the reversal of erroneous reallocations, and may result in suspension, termination, or modification of the delegation agreement by the MSPB Executive Director. Whenever possible, the MSPB Executive Director shall take informal remedial steps with delegate agencies to resolve minor classification problems. However, all audit exceptions shall be reported to the Legislature by October 1 of each year.

D. Delegate agencies shall receive no less than twenty-four hours notice prior to the audit. The delegate agency's primary job analyst and the agency Human Resources Director shall be available to answer questions from the MSPB auditors. Incumbents of positions reallocated and reclassified within twelve months prior to the audit should be available for desk audits of their positions.

5.17.8 Notice to Employees in Reallocated Positions

Delegate agencies shall give written notice to an employee whose employment position is reallocated pursuant to delegation agreements that the job classification may be changed and the salary adjusted to reflect the correct job classification should the MSPB determine that the delegate agency misclassified the position. This written acknowledgment must be obtained prior to submitting the reallocation to the MSPB. Incumbents of these positions shall acknowledge in writing that for a period of one year, the MSPB has statutory authority to review any delegated reallocation, to correct any erroneous delegated reallocation and, if warranted, to reduce their salary to the level it was prior to the erroneous reallocation**.** This shall apply to filled positions that are reallocated, as well as vacant positions that are reallocated and subsequently filled. Authority to correct such misclassifications shall be limited to one year from the date the MSPB receives written notice of the reallocation. Agency heads shall document said acknowledgment in agency files and forward a copy to the MSPB Office of Human Capital Core Processes.

5.17.9 Checklist and Analysis Tool for Agencies Delegated Reallocation Authority

I. **Inventory**:

A. *Justification of reallocation must include the following*:

____ 1. Position Identification Number (PIN);
____ 2. Current occupational title;
____ 3. Proposed occupational title;
____ 4. Status of the position (filled or vacant);
____ 5. Reason(s) for reallocation;
____ 6. Justification must state whether federal or state case law, regulations, guidelines or statutes impact upon action;
____ 7. If reallocation requires change from state service to non-state service, justification must be provided. Alternatively, a change from non-state service to state service must be adequately justified. In both cases, statutory authority must be cited;
____ 8. Incumbents of downwardly reallocated positions shall in all cases be notified of their reduction in salary range and a copy of the employee's written acknowledgment of salary range reduction shall be attached;

B. *Organizational Chart(s)*:

____ 1. All organizational charts must be for the current Fiscal Year (FY);
____ 2. Organizational chart page(s) for current placement of PIN(s);
____ 3. Organizational chart page(s) for proposed placement of PIN(s);
____ 4. All organizational chart pages related to the position must be attached;
____ 5. Current/proposed organizational charts must be signed by Agency Head for reorganizations and agency authorized signatory for reallocations;

C. *Job Content Questionnaire (JCQ) and Role Description Questionnaire (RDQ). JCQ's or RDQ's and structured desk audits are the primary means by which job analyses are documented*:

____ 1. JCQ or RDQ is current (e.g., must be less than twelve months);
____ 2. All sections are complete;
____ 3. Duty and task statements contain sufficient information for analysis;
____ 4. The largest percentage or 40%, whichever is greater, of the duties of the position as described in the JCQ, reflect the duties described in the proposed classification;
____ 5. Signed by incumbent (if filled);
____ 6. Signed by supervisor;

D. *Reallocations requiring change from state service to non-state service status require a letter signed by incumbent acknowledging same and is to be attached. (Statutory limitations apply.)*

II. **Analysis of Reallocation**:

A. *Review history of PIN*:

When was the last time the PIN was reallocated? If the position was reallocated within the last six to twelve months, denote reasons for change.

_____

_____

B. *Review agency vacancies for positions in proposed class*:

____ 1. No vacancies in required class;
____ 2. Vacancy in requested class PIN(s): _____;
____ 3. If there is a vacancy in proposed class, explain why such position(s) could not be utilized in lieu of a reallocation:
Comments: _____

C. *Ensure proposed salary range is less than supervisor's*

D. *Ensure proposed salary range is greater than all subordinates*

E. *Ensure proposed salary range does not exceed agency head's or Governor's*

F. *Review the following statutes and published material and denote impact on reallocation*:

____ 1. Agency's Statutes. At a minimum;
____ (a) Statutory qualifications of employees;
____ (b) Statutory organizational structure;
Comments: _____

____ 2. MSPB Statutes.
Comments: _____

____ 3. MSPB Policies and Procedures.
Comments: _____

____ 4. Current FY Variable Compensation Plan (VCP).
Comments: _____

____ 5. Laws and appropriation bills not yet codified from a current Legislative Session.
Comments: _____

____ 6. Federal laws, regulations, or guidelines, which impact the subject classes or positions;
Comments: _____

G. *Send applications for filled positions to the MSPB Office of Human Capital Core Processes to determine if incumbents are qualified for the proposed classification. If an incumbent is not qualified, the reallocation cannot be performed except as provided by law.*
Date sent to MSPB: _____ MSPB Determination: _____

H. *Determine if PIN is presently classified as state service or non-state service*:

____ 1. State service;
____ 2. Non-state service;
____ 3. Check to see if there is a job classification;
____ 4. Check to see if incumbent was appointed from a certificate (Y/N)

I. *Agency shall retain copies of all relevant documentation in PIN file*

Note: To determine the proper classification of a position, a desk audit is recommended when there are questions arising from the Personnel Officer's analysis of the JCQ. When a desk audit is performed, a copy of the audit form and any additional information should be retained in the position file.

III. Agency Personnel Office Recommendation

The Primary Job Analyst will make a recommendation as to the appropriateness of the reallocation to the Agency Head for final approval/disapproval.

A. *Primary analyst's recommendation (initial)*:

____ Approval Effective date: _____
____ Disapproval

B. *Agency Head's Action*:

____ Concur with staff recommendation
____ Do not concur with staff recommendation

IV. **Disposition of Reallocation**

____ Reallocation approved

____ Forward position employee data to MSPB date action is finalized in accordance with the *Mississippi State Personnel Board Policy and Procedures Manual*;

____ Agency shall retain a copy of the checklist.

____ Reallocation disapproved

_____

Human Resources Director's Signature/Date

5.18 SELECTIVE SERVICE REGISTRATION

Mississippi Code Annotated § 25-9-351 provides that every male between the ages of eighteen and twenty-six who is required to register under the Federal Military Selective Service Act, 50 USC App. 453, and seeking employment with the State of Mississippi shall submit to the person, commission, board or agency to which his application is submitted satisfactory documentation of his compliance with the draft registration requirements of the Military Selective Service Act prior to appointment.

In accordance with Mississippi Code Annotated § 25-9-127, every male between the ages of eighteen and twenty-six who is required to register under the Federal Military Selective Service Act, 50 USCS App. 453, and who is an employee of the State, shall not be promoted to any higher position of employment with the state until he submits to the person, commission, board or agency by which he is employed satisfactory documentation of his compliance with the draft registration requirements of the Military Selective Service Act prior to promotion.

To verify a registration or for information regarding who is and is not required to register, see the Selective Service System's website at http://www.sss.gov.

MISSISSIPPI STATE PERSONNEL BOARD

AGENCY SALARY SURVEY DATA SHEET

Agency Conducting Salary Survey		**Date**	
MSPB Occupational Class		**Occu Code**	
Certification of Appointing Authority: I certify that the salary survey information compiled below is true, accurate, and complete.		**Date**	

RELEVANT LABOR MARKET INFORMATION

The relevant labor market includes the 13 southeastern states (Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Missouri, North Carolina, Oklahoma, South Carolina, Tennessee, Virginia, and West Virginia) and the public and private sector in Mississippi. Data collected from sources outside these areas will be considered on a case- by- case basis, only when sufficient data is not otherwise available.

Title of Comparable Job Classification Surveyed (Attach Class Specification or Complete Minimum Requirements)	Minimum Hiring Rate for Classification	Average Annual Salary of all employees in classification	Number of full-time employees in Surveyed Job Classification	Name and Address of Employer Surveyed And Contact Person With Telephone #

CHAPTER 6 – STAFFING MANAGEMENT POLICIES

6.0 INTRODUCTION

The Staff Management Program is authorized by Mississippi Code Annotated § 25-9-101, *et seq*., and applies to all agencies and positions within agencies under the purview of the MSPB (See Mississippi Code Annotated § 25-9-107(d)).

6.0.1 Purpose

The Staff Management Program authorizes the MSPB to monitor, control, and implement short and/or long-range organizational planning to achieve the most efficient and economical use of staffing positions within agencies. In support of the stated purposes, the Staff Management Program provides for the following:

A. The establishment, consolidation, or abolishment of agencies and employment positions;

B. The submission, approval, and determination of compliance of agency organizational and staffing plans, payroll, program budget data, and other essential personnel data; and

C. The provision of timely reports or recommendations on agency organizations and staffing cost projections to the Department of Finance and Administration and the Legislative Budget Office during the budget process regarding the status of employment positions within agencies.

6.1 AGENCY'S ROLE IN THE STAFFING MANAGEMENT PROGRAM

Each agency director is responsible for the continual evaluation of the agency's mission and workload to ensure that staffing resources are consistent with legal authority, mission priority, and sound staffing management principles. Actions taken to ensure the maximum utilization of staffing positions include, but are not limited to, the following:

A. Conducting long-range agency organizational planning in which organizational changes, additions or deletions of positions, or similar actions affecting budgetary requirements are anticipated and/or recommended for future fiscal years;

B. Recommending elimination of non-essential agencies or positions;

C. Recommending consolidation of agencies, positions, and activities when duplication of functions is indicated; and

D. Establishing and maintaining a system of agency staffing management documentation and collection and retention of data (See Mississippi Code Annotated § 25-9-133).

6.1.1 Reporting Data

The director of each agency shall submit to the MSPB all information deemed necessary by the MSPB for the provision of required reports to the Governor, Legislature, Federal Government and general public (See Mississippi Code Annotated § 25-9-135(2)).

6.2 ESTABLISHMENT AND ABOLISHMENT OF AGENCIES

Legislative appropriation of funds, Executive Order, Department of Finance and Administrative budget escalation, the receipt of federal funds, or loss of funding or authorization shall require the submission of documentation to the MSPB for the establishment and/or abolishment of agencies and/or master agencies prior to requesting additions, deletions or changes in employment positions resulting there from. All agencies established or abolished in accordance with the provisions herein shall be based on legislative intent and authorization, appropriation or escalation of funds or loss thereof, and current fiscal policy.

6.2.1 Establishment of a New Agency

When legislative appropriation or other authority provides for the creation of a new agency, the agency director shall submit the following to the MSPB:

A. A copy of the enabling legislation or other authority that created the new agency and/or master agency; and

B. A copy of the appropriation bill or other authority that funds the new agency and/or master agency.

The Office of Human Capital Core Processes employees will perform all functions in SPAHRS related to the creation, maintenance, inactivation, and reactivation of an agency.

Once the agency records have been created in SPAHRS (to include the fiscal year records), the agency shall create a Program Budget record for each new agency to be reviewed and approved by the Office of Human Capital Core Processes.

Please reference the SPAHRS User Training Workbook at http://www.mmrs.state.ms.us or your Human Capital Core Processes Consultant for more detailed information regarding the establishment of new agencies.

6.2.2 Consolidation of Existing Agencies

Agencies directed by appropriation acts or other legislative authority to consolidate existing agencies shall submit the following to the MSPB:

A. A letter of request to the MSPB Executive Director describing by name and agency code number, which agencies are expanding and which agencies are being abolished. The letter shall also address the disposition of former agency directors, bureau directors and division directors along with possible duplication of functions such as clerical support, print shops, computer centers, etc.;

B. A copy of the enabling legislation or other authority that directed the consolidation to be accomplished;

C. A copy of the appropriation bill or other authority that funded the consolidation of the agencies;

D. A revised organizational chart identifying the precise location, after consolidation, of all authorized positions prepared in accordance with established procedures;

E. Any updates to the expanded agency's Program Budget record should be submitted in SPAHRS to the Office of Human Capital Core Processes for review and approval; and

F. Any other relevant supporting documentation.

NOTE: Once all positions have been transferred to the expanded agency, the relevant agencies shall be inactivated by the Office of Human Capital Core Processes.

6.2.3 Inactivation of Agencies

Agency inactivation becomes necessary when the Legislature does not pass an appropriation act to continue or fund any positions within an agency. Petitions for inactivation of an agency shall be submitted a minimum of sixty days prior to the proposed effective date. Note that all positions must be abolished before the agency may be inactivated.

6.2.4 Agency Program Budget Data

The agency program budget data is submitted to the Office of Human Capital Core Processes in SPAHRS for each agency. This information must be submitted to the Office of Human Capital Core Processes at the following times:

A. During conversion from the current fiscal year to the newly appropriated fiscal year;

B. As part of the annual Personal Services Budget Request for the next fiscal year;

C. When adding an agency or program during the operating fiscal year; and/or

D. When changing the workers' compensation rate during the operating fiscal year.

General Instructions for submitting agency program budget data:

A. Fiscal Year

1. For FY Conversion - Use appropriated fiscal year;

2. For Budget Request - Use fiscal year for which Budget Request is made;

3. For Addition of Agency or Program and/or Change in Workers' Compensation Rate - Use Operating Fiscal Year.

B. Program Number and Description - Program Numbers and Names as assigned by the Legislative Budget Office and the Department of Finance and Administration. Change, deletion, or addition of a program during the operating fiscal year or for the budgeted fiscal year will require documentation of Legislative Budget Office and Department of Finance and Administration concurrence.

C. General Fund, Federal Fund, Other Fund

1. For FY Conversion or Change in Workers' Compensation Rate - Indicate amount of total appropriated personal services dollars assigned to each fund within each program;

2. For Budget Request - Indicate amount of total personal services dollars necessary to fully fund existing positions and requested actions assigned to each fund within each program;

3. For Addition of Agency or Program - Indicate amount of total personal services dollars authorized by the Department of Finance and Administration assigned to each fund within each program.

D. Current Workers' Compensation Rate - The numerical rate, expressed in a four (4) digit decimal form, used to compute the total amount needed to cover the operating or budgeted fiscal year's Workers' Compensation Insurance.

E. Requested to Cover Cost

1. For FY Conversion, Addition of Agency or Program, and/or Change in Workers' Compensation Rate - Use total amount needed to cover Workers' Compensation for operating fiscal year;

2. For Budget Request - Use total amount needed to cover Workers' Compensation for the fiscal year for which the budget request is made.

Please reference the SPAHRS User Training Workbook at http://www.mmrs.state.ms.us or your Human Capital Core Processes Consultant for more detailed information regarding adding/modifying agency program budget information.

6.3 ORGANIZATIONAL PLANNING AND POSITION MANAGEMENT

The MSPB shall recommend policies and procedures for the efficient and economical use of each employment position. The appointing authority of each agency shall be responsible for directing organizational planning and position management intended to manage the number and distribution of staffing resources through:

A. Efficient and effective organization and staffing plans to accomplish the agency mission and program requirements;

B. Effective utilization of all personnel resources, considering such factors as available staffing, positions, supervisory spans of control, lines of supervision, supervisor/employee ratios, functional responsibility and delegation of authority; and

C. Continuing review of organizational structure, staffing plans and position utilization.

(See Mississippi Code Annotated § 25-9-119(2)(h)-(i)).

6.3.1 The Staffing Planning Cycle

The staffing planning cycle is a continuous process reflecting the current, ongoing planning phase and the advanced planning phase required to be in concert with the personal services budget and appropriation cycles. The staffing planning cycle is divided into three units of time:

A. Current fiscal year encompasses the present appropriation acts under which agencies are operating;

B. Next fiscal year is the fiscal year immediately following the current fiscal year and for which the appropriation acts are approved by the current year's legislative session for implementation and use after the current fiscal year;

C. Future fiscal year means the fiscal year(s) immediately following the next fiscal year for which agencies prepare budget requests to effect advanced planning for position(s), organizational changes and future appropriations.

6.3.2 Budgeting for Staffing Positions

All agency requests and justification for additional staffing positions shall be submitted in SPAHRS to the Office of Human Capital Core Processes for recommendation to the Department of Finance and Administration and the Legislative Budget Office as part of the annual budget process. Budget requests for the future fiscal year must be submitted in accordance with the Department of Finance and Administration/Legislative Budget Office Budget Instructions and MSPB Staff Management Planning Instructions. These instructions are issued annually. Requests for additional positions shall not be recommended for authorization when there are existing long-term vacancies within the organization of the same, similar or related classes. The MSPB shall annually monitor each agency's budget request and appropriation bill through the legislative appropriations process (See Mississippi Code Annotated § 25-9-133(1)).

6.3.3 Organizational Planning

The Staffing Management Program of each agency shall incorporate existing and proposed agency and position data into organizational charts indicating each position authorized. All current or proposed organizational charts shall be reviewed by the agency for completeness and accuracy of data to ensure inclusion of actions approved for next fiscal year implementation and conformance to the agency's next fiscal year appropriation act. The following shall be in effect with respect to agency organizational charts:

A. Agencies shall submit an original and one file copy of the organizational chart in the format indicated in the examples at the end of this chapter for approval by the Office of Human Capital Core Processes prior to the start of each fiscal year. Upon approval by the Office of Human Capital Core Processes, the organizational structure and codes shall become the official organizational structure of the agency for current and/or succeeding fiscal years and the basis for all requested position and organizational changes;

B. Constant internal review of any agency organizational structure is an agency responsibility. Agencies may make minor alterations or movement of individual

positions, including county code changes, in their organizational charts for efficiency or to balance staffing workload (generally singular moves below the division level) during the fiscal year. When requesting organizational chart revisions, the Agency shall submit the request for organizational code or county code change online through SPAHRS on the Position Screen. The following information shall be forwarded to the MSPB in support of the organizational change:

1. Organizational chart pages signed by the appointing authority, or his or her designee, depicting both current and proposed structures; and

2. Additional documentation as may be specified by the MSPB Executive Director.

C. Agencies shall request the MSPB to review major changes or movement of positions within the organizational structure. Major alterations, movements, or changes within the agency organizational structure must be approved by the MSPB prior to implementation by the agency. Contact your Human Capital Core Processes Consultant to determine the format in which to submit your proposed reorganization for formal presentation before the MSPB.

6.3.4 Organizational Coding

The organizational location code is usually a five to ten digit code used in conjunction with the PIN, occupational class title, FLSA Code, Service Status Code (if non-state service) and start salary of the occupational class to depict the exact location of every authorized position within the agency organizational hierarchy.

The agency head typically shall be designated by six zeros. However, because the size of the agency dictates the number of supervisory levels required, some agencies will need to utilize more than six or less than six zeros. Please contact your MSPB Human Capital Core Processes Consultant for assistance. All members of the agency head's immediate and personal staff shall begin with a zero digit on the left and appear as number 000001 through 099999.

Where larger agencies have a complicated organization and span of control, the Office level is the level beneath the agency head. Office Directors shall be numbered 100000, 200000, 300000, through 900000. The limit is nine offices. Each Office Director has an organizational code with the requisite number of zeros on the right to designate the number of levels supervised.

Where authorized, or required, the bureau level is the level beneath the office level. Bureaus are normally authorized in the larger agencies or in those agencies where applicable statutes stipulate the agency shall have bureaus. Bureau Directors shall be numbered 110000, 210000, 310000, etc., through 990000. The limit is nine bureaus per office. Each Bureau Director has an organizational code with the requisite number of zeros on the right to designate the number of levels supervised.

Where authorized, the division level is directly beneath the bureau level. Division Directors are numbered 111000, 211000, 311000, etc., through 911000. The limit is nine divisions per bureau. Each Division Director has an organizational code with the requisite number of zeros on the right to designate the number of levels supervised.

The Branch level is the level under the division level. Where agencies are not authorized bureaus or divisions, branches may be directly beneath the agency head. Branch Directors shall be numbered 111100, 211100, 311100, etc., through 911100. The limit is nine branches per division. The Branch Director has an organizational code with the requisite number of zeros on the right to designate the number of levels supervised.

The section level is under the branch level. Section Chiefs are numbered 111110, 211110, 311110, etc., through 999990. The limit is nine sections per branch. The Section Chief has an organizational code with the requisite number of zeros on the right to designate the number of levels supervised. Section Chiefs have no personal staff. Sections Chiefs exercise supervision over work units.

Unit is the worker level of the agency organization. These individuals have no supervisory responsibility and receive their supervision from the Section Chief. The last digit of the unit organizational code can be numbered one through nine. (See the charts at the end of Chapter 6.)

6.3.5 Agency Organizational Chart

A. The overview page of an organizational chart is applicable to the larger agencies that require several pages of organizational charts to depict all authorized positions. Items to be included on the overview page include:

    1. Agency Head;

    2. Agency Head's immediate staff; and

    3. Program functions depicted by separate squares using lines to indicate related functions by supervision.

B. Mandatory items that shall be included on the agency organizational chart:

    1. All authorized positions;

    2. Each square shall include the following data as depicted in the examples at the end of this chapter:

        i. The official occupational class title of the position at the top of the square;

        ii. The functional title for the position at the bottom of the square (optional);

        iii. The start salary (rounded to the nearest hundred dollars) of the occupational class in the lower left side of the position box (i.e., $37,856.48=37.9 and $37,829.74=37.8);

        iv. The position identification number (PIN) in the lower right side of the position box (agency code numbers may also be indicated for agencies utilizing multiple agency codes.);

        v. The organizational code number;

vi. The FLSA classification in the bottom center of the position box. FLSA Codes are identified below:

Classification	Code
Exempt	E
Non-Exempt/Hospitals	H
Non-Exempt/Other	O
Non-Exempt/Public Safety	P

vii. The page number where each PIN can be found when there are follow-up pages;

viii. The service status code (if the position is non-state service, i.e. x-16).

C. In the example at the end of this chapter, the chart only goes down through bureau level, indicating precisely those individuals directly supervised by, or reporting directly to, the agency head. Agencies not authorized offices or bureaus shall use divisions directly under the agency head.

D. All organizational charts shall show the lines of supervision within the agency hierarchy. Lines of supervision reveal a supervisor's span of control and clarify the raters and reviewers in the agency's performance appraisal system.

E. The information in the upper right corner of the organizational chart example shall be placed on each page. However, the director need only sign the first page.

6.3.6 Staffing Guides/Plans/Standards

Each agency director, in conjunction with the MSPB, shall be responsible for development of staffing guides, plans and standards to justify and substantiate staffing position requirements. Agency staffing plans shall be utilized to formulate uniform staffing standards applicable to designated employment positions and classes within agencies. (See Mississippi Code Annotated § 25-9-133(1)).

6.3.7 Agency Reorganization

Agency requests for reorganization shall be accomplished:

A. In accordance with the provisions of MSPB rules, regulations and procedures;

B. According to authorization of positions in appropriation acts or budgetary escalations;

C. In accordance with current fiscal policy and legislative intent; and

D. Through submission of a detailed letter of compelling justification from the agency director to the MSPB Executive Director. Attachments to this letter shall include:

1. Current and proposed organizational charts;

2. All required documentation for requested downward, lateral, and upward reallocations. (See Section 5.3.);

3. All required documentation for any requested class establishments. (See Section 5.1.2.); and/or

4. All required documentation for any requested realignments. (See Section 5.12.)

6.3.8 Establishment of Positions

The establishment of positions occurs either at the start of the fiscal year at conversion for newly appropriated positions or during the operating fiscal year when mandated by special circumstances such as budget escalation authorized by the Department of Finance and Administration or deficit appropriation.

A. The following documentation shall be submitted in support of all requests to establish new positions:

   1. A copy of the appropriation bill or Department of Finance and Administration escalation authority authorizing the position establishment;

   2. An organizational chart depicting the precise location of all authorized positions, including ones to be established;

   3. A Job Content Questionnaire (JCQ) or Role Description Questionnaire (RDQ) for each position requested. A representative JCQ may be submitted when all positions are to be allocated to the same job class and will be assigned substantially the same work;

B. Requests for new positions in a new job class shall also include documentation required for a class establishment. (See Section 5.1.2.)

C. Each new position's Position Identification Number (PIN) may be assigned by the requesting agency, or SPAHRS will assign the next available number.

D. Please reference the SPAHRS User Training Workbook at http://www.mmrs.state.ms.us or your Human Capital Core Processes Consultant for more detailed information regarding position establishments.

6.3.9 Abolishment of Positions

Each agency shall enter vacant position abolishments online in SPAHRS when the number of actual positions is in excess of the number of positions authorized by the agency's appropriation act for the next fiscal year. (See Mississippi Code Annotated §§ 25-9-119(i) and 25-9-133).

Routine position abolishments shall be submitted online in SPAHRS as soon as practical prior to the proposed effective date unless such abolishment would result in agency reorganization. Agencies effecting reductions in positions resulting in reorganization shall submit required forms and revised organizational charts to the MSPB at least sixty days prior to deleting the positions.

Petitions for position abolishment to effect a reduction in force shall be submitted to the MSPB for review. (See Section 7.60.) Reductions in agency staffing shall be proportionate among positions within the hierarchal structure so as not to adversely affect supervisory or non-supervisory classes of positions.

Agencies shall apply a study of the essential needs of the organization, including the need for supervisory positions, when planning a reduction in employment positions. Changes in agency program shall be constantly analyzed with the intent of effecting maximum efficiency with minimum staffing. Agencies should note the possibility of changes in the Job Content Questionnaires for other continued positions impacted by reductions. Agencies effecting reductions in employment positions shall submit required documents on MSPB approved forms in accordance with the instructions and examples contained herein.

NOTE: Individuals cannot receive payment for accrued annual leave unless SPAHRS reflects termination from the requesting agency.

Please reference the SPAHRS User Training Workbook at http://www.mmrs.state.ms.us or your Human Capital Core Processes Consultant for more detailed information regarding Position Abolishments.

6.3.10 Swap or Transfer of Positions within Legislative Authority

A Position Transfer is the movement of an authorized position from one agency to another agency. A full-time/part-time swap is the change in the part-time/full-time status of two (2) positions accomplished within legislative authority. The swapping or transferring of positions may occur either at the start of the fiscal year as a part of conversion or during the operating fiscal year as follows:

A. Agencies may be mandated by legislative action to transfer positions from one master agency to another master agency, or from one agency to another agency within the same master agency at the start of the fiscal year, or as a part of conversion. Position transfers from one agency to another agency within the same master agency should be requested through SPAHRS using the Intra-Agency Position Transfer screen. At the same time position transfers are requested for approval, the following documents must be submitted in support of all such requests:

    1. A copy of the bill authorizing position transfers; and

    2. Pages of the appropriate organizational chart depicting the proposed placement of the position(s) to be transferred.

B. Certain agencies are given authority each fiscal year in their appropriation bill to transfer positions between authorized agencies. Authority to transfer positions between agencies is granted by the legislature to specified agencies in the annual appropriation to the agency. Position transfers from one agency to another agency within the same master agency should be requested through SPAHRS using the Intra-Agency Position Transfer screen. Approval to implement transfers during the current fiscal year must be requested and received from the Department of Finance and Administration prior to submitting

online in SPAHRS submission to the MSPB. The following attachments must be included with all such requests:

1. A copy of the letter of authorization from the Department of Finance and Administration; and

2. Appropriate organizational chart pages depicting the placement of the positions before and after the swap.

C. Any agency authorized both part-time and full-time positions may change the status of a position from part-time to full-time at any time during the operating fiscal year. In such instances, the agency must provide a companion action changing the status of a full-time position to part-time to maintain its appropriated position count. A Full-time/Part-time swap should be requested using the Full-Time/Part-Time Swap screen within the Position Segment of SPAHRS.

D. Please reference the SPAHRS User Training Workbook at http://www.mmrs.state.ms.us or your Human Capital Core Processes Consultant for more detailed information regarding Intra-Agency Position Transfers or Full-time/Part-time Position Swaps.

6.3.11 Annual Registration of Authorized Positions

A. Registration of authorized positions shall apply to the following agencies and employment positions:

1. State service agencies and positions; and

2. Non-state service agencies and positions excluded from the state service (see Mississippi Code Annotated § 25-9-107(c));

3. agencies voluntarily operating under limited provisions of the MSPB; and/or

4. time-limited positions. (See Mississippi Code Annotated § 25-9-107(c)(xiv)).

Registration shall be completed by the close of business on the last day of the fiscal year. All inconsistencies between next fiscal year authorization and current MSPB agency, position and employee data shall be resolved by this date, including the completion of any plan to adjust positions (adjustments; reauthorizations; establishments; abolishments; transfers; consolidations; changes of status from part-time to full-time or full-time to part-time; or changes of status from permanent to time-limited or time-limited to permanent), execute a reduction in force or implement a legislatively mandated reorganization. There shall be no exceptions to this policy. (See Mississippi Code Annotated §§ 25-9-103(g) and 25-9-135(1)).

B. All agencies and employment positions authorized in each agency's appropriation act shall be updated to reflect actual next fiscal year program budget data by program and fund source by the date specified in Policy Memorandum No. 1, *Administrative Policies and Procedures for the Registration of Authorized Agencies, Positions, and Program Budget Data*. This policy memorandum is updated at the beginning of each fiscal year.

C. Organizational charts shall be revised to reflect position adjustments required to conform to the next fiscal year authorization and submitted to the MSPB by June 1 of each fiscal year. A legislatively mandated reorganization shall be monitored by the MSPB to ensure compliance with legislative intent. A reorganization initiated by the agency or necessitated to conform to the agency's next fiscal year position authorization, or an adjustment to an existing staffing plan, shall require prior MSPB approval.

6.3.12 Continuation of Position(s)

A. Documentation will not be required to continue established permanent positions within the agency where no change has occurred.

B. Time-limited positions should be marked for continuation in the next fiscal year using the FY Time-Limited Position Re-Authorization screen within the Position Segment of SPAHRS.

Please reference the SPAHRS User Training Workbook at http://www.mmrs.state.ms.us or your Human Capital Core Processes Consultant for more detailed information regarding the reauthorization of time-limited positions.

6.3.13 Change in Position Status

Authority to change the status of an established position from part-time to full-time (or full-time to part-time) will require an online revision of the months and/or hours fields as well as revising the service type of the position on the Maintain Position Information screen within SPAHRS.

Please reference the SPAHRS User Training Workbook at http://www.mmrs.state.ms.us or your Human Capital Core Processes Consultant for more detailed information regarding position status changes.

6.3.14 Position Program Budget Data Change

Changes to the program budget data of positions during the operating fiscal year shall be submitted online using the Position Program Budget Information screen within SPAHRS.

Please reference the SPAHRS User Training Workbook at http://www.mmrs.state.ms.us or your Human Capital Core Processes Consultant for more detailed information regarding changes to position program budget.

6.4 POSITION COST PROJECTION AND POSITION VALIDATION

Agencies cannot view or print position cost projections using the Maintain Budget Projection Parameters screen within SPAHRS. Information found in any projection provided by the Office of Human Capital Core Processes should be reviewed by the agency for accuracy and be looked upon as the basis for any future position additions, changes, or abolishments.

NOTE:The authorized appropriated position data in the MSPB database must be kept up-to-date at all times.

6.5 CONTRACTS FOR PERSONAL SERVICES

6.5.1 Policy Statements

A. No person shall be employed by any agency for any period for any purpose except in an employment position authorized by legislative appropriation or by the body authorized by law to escalate budgets and approve employment positions under the guidelines established by the Legislature except those authorized to be employed under the provisions of Mississippi Code Annotated § 25-9-107(c)(x) as contract personnel for personal and professional services. (See Mississippi Code Annotated § 25-9-133(2)).

B. Any agency which employs state employees may enter into contracts for personal and professional services only if such contracts are approved in compliance with the rules and regulations promulgated by the Personal Service Contract Review Board under Mississippi Code Annotated § 25-9-120(3). (See Mississippi Code Annotated § 25-9-107(c)(x)).

C. Prior to paying any warrant for contractual services in excess of one hundred thousand dollars ($100,000.00), the auditor of public accounts shall determine whether the contract involved was for personal or professional services, and, if so, shall determine whether it was approved by the State Personal Service Contract Review Board; provided, however, that any personal service contracts entered into for computer or information technology-related services governed by the Mississippi Department of Information Technology Services, any personal service contracts entered into by the Mississippi Department of Transportation, and any contract for attorney, accountant, auditor, physician, dentist, architect, engineer, veterinarian, and utility rate expert services are exempt. (See Mississippi Code Annotated § 25-9-120(a)).

Note: Mississippi Code Annotated § 27-104-105 states that the Department of Finance and Administration shall not process any warrant requested by any state agency for payment for legal services without first determining that the services and contract were approved by the Attorney General and the MSPB; contracts for legal services performed for the State Highway Department in eminent domain cases shall not require approval by the MSPB.

6.5.2 Coverage and Scope of the Policies

A. These policies shall govern personal and professional contract services which cannot reasonably be expected to be performed by current or future employees in authorized employment positions within state service agencies. Non-state service agencies are not required to comply with these policies unless they are contracting with a state service agency.

B. Except as provided for in Mississippi Code Annotated § 27-104-105, any personal service contracts entered into for computer or information technology-related services governed by the Mississippi Department of Information Technology Services, any personal service contracts entered into by the Mississippi Department of Transportation, and any contract for attorney, accountant, auditor, physician, dentist, architect, engineer,

veterinarian, and utility rate expert services shall be excluded from the provisions of this policy. (See Mississippi Code Annotated § 25-9-120(a)).

C. Contracts between agencies under the MSPB system are excluded.

D. Mississippi Code Annotated § 25-4-105(3)(a) prohibits an employee from rendering personal and professional services on a contractual basis to the agency by which he or she is employed:

"No public servant shall: (a) be a contractor, subcontractor, or vendor with the governmental entity of which he is a member, officer, employee, or agent other than in his contract of employment, or have a material financial interest in any business which is a contractor, subcontractor or vendor with the governmental entity of which he is a member, officer, employee, or agent."

E. The MSPB Executive Director and the State Personal Service Contract Review Board authority under Mississippi Code Annotated §§ 25-9-133 and 25-9-120(a) does not negate the bid, purchase, review or approval of policies and procedures established by statutory authority of any other regulatory agency.

F. For detailed information about administrative procedures regarding personal services contracts, please refer to the Personal Service Contract Procurement Regulations.

6.6 LEGAL SERVICES CONTRACTS

This section sets forth uniform policy guidelines on legal services contracts entered into by State agencies. These guidelines incorporate a single set of procedures, which are designed to assist State agencies to comply with requirements of State law prescribing the process for payment of legal services performed by attorneys and their assistants.

For the timely, effective, and efficient implementation of the State Personnel System, the MSPB hereby delegates to the MSPB Executive Director the authority to review and approve or disapprove legal services contracts in an amount not to exceed $100,000 per contract, including modifications thereto within the fiscal year. Legal services contracts in an amount exceeding $100,000 per contract, including modifications thereto within the fiscal year, must be presented to the MSPB for approval or disapproval.

6.6.1 State Statutes

Mississippi Code Annotated § 27-104-105 provides:

> The Department of Finance and Administration shall not process any warrant requested by any state agency for payment for legal services without first determining that the services and contract were approved by the Attorney General and the State Personnel Board. The State Auditor shall test for compliance with this section.

6.6.2 Scope and Application of Policies

A. These policies will be applied by the MSPB in the enforcement of Mississippi Code Annotated § 27-104-105. The policies are intended to be consistent with existing law.

B. These policies apply to personal and professional agreements made between State agencies and persons for legal services. The term "agreements" means written or oral contracts which involve process of payment for legal services by the Department of Finance and Administration. The term "persons" means attorneys, law firms, and other individuals who would perform legal services such as paralegal professionals.

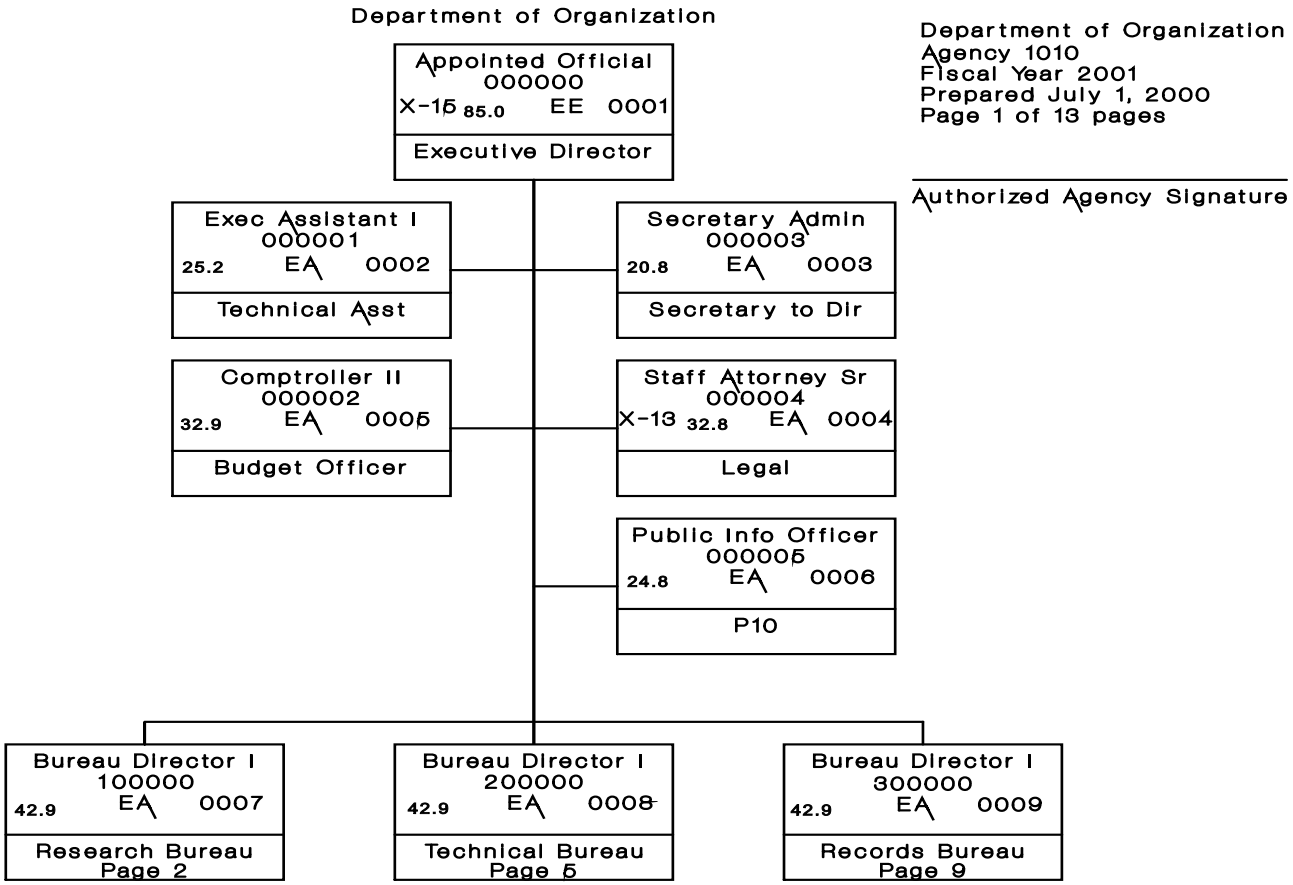
C. Legal services contracts entered into by the Mississippi State Department of Transportation and approved by the State Attorney General involving eminent domain activities are not affected by these policies.

D. Legal services contracts entered into by the Office of the Attorney General and state agencies for special assistant attorneys general are not affected by these policies.

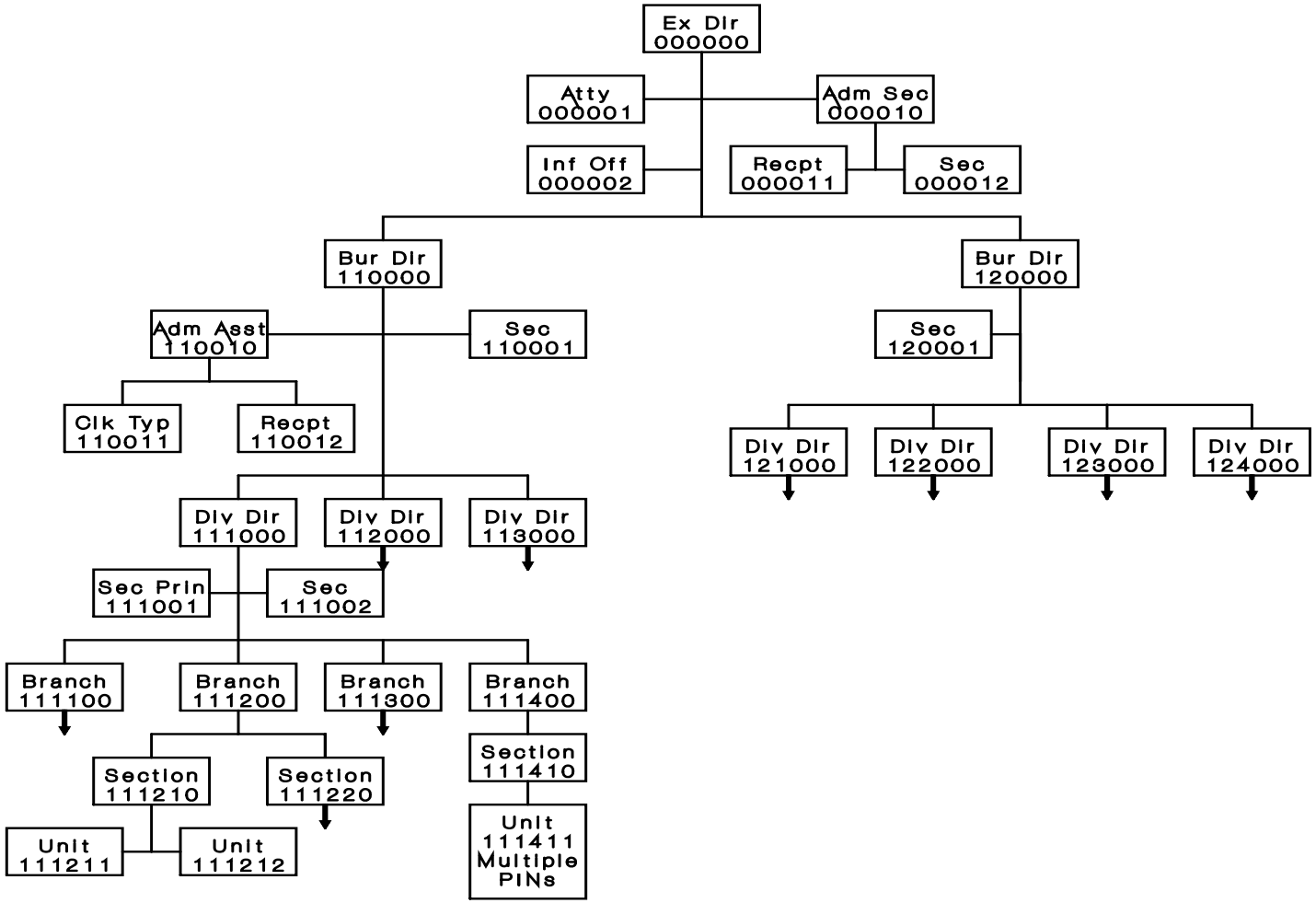
6.6.3 Administrative Procedures

Requests to enter into contracts for legal services for each Fiscal Year shall be submitted to the State Attorney General prior to submission to the MSPB in accordance with policies and procedures outlined in Policy Memorandum No. 3, *Personnel and Legal Services Contract Policies and Administrative Procedures* for the current fiscal year.

SAMPLE ORGANIZATION CHART



EXAMPLE OF ORGANIZATIONAL CODING



CHAPTER 7 – EMPLOYEE RELATIONS

7.1 WORKFORCE PLANNING

The MSPB assists appointing authorities in planning for the agency's future workforce needs by offering assistance in the review of organizational design, talent management, and career development.

The primary emphasis of workforce planning is to improve state government services. Under Mississippi Code Annotated § 25-9-103(c), the MSPB shall administer a state personnel system to train employees, as needed, to ensure high quality performance. The appointing authority may contact the Office of Workforce Planning of the MSPB to request career development activities for his or her employees. Such activities may be conducted either in the MSPB training facility, on-site, or in other designated facilities.

7.1.1 Training Needs

The MSPB Executive Director shall assess the workforce planning needs of the state service and take necessary steps to meet those needs consistent with funding and resources. An appointing authority shall respond to the workforce planning needs assessments sent by the MSPB Workforce Planning Staff to the agencies.

7.1.2 Development and Coordination

The MSPB Executive Director shall provide or coordinate career development programs integral to the administration of the statewide personnel system and career development needs generic to all state agencies, such as supervisory/management skills, interpersonal skills, clerical skills, and professional development skills.

Registration for career development courses is done through the State's Mississippi Enterprise Learning Management System (MELMS), a link to which is at http://www.spb.ms.gov. Employees and agencies may also register for career development courses by completing a registration form, which is also located at http://www.spb.ms.gov under the Office of Workforce Planning.

7.1.3 Interagency Partnerships

The MSPB Executive Director shall encourage and, when feasible, coordinate inter-agency partnerships in sharing employee workforce planning and career development activities, resources, materials, and programs.

7.1.4 Career Development Costs

The MSPB Executive Director may assess MSPB -sponsored career development course costs to agencies on a per-course basis or a pro-rata share of the cost of career development course basis depending on the number of an agency's employees who participate or are scheduled by the agency to participate.

7.1.5 Guidelines for Development of Agency Career Development Programs

The appointing authority should:

A. Assess the workforce needs of the agency workforce;

B. Develop an agency-wide workforce planning policy using available internal resources, capabilities, facilities, and staff to meet assessed career development needs when appropriate; and

C. Provide specialized career development activities to agency personnel as required to ensure high quality performance and to meet agency objectives.

7.1.6 Training Data

The appointing authority shall provide, upon request from the MSPB Executive Director, any career development activity data necessary for comprehensive, statewide planning purposes.

7.1.7 Out-Service Career Development

Out-service career development activities include formal course work offered by educational institutions, workshops, conferences, correspondence courses, and seminars conducted by professional, private, or public organizations. Agencies may use facilities and resources of educational institutions and other sources outside state government if such out-service career development is used in the appointing authority's discretion and only to assist employees in acquiring the knowledge and skills necessary to perform their tasks more efficiently or to conform to regulatory or professional development requirements. For career development activities which involve college or graduate credit, refer to Section 7.8.

7.1.8 Liaison with Educational Institutions and State Service Agencies

The MSPB Executive Director may establish a liaison with public and private institutions of higher learning, the community college system, the Mississippi Co-op and Placement Association, and state government agencies to maintain a point-of-contact for partnering efforts.

7.1.9 Graduate Internship Programs

The MSPB Executive Director may provide personnel resources to the Board of Trustees of the Institutions of Higher Learning and to state service agencies, and may provide other assistance in establishing internship programs.

7.2 BENEFITS

Although the MSPB develops rules governing the administration of leave benefits, the appointing authority of each agency may develop internal administrative procedures governing the application of these leave rules. The agency human resources office, payroll office or immediate supervisors may provide employees with information regarding procedures unique to a specific agency.

7.2.1 Work Attendance

Mississippi Code Annotated § 25-1-98 defines "workday" and authorizes the appointing authority to establish work schedules which ensure that each full-time employee works a full workday.

7.2.2 Holidays

State employees receive regular pay for ten legal holidays and for any other day proclaimed as a holiday by the Governor or the President of the United States. Employees who are not in an active pay status on a legal holiday will not be compensated for the holiday. Active pay status is defined as either physically working or on paid leave the day of a legal holiday, the day immediately preceding a legal holiday, or the day immediately following a legal holiday. Compensation for legal holidays for part-time employees will be computed on a pro-rata basis according to hours regularly scheduled to work. The State of Mississippi observes the following legal holidays:

January 1	New Year's Day
The Third Monday of January	Robert E. Lee's Birthday and Dr. Martin Luther King Jr.'s Birthday
The Third Monday of February	Washington's Birthday
The Last Monday of April	Confederate Memorial Day
The Last Monday of May	National Memorial Day and Jefferson Davis' Birthday
July 4	Independence Day
The First Monday of September	Labor Day
November 11	Armistice or Veterans' Day
A day fixed by proclamation by the Governor of Mississippi as a day of Thanksgiving, which shall be fixed to correspond to the date proclaimed by the United States President	Thanksgiving Day
December 25	Christmas Day

In the event any of these holidays fall on Saturday or Sunday, then the legal holiday will be observed the following Monday.

Except as may be provided in specific agency appropriations bills, when, in the opinion of the agency, it is essential that a State employee work during an official State holiday, the employee shall receive credit for the number of hours actually worked. In addition and in accordance with specific provisions of an agency's appropriation bill, an agency may require employees in specific job classes to work on an official State holiday and be paid call-back pay in lieu of receiving compensatory time credit.

7.2.3 Employee Work Schedules

A. State law requires that all State offices be available to the public for services from 8:00 a.m. until 5:00 p.m., Monday through Friday.

B. The MSPB defines a normal work schedule as eight hours per day, forty hours per week, 173.929 hours per month and 2,087 hours per year.

C. Each part-time employee will be provided a schedule of working hours.

D. To provide for maximum flexibility in scheduling employees, the appointing authority may develop modified work schedules providing for flextime or compressed work schedules. "Flextime" is a schedule which offers agency management a choice to vary employee arrival and departure times from work. A "compressed work schedule" allows agency management to schedule the general forty hour workweek requirement in less than the usual five workdays per week.

7.3 LEAVE

Each month State employees earn two types of leave, personal leave and major medical (sick) leave. Employees, including part-time employees, will be granted leaves of absence for non-State Service and for military leave as provided by statute. Employees begin to earn and accumulate personal and major medical leave on the first working day of each month the employee works or receives paid leave. The appointing authority cannot increase the amount of personal leave or major medical leave to an employee's credit, and it is unlawful for an appointing authority to grant personal and major medical leave in an amount greater than was earned and accumulated by the employee. Part-time employees are granted leave only during periods when they are scheduled to work.

7.3.1 Transfer of Leave Between State Agencies

Both major medical and personal leave earned by employees is transferable between any and all State agencies, junior colleges and senior colleges. However, compensatory leave is not transferable. Each appointing authority will be furnished a statement of accrued leave when an employee transfers between agencies.

Upon transfer, leave accrual rates at the receiving agency will reflect total continuous Service. An employee transferring with a break in service must begin accruing at the rate established for the new employees. Lump sum payment for accrued personal leave and/or the lapse of one eight-hour workday between the termination date with the original agency and the effective date with the new agency denote a break in service.

7.3.2 Personal Leave

All full-time employees and appointed officers of the State of Mississippi earn personal leave as follows:

CONTINUOUS SERVICE	ACCRUAL RATE (Monthly)	ACCRUAL RATE (Annually)
1 month to 3 years	12 hours	18 days
37 months to 8 years	14 hours	21 days
97 months to 15 years	16 hours	24 days
Over 15 years	18 hours	27 days

Employees begin to earn and accumulate personal leave on the first working day of each month the employee works or receives paid leave. Personal leave is available for the employee's use on the first day of the month after the leave is earned. Part-time and temporary employees accrue personal leave on a pro rata basis. There is no limit to the accumulation of personal leave. Full-time employees and appointed officers who are hired after the first of a month, who terminate before the end of a month, or who are placed on leave without pay for a portion of the month shall be credited with personal leave for that month on a pro-rata basis.

For the purpose of Mississippi Code Annotated §§ 25-3-91 through 25-3-99, the earned personal leave of each employee shall be credited monthly after the completion of each calendar month of service.

Employees are encouraged to use earned personal leave for vacations and personal business. However, all requests for personal leave, except when taken due to an illness, are approved at the agency's discretion. Personal or compensatory leave must be used for illnesses of the employee requiring absences of one day or less. In addition, accrued personal or compensatory leave must be used for the first day of an employee's illness requiring his or her absence of more than one day. A workday is defined as eight working hours. Accrued personal, major medical, or compensatory leave may also be used for an illness in the employee's immediate family, including only a spouse, parent, step-parent, sibling, child, step-child, grandchild, grandparent, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law or sister-in-law.

Upon termination of employment, each employee may be paid for not more than thirty days of accumulated personal leave. Unused personal leave in excess of thirty days and all unused major medical leave will be counted as creditable service for the purposes of the retirement system.

For the purpose of computing credit for personal leave, each appointed officer or employee is not considered to work more than five days each week. For purposes of calculating the leave accrual rate for employees, leaves of absence granted by the appointing authority for one year or less are permitted without forfeiting previously accumulated continuous service. The provisions of this section do not apply to military leaves of absence.

The beneficiary of an employee who dies with unused personal leave will receive payment for all personal leave accumulated but not used by the employee. The beneficiary designated with PERS will receive these benefits unless another beneficiary has been designated.

7.3.3 Major Medical Leave

All full-time employees and appointed officers of the State of Mississippi accrue major medical leave as follows:

CONTINUOUS SERVICE	ACCRUAL RATE (Monthly)	ACCRUAL RATE (Annually)
1 month to 3 years	8 hours	12 days
37 months to 8 years	7 hours	10.5 days
97 months to 15 years	6 hours	9 days
Over 15 years	5 hours	7.5 days

Employees begin to earn and accumulate major medical leave on the first working day of each month the employee works or receives paid leave. The leave is available for the employee's use the first day of the month after the leave is earned. Part-time and temporary employees accrue major medical leave on a pro rata basis. Full-time employees and appointed officers who are hired after the first of a month, who terminate before the end of a month, or who are placed on leave without pay for a portion of the month shall be credited with major medical leave for that month on a pro-rata basis. There is no maximum limit to major medical leave accumulation. All unused major medical leave will be counted as creditable service for the purposes of the retirement system.

Major medical leave may be used for the illness or injury of an employee or member of the employee's immediate family, including only a spouse, parent, step-parent, sibling, child, step-child, grandchild, grandparent, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law or sister-in-law. The employee should remember that major medical leave can be used in this manner only after the employee has used one day of accrued personal or compensatory leave. In the event that an employee has no accrued personal or compensatory leave, the first day of leave must be taken as leave without pay. This is a requirement for each absence due to illness.

Major medical leave may be used, without prior use of personal or compensatory leave, to cover regularly scheduled visits to a doctor's office or a hospital for the continuing treatment of a chronic disease, as certified in advance by a physician. "Physician" means a doctor of medicine, osteopathy, dental medicine, podiatry or chiropractic. Employees must remember that the initial eight hours (one day) of leave relating to the condition must be personal leave, compensatory leave or leave without pay.

For each absence due to illness that requires the employee be absent from work for thirty-two consecutive working hours (combined personal, major medical, and compensatory leave), major medical leave can be authorized only when certified in writing by the attending physician.

An employee may use up to three days of earned major medical leave for each occurrence of death in the immediate family requiring the employee's absence from work. No qualifying time

or use of personal or compensatory leave will be required prior to use of major medical leave for this purpose. The immediate family is defined as a spouse, parent, step-parent, sibling, child, step-child, grandchild, grandparent, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, or sister-in-law. Child means a biological, adopted or foster child, or a child for whom the individual stands or stood in loco parentis.

With appropriate documentation, an employee is entitled to use all accrued major medical leave for recuperation from illness. In cases of illness or disability exhausting available major medical leave, the employee may be allowed to charge the excess days against accumulated personal leave or compensatory time earned by the employee. If all accumulated major medical, personal leave and compensatory time have been used, employees are subject to a pro rata deduction from their salaries for the length of time or number of days in excess of accumulated leave. Family Medical Leave is also available for qualifying State employees and is described in detail on the following pages.

Should an employee die having accumulated major medical leave, such leave will be counted as creditable Service. Employers have no authority to pay an employee's beneficiary for unused major medical leave in the event of an employee's death.

7.3.4 Donated Leave for Catastrophic Injury or Illness

Donated leave for catastrophic injury or illness shall be administered as provided in Mississippi Code Annotated §§ 25-3-91, 25-3-93 and 25-3-95. Those employees who received donated leave and continued to be eligible to use it as of July 1, 2000, shall be allowed to use that leave, which was donated to them before July 1, 2000.

“Catastrophic injury or illness” means a life-threatening injury or illness of an employee or a member of an employee’s immediate family, including only a spouse, parent, stepparent, sibling, child or stepchild, which totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, which result in intermittent absences from work and which are long-term in nature and require long recuperation periods, may be considered catastrophic.

Any employee may donate a portion of his or her earned personal leave or major medical leave to another employee who is either suffering from a catastrophic injury or illness or who has a member of his or her immediate family that is suffering from a catastrophic injury or illness, as follows:

A. The employee donating the leave (the "donor employee") must designate the employee who is to receive the leave (the "recipient employee") and the amount of earned personal leave and major medical leave that is to be donated and must notify the donor employee's supervisor of his or her designation. The donor employee's supervisor will then notify the recipient employee's supervisor of the amount of leave that has been donated by the donor employee to the recipient employee.

B. The maximum amount of earned personal leave that an employee may donate to any other employee may not exceed the number of days that would leave the donor employee with fewer than seven days of personal leave, and the maximum amount of earned major medical leave that an employee may donate to any other employee may not exceed fifty percent of the earned major medical leave of the donor employee. All donated leave shall be in increments of at least twenty-four hours.

C. An employee must have exhausted all of his or her earned personal leave and major medical leave before he or she will be eligible to receive any leave donated by another employee.

D. Before an employee may receive donated leave, he or she must provide his or her or supervisor with a physician's statement that states the beginning date of the catastrophic injury or illness, a description of the injury or illness, a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.

E. If an employee is aggrieved by the decision of his or her appointing authority that the employee is not eligible to receive donated leave because the injury or illness of the employee or member of the employee's immediate family is not, in the appointing authority's determination, a catastrophic injury or illness, the employee may appeal the decision to the Employee Appeals Board.

F. The maximum period of time that an employee may use donated leave without resuming work at his or her place of employment is ninety days, beginning on the first day that the recipient employee uses donated leave. Donated leave that is not used because a recipient employee has used the maximum amount of donated leave authorized under this paragraph must be returned to the donor employees in the manner provided under paragraph (G) of this subsection.

G. If the total amount of leave that is donated to any employee is not used by the recipient employee, the donated leave must be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees. In no case will any donor employee receive more leave in return than the employee donated.

H. The failure of any appointing authority or supervisor of any employee to properly deduct an employee's donation of leave to another employee from the donor employee's earned personal leave or major medical leave shall constitute just cause for the dismissal of the appointing authority or supervisor.

I. No person, through the use of coercion, threats or intimidation shall require or attempt to require any employee to donate his or her leave to another employee. Any person who alleges a violation of this paragraph must report the violation to the executive director of the agency by whom he or she is employed or, if the alleged violator is the executive director of the agency, then the employee must report the violation to the MSPB. Any person found to have violated this paragraph will be subject to removal from office or termination of employment.

J. No employee can donate leave after tendering notice of separation for any reason or after termination of his or her employment.

K. Recipient employees of agencies with more than five hundred employees as of March 25, 2003 may receive donated leave only from donor employees within the same agency. A recipient employee in an agency with five hundred or fewer employees as of March 25, 2003 may receive donated leave from any donor employee.

L. In order for an employee to be eligible to receive donated leave, the employee must have been employed for a total of at least twelve months by the employer on the date on which the leave is donated and have been employed for at least 1,250 hours of service with such employer during the previous twelve-month period from the date on which the leave is donated.

M. Donated leave may not be used in lieu of disability retirement.

N. Those employees who received donated leave and continued to be eligible to use it as of July 1, 2000 will be allowed to use that leave which was donated to them before July 1, 2000.

7.3.5 Compensatory Leave

Compensatory leave is administered in accordance with State law and in compliance with the Fair Labor Standards Act and the regulations promulgated by the U. S. Department of Labor (hereinafter referred to as "DOL").

State law provides that when, in the opinion of the appointing authority, it is essential that a State employee work after normal working hours, the employee may receive credit for compensatory leave. Further, except as otherwise provided by statute, when in the opinion of the appointing authority, it is essential that a State employee work during an official State holiday, the employee shall receive credit for compensatory leave. Compensatory time earned under State law is credited at a rate of an hour for an hour for all employees.

State employees in positions which have been classified "non-exempt," as defined in the federal regulations promulgated by DOL pursuant to the Fair Labor Standards Act (hereinafter referred to as "FLSA"), may receive compensatory time at a rate of not less than one and one-half hours for each hour worked over forty hours in a workweek as defined in DOL regulations, instead of cash overtime pay. State employees in positions that have been classified as "exempt" under DOL regulations may receive compensatory time earned under FLSA only when they perform duties of a "non-exempt" position on an emergency and temporary basis. There are limits on the extent to which the appointing authority may continue to accrue compensatory time instead of paying overtime. The limit of earned compensatory time under the FLSA for most employees is 240 hours. Law enforcement, fire fighters, emergency response personnel, and employees engaged in seasonal activities may accrue up to 480 hours of compensatory time under the FLSA. State employees should consult their agency human resources office to confirm the status of their position under the FLSA, when their DOL workweek begins and ends, and to determine the limit of compensatory time which may be earned for their position under the FLSA.

The appointing authority may require a State employee to use compensatory time earned pursuant to the FLSA prior to the use of accrued personal or compensatory time. Further, the appointing authority may require an employee to take FLSA compensatory time off when the employee's compensatory time earned under the FLSA has reached the limit allowed under the regulations.

Upon termination of employment, an employee may not be paid for non-FLSA qualifying accumulated compensatory leave. Should an employee retire having accumulated non-FLSA qualifying compensatory leave, such leave may not be counted as creditable service for retirement purposes. Employers also have no authority to pay an employee's beneficiary for unused non-FLSA qualifying compensatory leave in the event of an employee's death.

7.3.6 Administrative Leave

State employees may be granted administrative leave with pay. For the purposes of this section, "administrative leave" means discretionary leave with pay, other than personal leave or major medical leave.

A. The appointing authority may grant administrative leave to any employee serving as a witness or juror or party litigant, as verified by the clerk of the court, in addition to any fees paid for such services, and such services or necessary appearance in any court shall not be counted as personal leave.

B. The Governor or the appointing authority may grant administrative leave with pay to State employees on a local or statewide basis in the event of extreme weather conditions or in the event of a manmade, technological or natural disaster or emergency.

C. The appointing authority may grant administrative leave with pay to any employee who is a certified disaster service volunteer of the American Red Cross (hereinafter referred to as "ARC") and who participates in specialized disaster relief services for the ARC in this State and in states contiguous to this State when the ARC requests the employee's participation. Administrative leave granted under this paragraph cannot exceed twenty days in any twelve-month period. An employee on leave under this paragraph is not considered to be an employee of the State for the purposes of workers' compensation or for purposes of claims against the State. As used in this paragraph, the term "disaster" includes disasters designated at level II and above in the ARC national regulations and procedures.

7.3.7 Leave of Absence

An employee can, upon written application to and in the discretion of the appointing authority, be granted a leave of absence without pay not to exceed twelve months, without forfeiting previously accumulated continuous service.

A State Service employee, with the consent of the head of the department, agency or institution and the concurrence of the MSPB Executive Director, may be placed on a leave of absence for purposes of accepting an assignment in the non-State Service for a period not to exceed one year.

Leaves of absence should not be confused with leave without pay. A leave of absence is for the purpose of accepting another position in non-State Service. Leave without pay is leave granted to the employee, at the discretion of the appointing authority, in the absence of paid leave.

7.3.8 Use of Leave during Pregnancy

Women affected by pregnancy, childbirth or related medical conditions shall be treated the same for all employment-related purposes, including receipt of benefits under fringe benefit programs, as other persons not so affected but similar in their ability or inability to work.

A. All types of leave shall be granted to pregnant women on the same terms as leave is granted to other employees.

B. The appointing authority shall not terminate the employment of any employee in the state service because of pregnancy or require that such employee take a mandatory leave.

C. When certified in advance by a medical doctor, pregnant women can use major medical leave for regularly scheduled prenatal care by a medical doctor without the requirement that personal leave be used for the first eight hours of each absence for subsequent visits. Just as with major medical leave, the first day (or the first eight hours) of leave taken for pregnancy must be personal or compensatory leave or leave without pay if the employee has no accrued personal or compensatory leave.

7.3.9 Military Leave

Employees who are members of the military reserves or former members of the military are entitled to fifteen days of paid leave of absence when ordered to duty to participate in training or military exercises. Such employees are further entitled to unpaid leaves of absence from their respective duties in excess of the previously outlined fifteen days without loss of time, annual leave or efficiency rating until relieved from duty when ordered to duty as above.

The Uniformed Services Employment and Re-employment Act of 1994, a federal law, requires employers to allow up to five years of unpaid leave to a soldier who leaves employment to perform military duty, performs that duty satisfactorily, and requests his or her job back within the statutory time limits. The soldier must be re-employed without regard to whether the military duty was voluntary or involuntary.

7.3.10 Leave Accumulation and Retirement

Unused personal and major medical leave for which an employee is not compensated upon termination or retirement will be transferred by the employee's agency to the Public Employees' Retirement System (hereinafter referred to as "PERS") and be counted by PERS as creditable service for the purpose of the retirement system. In computing unused leave for creditable service, in no case shall credit be allowed for any period of unused leave of less than fifteen days. In order 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 will determine the number of quarter-years of creditable service in accordance with Mississippi Code Annotated § 25-11-109 (2009).

The amount of unused leave will determine the number of quarter-years of creditable service as follows:

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 3640 hours)	1.75 years
78 to 140 days (624 to 1127 hours)	0.50 year	456 to 518 days (3641 to 4655 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)	3.00 years

For members of the system who are elected officers and who retire on or after July 1, 1987, the following shall govern:

A. For service prior to July 1, 1984, the members shall receive credit for leave (combined personal and major medical) for service as an elected official prior to that date at the rate of thirty (30) days per year.

B. For service on and after July 1, 1984, the member shall receive credit for personal and major medical leave beginning July 1, 1984, at the rates authorized in Mississippi Code Annotated §§ 25-3-93 and 25-3-95, computed as a full-time employee.

Contact the agency human resources office, payroll officer and/or PERS (http://www.pers.state.ms.us) for answers to specific questions regarding the crediting of unused leave.

7.3.11 Resignation

An employee who desires to terminate service with the State should submit a written resignation to the appointing authority at least ten working days before the final working day.

7.3.12 Record Keeping

All State agencies whose payroll is processed through SPAHRS offer the same leave record reporting method. The balances of both personal and major medical leave are reported on each pay stub. Employees should verify leave balances on a monthly basis for accuracy.

7.3.13 Accrual and Use of Leave by Part-time Employees

Mississippi Code Annotated § 25-9-107(xi) provides that part-time employees shall only be hired into authorized employment positions classified by the MSPB, shall meet minimum qualifications as set by the MSPB, and shall be paid in accordance with the Variable Compensation Plan as certified by the MSPB. Part-time employees shall only be granted leave during periods when they were otherwise scheduled to work.

7.3.14 Mississippi Living Organ Donor Leave

The Mississippi Living Organ Donor Leave policy was promulgated by the Department of Finance and Administration, as authorized in Mississippi Code Annotated § 25-3-103. It is provided here for informational purposes only.

All permanent full-time or part-time employees who have been employed by any agency of State government for a period of six months or more and who donate an organ, bone marrow, blood or blood platelets are eligible for organ donor leave. Those individuals employed by units of local government or school districts are not eligible for leave under this policy.

Employees may use organ donor leave only upon receipt of prior approval from the donor employee's agency but are not required to use accumulated major medical leave or personal leave before using organ donor leave. Certification by the employee's attending physician for an employee participating as a bone marrow or organ donor will be required prior to using organ donor leave.

Employees requesting placement on organ donor leave for the purpose of donating blood or blood platelets must provide verification from the blood service organization of the donation of blood and/or blood platelets to their supervisor upon returning to work to be approved for organ donor leave.

An employee may use:

A. Up to thirty days (240 hours) of organ donor leave in any twelve month period to serve as a bone marrow donor;

B. Up to thirty days (240 hours) of organ donor leave in any twelve month period to serve as an organ donor;

C. Up to one hour to donate blood every fifty-six days; and

D. Up to two hours to donate blood platelets no more than twenty-four times in a twelve month period in accordance with appropriate medical standards established by the ARC or other nationally recognized standards.

7.4 EQUAL EMPLOYMENT OPPORTUNITY

The State of Mississippi is an equal opportunity employer and assures equal employment opportunities to all persons regardless of race, color, creed, sex, religion, national origin, age, physical handicap, disability, or political affiliation. In order to implement the State's equal employment policy and to assure non-discriminatory personnel administration, the MSPB promotes non-discriminatory practices and procedures in all phases of State Service personnel administration and prohibits any form of unlawful discrimination. Equal employment opportunity can only be attained through State agency commitment to complying with all applicable laws affording equal employment opportunities to individuals. Accordingly, it is imperative that State agencies make all personnel decisions in accordance with MSPB policies, practices, and procedures.

The selection process and criteria must ensure fair and equitable treatment of all applicants and employees and not disqualify them if they have disabilities which prohibit or limit their ability to perform nonessential or marginal job functions. The Americans with Disabilities Act of 1990 requires state agencies to make reasonable accommodations for the known physical and mental limitations of otherwise qualified individuals with disabilities who are applicants or employees, provided such accommodations do not cause undue hardships to state agency operations. Qualified individuals with disabilities are persons with disabilities who meet the job-related requirements of an employment position and who can perform the essential functions of the position with or without reasonable accommodations. A person with a disability is considered an individual with a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

Equal employment opportunity does not guarantee an employee any rights not otherwise provided by law.

7.5 STANDARDS OF EMPLOYEE CONDUCT

The maintenance of high standards of honesty, integrity, impartiality and conduct by employees of the State of Mississippi is essential to earning and retaining the confidence of the citizens of Mississippi. The avoidance of misconduct and conflicts of interests on the part of employees through informed judgment is indispensable to quality of performance as well as to the maintenance of these high standards.

7.5.1 Attendance

All employees must report to and leave work at the time designated by their employer. Anticipated absence from work is to be arranged with the employee's supervisor in advance, and unexpected absences are to be reported promptly to the employee's supervisor prior to the beginning of the employee's work period.

7.5.2 Diligence during Work Period

All employees must apply themselves to their assigned duties during the full schedule for which compensation is being received, except for reasonable time provided to take care of personal needs.

7.5.3 Work Performance

All employees must meet established performance standards. Any conditions or circumstances in the work environment which prevent an employee from performing effectively are to be reported to the supervisor.

Many departments and agencies maintain more specific rules for employees. The employee's supervisor or the agency human resources office may provide additional information.

7.5.4 Workplace Harassment

Each appointing authority must provide a workplace free from harassment with regard to race, color, age, religious creed, sex, national origin, disability or political affiliation or activity. This prohibition includes, but is not limited to remarks, gestures, physical contact, display or circulation of written or electronic materials, pictures or objects derogatory to any person based on the characteristics listed above. Such behavior is strictly forbidden and will not be tolerated at any organizational level.

Following is a non-exhaustive list of actions that may be inappropriate: epithets; derogatory or suggestive comments, slurs or gestures; unwelcome or offensive physical touching; and offensive posters, e-mail, cartoons, pictures or drawings aimed at a protected classification. No employee may imply, suggest or threaten that an applicant's or employee's cooperation in any form of harassment or refusal to so cooperate will have any effect on the individual's employment status, including but not limited to assignment, compensation, advancement or any other condition of employment.

Harassment by someone not within the same protected class, as well as harassment or discrimination by someone of another protected class, is prohibited. For example, harassing conduct by a male toward a female because of her sex as well as harassing conduct by a male toward another male because of his sex is prohibited. Likewise, racially harassing conduct by someone of a particular race toward a member of another race or a member of the same race, if the conduct is based on race, is prohibited.

No employee or applicant should endure workplace harassment. Any person believing he or she has been illegally harassed should immediately report the incident to management. The appointing authority shall take timely and appropriate corrective action.

7.5.5 Workplace Violence

Each appointing authority shall provide a workplace environment for employees that is free from violence. No employee shall be allowed to harass any other employee or a member of the general public by exhibiting behavior including, but not limited to the following: harassment, intimidation, threats, physical attacks, domestic related violence, stalking or property damage.

Harassment is engaging in actions that include but are not limited to abusive conduct, verbal abuse and/or behavior intended to frighten, coerce, or induce duress. Intimidation is behavior or communication designed or intended to intimidate, menace, or frighten another person. A threat is the expression of an intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional, future or verbal. A physical attack is hostile physical contact or attempted physical contact such as hitting, fighting, pushing, shoving or throwing objects. Domestic related violence is the use of abusive or violent behavior, including threats and intimidation, between people who have an ongoing or prior intimate relationship. This could include people who are married, live together or date or who have been married, lived together or dated. Stalking is conduct that places a person in fear for his or her safety and includes any unwanted contact or action which directly or indirectly communicates a threat or places the individual in fear for his or her safety. Property damage is intentional damage to property and includes property owned by the State, employees, visitors or vendors. The workplace environment consists of the building(s), grounds, lighting, and other considerations. It also includes the attitude the employees have about their belief that they will be safe at work.

7.5.6 Political Activity

Personnel administration must be conducted in an atmosphere free from political influence or coercion.

7.5.6.1 Political Contributions and Services

No State Service employee may be obliged, by reason of his or her employment, to contribute to a political fund or to render political Service, and he or she may not be removed or otherwise prejudiced for refusal to do so.

7.5.6.2 Use of Official Authority Or Influence To Coerce Political Action

No State Service employee may use his or her official authority or influence to coerce the political action of a person or body.

7.5.6.3 Fair Treatment of Applicants and Employees

Each appointing authority will assure fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation.

7.5.6.4 Freedom from Political Coercion

Each appointing authority will assure that employees are free from coercion for partisan or political purposes.

7.5.6.5 Informing Employees of Political Activities Laws

Each appointing authority will inform all employees of which political activities are permitted or prohibited by law.

7.5.6.6 Violation of Provisions

Any employee in the State Service who violates any of the provisions of this section may be subject to appropriate disciplinary action.

7.5.6.7 Grievance and Appeals

Any applicant or employee who believes he or she has been discriminated against on the basis of political affiliation or unlawful political activity affecting State employment may grieve and appeal.

7.5.6.8 Prohibited Political Activity

Mississippi law prohibits any agency or appointing authority from attempting to direct or coerce any state employee to vote or not to vote and from either discharging or threatening to discharge, changing the salary or, or promoting or demoting any State employee because of the employee's vote or failure to vote for any particular candidate or group of candidates. State law further prohibits any agency or employee of any agency with the authority to employ or discharge other employees from giving out or circulating any statement or report that is calculated to intimidate, coerce, or otherwise influence any employee as to the employee's vote. If any such statement or report is circulated, the agency must publicly repudiate it or will be deemed to have circulated the statement. Agencies are also prohibited from requesting, directing or allowing any employee to canvas for or otherwise render any services for or against any candidate or group of candidates during working hours or while an employee is on vacation or other leave of absence at the expense of the agency. No State employee, at the expense, in whole or part, of his or her employer, may take any part whatsoever in any election campaign except the time necessary to cast his or her vote. (See Mississippi Code Annotated § 23-15-871).

No one who has any control over, directly or indirectly, the expenditure of any public funds in the State of Mississippi may suggest or intimate either publicly or privately that any such expenditure will in any way depend on or be influenced by the vote of any person or groups of persons. (See Mississippi Code Annotated § 23-15-871).

No person may, in order to promote his or her own candidacy or that of any other person for public office in Mississippi, directly or indirectly promise to appoint or secure or assist in securing the appointment, nomination or election of another person to any public position or employment or the employment of any person under any public contract or the expenditure of any public funds in the personal behalf of any particular person or group. However, a candidate for election may publicly announce his position in relation to an election in which he may be called on to take part if elected. This prohibition is further inapplicable to a sheriff, chancery clerk, circuit clerk or any other person of the State or county when it comes to his or her office force. (See Mississippi Code Annotated § 23-15-873).

The Hatch Act

The federal "Hatch Act," 5 U.S.C. § 1501 and following, covers individuals employed by State or local agencies receiving federal loans or grants whose principal employment is in connection with an activity which is financed in whole or in part by loans or grants made by the United States or a federal agency, but does not include (a) an individual who exercises no function in connection with that activity; or (b) an individual employed by an educational or research institution, establishment, agency, or system which is supported in whole or in part by a State or political subdivision thereof, or by a recognized religious, philanthropic, or cultural organization.

The Hatch Act regulations which are applicable to State and local employees may be found in the Code of Federal Regulations at 5 C.F.R. § 151.101 and following. In cases where the Hatch Act is applicable, the State of Mississippi may additionally place more strict prohibitions on the political activity of its employees. Also, in the Appendix of the policy and procedures manual is a booklet entitled "Political Activity and the State and Local Employee," which explains the provisions of the Hatch Act. An employee may obtain more information regarding the Hatch Act at www.dol.gov.

Agency Specific Prohibitions

Several State agencies have specific laws which relate to the political activity of its employees. Those agencies are responsible for informing all employees of which political activities are permitted or prohibited pursuant to the law applicable to that agency's employees.

7.5.7 Drug-Free Workplace Act of 1988

The Drug-Free Workplace Act of 1988, found at Title 5, Subtitle D, Anti-Drug Abuse Act of 1988, Public Law No. 100-690 (DFWA) requires grantees of federal agencies to certify that they will provide a drug-free workplace. Making the required certification is a precondition of receiving a federal grant beginning March 18, 1989.

The certification statement, which grantees are required to make under the DFWA, includes several provisions that grantees must comply with to provide a drug-free workplace, including:

A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition; and

B. Establishing a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the grantee's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The DFWA also provides that sanctions may be imposed against grantees for non-compliance with the law. To comply with the DFWA, state agencies that are federal grantees should refer to the federal regulations governing this law. A copy of the regulations may be found in the Federal Register, Vol. 54, No. 19, Tuesday, January 31, 1989.

State law governing drug and alcohol testing of employees and job applicants is set forth in the Mississippi Code Annotated § 71-7-1, *et. seq*. These statutes provide procedures and guidelines for appointing authorities who wish to formulate a drug and alcohol testing policy. Except as provided by federal law, agencies are not required to administer drug or alcohol tests. This statute must be complied with if such tests are given. However, the statute does not apply to agencies subject to any federal law or regulations which govern the administering of drug and alcohol tests. Agencies are also required to be cognizant of the proscriptions of the Americans with Disabilities Act regarding pre-employment medical tests.

7.5.8 Agency Record Keeping Requirements

Agencies are required to maintain certain information in each employee's personnel file. A complete list of these requirements can be found at:

http://records.mdah.state.ms.us/genschedules1.php?recordtype=Personnel+Records&sortby=scheduleno

7.5.9 Conflict of Interest

State employees should be especially careful to avoid using, or appearing to use, an official position for personal gain, giving unjustified preferences, or losing sight of the need for efficient and impartial decision making in the State's method of operation. No act should be committed which could result in questioning the integrity of State government.

Employees are not to engage in any activity in either a private or official capacity where a conflict of interest may exist. A State employee's first loyalty should be to the public's interest. Associations, dealings or interests that could affect an employee's objectivity in performing the employee's job or in making the decisions required of the employee's position should be avoided. However, employees are encouraged to participate in professional and civic organizations if such participation does not adversely affect the employee's role as a public employee.

7.5.10 Employee Use of State Property

State employees have no ownership rights in or control of State property, which is defined to include all office space, space adjacent to the workplace controlled by the State or State agency, furniture, fixtures, equipment, and inventory including without limitation, all computer software, databases, servers, computer hardware, discs, and information of any kind contained in or

recorded on physical or electronic data sources of any kind. Employees are prohibited from using State property for personal use.

7.5.10.1 Wireless Communication Devices and Electronic Communications

State employees may not directly or indirectly use or allow the use of agency property of any kind, including property leased to an agency, for other than officially approved activities. In addition, employees shall protect and conserve agency property, including wireless communications equipment. Wireless communications equipment includes cellular phones, personal digital assistant devices, and standard and two-way pagers, as well as any similar devices that perform some or all of these functions. Employees are hereby notified that the agency will enforce this policy through a variety of methods and may monitor use of wireless communications equipment to assure compliance.

- Wireless communication devices shall be used for legitimate State business only. Use of an agency-provided cellular phone for personal calls may result in appropriate disciplinary action and/or the loss of the use of the phone.
- The agency may not reimburse employees for any charges on personal wireless communication devices.
- Employees should be aware that cellular phone transmissions are not secure transmissions. Confidential information regarding official business should be transmitted from a secure environment.

7.5.10.2 Storage of Information

All information, in any form, including written materials that pertain to work at a State agency, should be stored on the computer or in an employee's desk in accordance with dictated procedures so that other employees or an employee's supervisor has access to it. Agency Information Technology employees and agency supervisors may have passwords or other information necessary to access an employee's voice mail and email, and duplicate keys, if any, to all desks and file cabinets. Employees are prohibited from locking desks or cabinets unless permitted by management or altering equipment or programs to prohibit access.

7.5.10.3 Expectation of Privacy

State employees have no expectation of privacy in their work premises. All State property, including an employee's workstation, all physical storage areas and all electronic storage areas, including all software and data on all computers, voicemail and email, are subject to access and inspection at any time by management, other employees or third parties designated by management.

Because agency management may access or inspect an employee's work area at any time to find materials or obtain information, employees should not store any personal documents or materials on or in State property where they can be seen or read by others.

7.5.10.4 Right to Search

The State reserves the right to conduct reasonable searches on, in or of State property and on State premises including, at any time, locked and unlocked areas, for any reason related to the operation of State business. Consent by the employee is implied and lack of cooperation or refusal to permit a search can result in immediate discipline, including termination.

The State or an agency may conduct inspections or searches for illegal drugs, weapons, explosives, contraband or other prohibited materials on, around or in State property, at any time, without notice, whenever there is a reasonable basis to believe that an employee may be in the possession of such materials in violation of policy.

Inspections or searches for prohibited materials may be conducted by any member of management, an independent person appointed by management, law enforcement representatives, or by the State or an agency with its own personnel.

The right to conduct routine searches of agency premises is in addition to the right of an agency to access all State property without requiring consent of the employee.

7.5.10.5 Personal Property

Employment or continued employment with the State constitutes acknowledgement by employees that routine searches of State property might result in the discovery of an employee's personal possessions or personal information. Because the State or third parties will have access to all areas of State property, employees are encouraged not to store or bring to the workplace any personal property or to transmit or obtain the transmission of personal information or messages using State-owned equipment.

7.5.11 Discouraged Relationships

The State of Mississippi requires that all employees behave at all times in a professional manner that avoids any unlawful discrimination, including harassment, conflict of interest, or risk of a claim or loss to the State of Mississippi. These requirements include maintenance of a work environment in which the State discourages romantic, dating or sexual relationships between:

- employees working in a common sphere of influence, meaning a relationship between a supervisor and subordinate, or any relationship in which one employee supervises or manages, directly or indirectly, another employee or makes decisions concerning another employee's terms, conditions or privileges of employment, and/or

- an employee and a contractor, subcontractor, potential employees or vendor when the employee has the capacity to influence, directly or indirectly, the business relationship or potential employment.

Such relationships can cause conflict and adversely affect morale, operations and productivity because of the perception of impropriety or unfairness and the possibility of accusations that one's position is being used to obtain or grant sexual favors, and of inappropriate influence on

others, favoritism, bias or unfair treatment. Additional problems can occur in the workplace should the relationships cease.

7.5.12 Outside Employment

All employees must be available for and devote their full attention to their assigned duties and responsibilities during scheduled working hours. Further, employees having emergency response responsibilities must be reasonably available during non-scheduled hours. Each employee must ensure that his or her off-the-job activities do not adversely affect job performance with and are not contrary to the interests of the State. For this reason, the following guidelines and rules are established for all employees:

- Employment with the State will be the employee's primary job responsibility and obligation – any other employment will be deemed secondary.

- An employee should not seek or accept outside or secondary employment that may negatively impact or affect the employee's punctual and consistent attendance, ability to satisfactorily and efficiently perform his or her duties or that creates a conflict of interest.

- The demands or requirements of outside or secondary employment may not be considered as excusable reasons for absences, tardiness, poor performance or other areas of concern from a personnel perspective.

- Prior to seeking or accepting outside employment, full-time regular employees must discuss a secondary job with management to determine whether or not the job is considered a "conflict of interest" a previously defined.

Outside employment refers to a job or task performed for which any form of compensation is received. This includes the receipt of a benefit as opposed to monetary compensation; for example, performing a service and receiving goods for the task performed instead of receiving a salary or wage. Outside employment does not refer to being a member of a reserve component of the military.

Employees engaging in any outside employment must submit a request for approval to the individual or individuals designated by the agency prior to employment. This request must be completed if an outside activity exists at the time the employee is hired by the State; when an outside employment activity previously approved is being discontinued or the nature or scope of the activity is being changed; or, when the employee plans to enter into any outside employment. If the outside employment constitutes a conflict of interest, detracts from the employee's responsibilities, or has an appearance of a conflict of interest, the request will be denied.

7.7 REDUCTION IN FORCE

Except as otherwise provided in these rules, the tenure of an employee with permanent state service status shall be continued during good behavior and the satisfactory (Meets Expectations) performance of assigned duties. Mississippi Code Annotated § 25-9-127 provides for a Reduction-in-Force policy.

A. Reduction-in-Force - An appointing authority may reduce the number of employees in a state service agency whenever deemed necessary for the following reasons:

1. Shortage of funds or work;
2. Material change in duties or organization; or
3. Merger of agencies.

Prior to implementing the reduction-in-force, the agency must provide a written explanation or justification to the MSPB citing one or more of the above reasons for the reduction-in-force. In addition, the agency **must submit a proposed organization chart and a proposed staffing plan** to the MSPB for approval sixty calendar days before the MSPB will act upon a reduction in force request. Further, a reduction in force shall be effective no earlier than sixty calendar days from the MSPB approval date.

Upon emergency request by an agency, the MSPB may waive the sixty day calendar requirement. In considering whether to grant the waiver, it shall consider the emergency nature of the request and whether there has been sufficient time to review the agency's written justification, proposed organization chart, and proposed staffing plan.

B. Method of Reduction in Force

1. A reduction-in-force because of shortage of funds or work or because of material change in duties or organization may be administered by the following method(s):

   i. By functional area (e.g., Office, Bureau, Division, Branch, Section, Unit);
   ii. By location (e.g., counties, districts, state office, agency-wide);
   iii. By job class; or
   iv. By a combination of the preceding factors.

An agency may exempt a program area or a certain number of positions in a program area from a reduction in force when such an exemption is required by federal law or grant requirements.

Once the method of reduction in force is determined and prior to implementation, each agency shall submit to the MSPB a written statement of the method of the reduction in force to be administered and the proposed effective date. Such statement is required to establish a record. Then Sections C and D herein are applied. The result of applying the order for reduction in force formula (Section C) and the retention point formula (Section D) must be submitted to the MSPB for purpose of establishing a record. Afterward, Section E herein is applied.

2. The method of reduction-in-force because of the merger of agencies shall be administered as follows:

   i. First - by functional area and/or funding source

ii. Second - by location, (e.g., counties, districts, state office, agency-wide)

iii. Third - by job class or job class series

Prior to implementing a reduction in force by merger of agencies, each agency shall submit to the MSPB a written statement of the functional area(s) and/or funding source(s), locations(s) and job class(es), which are targeted for reduction in force and the proposed effective date. Such statement is required for the purpose of establishing a record. Then Sections C and D herein are applied. The result of applying the order for reduction in force formula (Section C) and the retention point formula (Section D) must be submitted to the MSPB for purpose of establishing a record. Afterward, Section E herein is applied.

C. Order for Reduction in Force - The reduction in force formula shall be in the order that follows:

1. Those with emergency appointments;

2. Those with probationary or indefinite probationary appointments;

3. Permanent State Service employees.

D. Retention Point Formula for Reduction in Force - Permanent state service status employees shall be the last group of employees to be separated in a reduction-in-force. When permanent state service employees must be separated, employees with the lowest number of retention points based on seniority, performance appraisal ratings, and veterans' preference shall be dismissed first. The retention point formula shall be as follows:

1. Seniority - An employee shall be credited with one point for each year or portion thereof of continuous state service as a state service employee. In calculating retention points for a partial month of service, one-twelfth of a point is credited to employees with service equal to fifteen days in the month. No credit is given for service of less than fifteen days of the month.

2. Performance Appraisal - Each agency shall use the three most recent performance appraisal ratings in the last three years, as recorded in agency files, and assign retention points to calculate the average Adjusted Appraisal Score (AAS), as of the date the agency submits the organizational chart and staffing plan.

i. The retention points for each of the three performance ratings shall be added together and divided by three to obtain an average Adjusted Appraisal Score (AAS). The resulting average score should be rounded to the hundredth decimal place.

ii. If an employee has received less than three performance evaluations, then the employee receives a presumptive “Meets Expectations” for each missing evaluation. An appraisal rating rendered more than three years before the date the agency submits the organizational chart and staffing plan for

reduction-in-force will not be used to calculate an employee's average Adjusted Appraisal Score.

iii. Employee ratings are very critical whenever an agency has to implement a reduction-in-force. Ratings not completed and recorded pursuant to policy and procedures will not be used in the computation of the average Adjusted Appraisal Score and a presumptive rating of "Meets Expectations (2.0)" will be used.

3. Veterans' Preference - Veterans shall be awarded one point, and disabled veterans shall be awarded two points.

EXAMPLE FOR COMPUTATION OF TOTAL RETENTION POINTS: Employee A profile:

(1) Continuous state service of 5 years - Employee A would receive five retention points based on seniority. (Refer to D.1. above.)

(2) Employee A's performance appraisal ratings are 2.3, 2.4, and 2.7 - The *average* Adjusted Appraisal Score would be 2.4666 and would therefore be rounded up to 2.47. (Refer to D.2.i., above)

(3) Non-veteran – Employee A would receive no retention points for veteran's service. (Refer to D.3.)

Employee A's total retention points equal 7.47:

[Seniority (5) + AAS (2.47) + Veteran's Preference (0).]

E. Employees who will be terminated by a reduction-in-force shall be notified in writing of the effective date of the reduction-in-force termination at least ten (10) working days prior to the effective date of the reduction-in-force. The written notification shall cite the reasons for the layoff. The appointing authority and the MSPB shall attempt to place affected employees in other positions for which they are qualified. (See Chapter 4 of this manual.)

F. When requesting a separation in SPAHRS of an employee due to a Reduction-in-Force, the following shall be in effect:

1. The effective date of the separation shall be the last day the employee worked.

2. An individual cannot receive payment for accrued personal leave unless records reflect that a termination date has been entered in SPAHRS by the requesting agency.

3. Online submission of the separation of the employee using the appropriate separation and Reduction-in-Force reason is required.

4. Positions affected by a Reduction-in-Force cannot be filled, reallocated, or abolished and reestablished for a period of one year following the reduction-in-force.

7.7.1 Furlough

A furlough, or an involuntary leave without pay, may be implemented when such action is necessary to temporarily reduce expenditures to avoid a deficit of funds.

A. Provisions for Implementation of Furlough (Involuntary Leave without Pay)

The MSPB furlough policy shall apply uniformly to all executive and subordinate employees within an agency, regardless of job class. The MSPB shall review furlough plans only upon written certification of a general funds shortage from the Department of Finance and Administration or written certification of a special funds shortage from the agency. The MSPB shall ensure that any furlough plan complies with all applicable policies, rules, and regulations of the MSPB.

Such furlough leave for the purpose of reducing expenditures shall be based on the agency head's determination that:

1. Funds on hand or funds to be received during the current fiscal period will be inadequate to effectively discharge the agency's responsibilities without recourse to reductions-in-force; or

2. It is necessary to accrue funds by reducing current payroll expenses so that reductions-in-force or more extensive furloughs may be minimized or avoided.

B. When instituting a furlough, the agency head shall abide by the following rules and regulations:

1. Before instituting furlough leave, an agency head shall develop an equitable and systematic plan for implementation of an agency-wide furlough stating the reasons that require this action. Such plan and subsequent furlough action must be submitted to the MSPB for review and approval prior to implementing such leave.

2. Such a plan shall apply uniformly to all employees in the agency, regardless of status or funding source unless prohibited by law, loss of federal funds, or inability to continue a federally mandated program; however, agency heads may request the MSPB for an exemption from the loss of federal funds provision. All employees, including those on paid leave, shall be placed on an equivalent number of hours of leave without pay. A proportionate number of hours shall be applied to part-time employees. However, an agency head may, with the approval of the MSPB Executive Director, make such leave subject to early cancellation or periodic call-back on a case-by-case basis to protect public health, safety, or property or to ensure operations of critical agency functions. The plan and the employees' notice of leave shall describe the reasons for and conditions of the

provision. Agency heads who are elected and whose salary is set by Mississippi Code Annotated § 25-3-31 are not subject to an agency furlough.

3. Employees placed on furlough leave shall be given prior written notice, advising the employee of the particulars regarding the action, including the dates and times furlough leave is to begin and end.

4. While on furlough leave, an employee shall not accrue personal and major medical leave for that portion of the employee's salary funded by the restricted funds. Additionally, personal, major medical, and compensatory leave shall not be taken in lieu of furlough leave.

5. During furlough leave, group health and life insurance benefits funded by the State will continue for employees who remain qualified in accordance with the eligibility criteria as set forth in the group health and life insurance plan approved by the Health Insurance Management Board. An employee will continue to pay for dependent insurance coverage as well as other insurance premiums paid by the employee.

6. During furlough leave, employees classified as Exempt employees, in accordance with U.S. Department of Labor regulations promulgated pursuant to the Fair Labor Standards Act of 1938, as amended, lose their exemption for the workweek in which the furlough occurs. (See 29 C.F.R. § 541.5d(3)(b)).

7. Once the funds have been restored, the agency head shall implement, on an equitable and systematic basis, the recall of furloughed employees. Failure on the part of an employee to return from furlough leave to his or her previous work status as directed in writing shall be cause for discharge.

8. Involuntary leave without pay conducted under this policy shall not be grievable.

9. For provisions regarding implementation of furlough of federally funded employees due to the restricting or limiting of federal funds, see Section C. below.

C. Provisions for Implementation of Furlough of Federally Funded Employees (Involuntary Leave Without Pay)

Mississippi Code Annotated § 25-9-126 authorizes furloughs of federally funded employees as follows:

> In the event that federal funds for the funding of programs of any state agency shall be restricted or limited, the administrative board of such agency or agency administrative head shall have the authority to furlough rather than dismiss employees in accordance with rules and regulations established by the MSPB.

When instituting such a furlough, the administrative board or agency administrative head shall abide by the following rules and regulations:

1. The restriction or limiting of federal funds must be certified in writing by an agency of the federal government, or be an indisputable fact (as in the failure of the United States Congress to pass funding legislation for the federal fiscal year.)

2. The administrative board or agency administrative head shall develop an equitable and systematic plan of furlough and shall administer it uniformly to all executive and subordinate employees, without regard to status, whose positions are funded by the federal funds being restricted or limited. Employees whose positions are funded only in part by federal funds may be placed on part-time duty to exclude the obligation and expenditure of federal funds.

3. Within forty-eight hours of implementation of the furlough plan, the administrative board or agency administrative head shall notify the MSPB Executive Director in writing of the furlough, and shall include the reasons and the plan for implementation.

4. Employees placed on such furlough leave shall be given prior written notice, advising the employee of the particulars regarding the action, including the dates and time furlough leave is to begin and end.

5. While on furlough leave, an employee shall not accrue personal and major medical leave for that portion of the employee's salary funded by federal funds. Additionally, personal, major medical, and compensatory leave shall not be taken in lieu of furlough leave.

6. During furlough leave, group health and life insurance benefits funded by the State will continue for employees who remain qualified in accordance with the eligibility criteria as set forth in the group health and life insurance plan approved by the Health Insurance Management Board. An employee will continue to pay for dependent insurance coverage as well as other insurance premiums paid by the employee.

7. Once the restrictions have been lifted and/or the funds restored, the administrative board or agency administrative head shall implement, on an equitable and systematic basis, the recall of furloughed employees. Failure on the part of an employee to return from such leave to his or her previous work status as directed in writing shall be cause for discharge.

8. The administrative board or agency administrative head may make such furlough leave subject to early cancellation or periodic call-back on a case-by-case basis to protect public health, safety, or property, or to ensure operations of critical agency functions only upon approval by the federal agency of the obligation and expenditure of federal funds.

9. Involuntary leave without pay conducted under this policy shall not be grievable.

7.8 EDUCATIONAL LEAVE

7.8.1 General Professional Development

State agencies are authorized to grant paid educational leave on a part-time or full-time basis and/or 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. **Employees should note that not all State agencies offer educational leave.** (See Mississippi Code Annotated § 37-101-293).

The MSPB is required to approve the form of the contract prepared by the Attorney General and establish a maximum salary amount at which any employee may be paid full compensation while on educational leave and establish a deduction ratio or reduced percentage rate of compensation to be paid to all employees compensated at a salary level above such maximum salary amount. The law also stipulates that each agency granting paid educational leave or reimbursing expenses or both shall file an annual report with the Legislature detailing for each recipient's position the cost of educational assistance, the degree program, and the school attended. This report, covering the previous fiscal year, shall also be filed with the State Personnel Board on or before January 1 of each year. (See Mississippi Code Annotated § 37-101-293).

A. Procedures Outline

Agencies should:

1. Develop internal policies and procedures governing educational leave;
2. Identify the job classifications in which they are experiencing demonstrated critical shortages;
3. Have educational leave recipients sign a contract, the form of which has been approved by the Attorney General and the MSPB;
4. Forward to the MSPB and to the Legislature prior to January 1 of each year a copy of the annual report on the Educational Leave program as required by the statute.

B. Eligibility

1. Candidates for Educational Leave must have worked at a State agency for three years at the time of application or be working at a State agency at the time of application for part-time graduate level education in a particular profession deemed by the administrative head of the State agency to meet a critical need within the State agency.
2. Candidates must agree to enter into a contract with the requesting State agency, which must contain the statutory provisions and regulatory terms and conditions upon which the paid Educational Leave will be granted to the candidate.

3. Candidates must attend a college or university located in the State of Mississippi and approved by the head of the agency unless such course of study is not available at a Mississippi college or school.

C. Salaries of Employees on Educational Leave

1. Educational Leave Contract Salary

   i. The Educational Leave contract shall specify the salary by which Educational Leave recipients shall be compensated.

   ii. The MSPB prescribes the maximum salary levels permitted employees on Educational Leave.

2. Determination of Maximum Educational Leave Salary

   i. Employees whose salaries at the time of application are $24,941.40 or less may have their salaries established at the discretion of the appointing authority at any salary up to the current salary at the time of application. The salary established shall be the maximum salary permitted while on Educational Leave.

   ii. Employees whose salaries at the time of application are greater than $24,941.40 may have their salaries established by the appointing authority at any salary up to $24,941.40. Appointing authorities may additionally grant 50% of the difference between $24,941.40 and the current salary. This formula shall establish the maximum salary permitted while on Educational Leave. See the following example:

Current Salary:	$35,711.04
Educational Leave Salary:	$24,941.40
Difference:	$10,769.64

$10,769.64 x 50% = $5,384.82
$5,384.82 + $24,941.40 = $30,326.22 (max. salary on Educational Leave)

   iii. If any part of a month is spent on Educational Leave, the employee shall be compensated at the Educational Leave salary for that entire month.

   iv. Employees shall be informed of their Educational Leave salary prior to signing the Educational Leave Contract.

3. Legislative and Variable Compensation Plan Salary Increases

   Employees shall be ineligible for salary increases for the time they are on Educational Leave. However, upon the completion of Educational Leave, recipients

of Educational Leave shall have their salaries restored by appointing authorities to the level the salary would have been after the addition of any salary increases guaranteed by the Legislature during the period of Educational Leave. No back pay or back award of pay shall be authorized for the time spent on Educational Leave.

D. Educational Programs which Qualify for Educational Leave

Educational Leave shall be granted only to pursue undergraduate and graduate level education. Undergraduate and graduate-level education shall be defined as an educational program:

1. Conducted by a college, university, or school; and

2. That awards academic credit upon successful completion of each course.

E. Educational Opportunities which Do Not Qualify for Educational Leave

Educational Leave does not apply to educational programs other than those identified above. Educational Leave shall not apply to training conducted, sponsored, or co-sponsored by the requesting agency, the MSPB, or other state or federal agencies which offer job-related training of short duration.

F. Equal Educational Opportunity

Appointing authorities shall ensure that Educational Leave and training opportunities are accorded all qualified agency employees without unlawful discrimination as to race, color, religion, sex, national origin, creed, age, handicap, or disability. (See Mississippi Code Annotated §§ 25-9-103; 149.

G. Duration of Educational Leave

Unless otherwise terminated, the duration of Educational Leave may be the length of the semester, quarter, or term in which the employee is actually enrolled pursuing his or her designated professional course work; or at the option of the appointing authority, the duration may extend across successive semesters, quarters, or terms, as long as the employee is enrolled and pursuing his or her designated professional course work in each intervening semester, quarter, or term. Agencies shall maintain contemporaneous leave records, which detail those periods an employee uses Educational Leave.

H. Conditions Requiring Termination of Educational Leave

Educational Leave may be terminated by the administrative head of the agency based on a variety of reasons, including, but not limited to:

1. Any condition listed in the Educational Leave contract,

2. Agency funds constraints,

3. Agency reorganization or change in agency mission,

4. Agency program changes,

5. Agency workload increases or staffing crises,

6. Reductions-in-force,

7. Disciplinary action, or

8. Failure to make adequate academic progress.

   Unless otherwise specified in the Educational Leave contract, adequate academic progress shall be defined as maintaining a "B" or better cumulative average. Failure to make adequate academic progress in one term may result in the employee being ineligible for further Educational Leave.

I. Administrative Provisions

   If an Educational Leave candidate will be having his or her salary decreased as a result of Educational Leave, the requesting agency shall submit the action into SPAHRS. Please reference the SPAHRS User Training Workbook located at http://www.mmrs.state.ms.us or your Human Capital Core Processes Consultant for more detailed information regarding Educational Leave. The employee's current salary plus any legislative guarantees will continue on the PIN to ensure proper salary projections.

J. Refer to Mississippi Code Annotated § 37-101-293 for other requirements. These include specific employment obligations in exchange for Educational Leave benefits, repayment obligations and liquidated damages with interest for failure to fulfill the terms of the contract, other legal rights and remedies, and the requirement for annual agency reports to the Legislature on Educational Leave.

K. The administrative head of the employing agency shall be responsible for stipulating any other needed contractual provisions, including but not limited to repayment obligations should the employee be separated for cause, failure to make adequate academic progress, disciplinary action, retirement, or other conditions which may result in the failure to meet Educational Leave contractual obligations. If the administrative head of the agency wishes to require the applicant to be employed at the conclusion of their Educational Leave in a specific geographic location, office, or location, then such terms should be addressed in the contract.

L. In accordance with the Educational Leave law, Educational Leave recipients shall attend colleges or schools located in Mississippi. However, if the administrative head of the employing agency determines that the course of study is not available at a Mississippi college or school, the applicant may attend an out-of-state college or school.

7.8.2 Mississippi Code Annotated § 37-101-293

1. Within the limits of the funds available to any state agency for such purpose, the administrative head of such state agency may grant paid educational leave on a

part-time or full-time basis and reimburse employees for educational expenses such as tuition, books and related fees to pursue undergraduate or graduate level education to those applicants deemed qualified.

It is the intent of the Legislature that such educational leave program shall be used as an incentive for employees to develop job-related skills and to develop employees for higher-level professional and management positions.

2. To be eligible for paid educational leave, reimbursement for educational expenses or both, an applicant must:

   a) Be working at a state agency for at least three years at the time of application or be working at a state agency at the time of application for part-time graduate level education in a particular profession deemed by the administrative head of the state agency to meet a critical need within the state agency;
   b) Attend any college or school located in the State of Mississippi and approved by the administrative head of such agency, unless such course of study is not available at a Mississippi college or school, in, which case the applicant may attend an out-of-state college or school;
   c) Agree to work as an employee in the same state agency for at least three full years after completion of the course of study or, in the case of employees on educational leave on a part-time basis or receiving reimbursement for educational expenses only, to work for a time prorated based upon the total amount of expenses, including leave, paid for by the agency.

3.

   a) Before being granted paid educational leave, or being approved for reimbursement of educational expense or both, each applicant shall enter into a contract with the state agency, which shall be deemed a contract with the State of Mississippi, agreeing to the terms and conditions upon, which the paid educational leave will be granted to him. The contract shall include such terms and provisions necessary to implement the purpose and intent of this section. The form of such contract shall be prepared by the Attorney General of this state and approved by the State Personnel Board, and shall be signed by the administrative head of the state agency and signed by the recipient. If the recipient is a minor, his minority disabilities shall be removed by a chancery court of competent jurisdiction before the contract is signed.
   b) Educational expenses for tuition, books, and associated fees shall be reimbursed to the employee only after the employee has submitted documentation that the approved course has been successfully completed.
   c) If the recipient does not work as an employee in that state agency for the period of employment specified in the contract, the recipient shall be liable for repayment on demand of the remaining portion of the compensation

that he or she was paid while on paid educational leave and educational expenses paid, with interest accruing at ten percent (10%) per annum from the recipient's date of graduation, or the date the recipient last worked at that state agency, whichever is the later date. In addition, there shall be included in any contract for paid educational leave a provision for liquidated damages equal to Two Thousand Dollars ($2,000.00) per year for each year remaining to be served under such contract.

d) If any recipient fails or withdraws from school at any time before completing his/her education, the recipient shall be liable for repayment on demand of the amount of the total compensation that he or she was paid while on paid educational leave, with interest accruing at ten percent (10%) per annum from the date the recipient failed or withdrew from school. However, if the recipient remains or returns to work in the same position he or she held in the same state agency prior to accepting educational leave, he or she shall not be liable for payment of any interest on the amount owed.

e) The state agency shall have the authority to cancel any contract made between it and any recipient for paid educational leave or educational expenses or both upon such cause being deemed sufficient by the administrative head of the agency.

f) The state agency is vested with full and complete authority and power to sue in its own name any recipient for any balance due to the state on any such uncompleted contract, which suit shall be conducted and handled by the Attorney General of the state.

g) Persons who default on contracts entered into under this section shall have the default determined and lose their professional health care license under the procedures provided in Section 37-101-291.

4. At the discretion of the administrative head of the state agency, any recipient who is granted paid educational leave by the state agency, including nurses, shall be compensated by such agency as prescribed by the State Personnel Board during the time he or she is in school. For employees who are on educational leave on a full-time basis, the State Personnel Board shall establish a maximum salary amount at which any employee may be paid full compensation while on educational leave and shall establish a deduction ratio or reduced percentage rate of compensation to be paid to all employees compensated at a salary level above such maximum salary amount. No recipient of full-time educational leave shall accrue personal or major medical leave while he or she is on paid educational leave.

5. Each state agency granting paid educational leave to employees or reimbursing educational expense or both shall file an annual report with the Legislature, which shall detail for each recipient of paid educational leave the position of the employee, the cost of the educational assistance and the degree program and school attended.

6. Within the limits of funds available to the Mississippi Department of Mental Health, the Executive Director of the Department of Mental Health may grant educational leave to medical residents of the University of Mississippi and pay a stipend in an amount not to exceed the salary of a medical resident. To be eligible for paid educational leave under this subsection, the applicant must be approved by the Department of Mental Health Educational Leave Committee and meet all obligations established under agreements between the Department of Mental Health and the University of Mississippi and regulations promulgated by the Board of Mental Health. The recipient shall fulfill his/her obligation under this program on an annual pro rata basis for each year on paid education leave.

7.8.3 Professional Development Programs

Certain paid educational leave and paid internship programs have been authorized to develop professional skills and to prepare employees for higher-level professional and management positions. Those employees deemed qualified for paid educational leave or paid internship shall receive funds that may be used to pay for tuition, books, and related fees to pursue their degrees. (See Mississippi Code Annotated §§ 37-101-291 and 37-101-292).

Employees may contact their agency human resources office for more information on the availability of Educational Leave benefits and agency specific policies pertaining to educational leave.

7.8.4 Leave Without Pay

Leave without pay (hereinafter referred to as "LWOP") is employee leave taken in the absence of paid leave. LWOP must be authorized by the appointing authority. When a State government employee is on LWOP, it is the employee's responsibility to pay the employee and employer portion, if any, of all insurance premiums the employee wishes to continue. In order to continue insurance coverage while out on LWOP, the employee should contact his or her agency human resources office.

7.9 EMPLOYER REQUIREMENTS UNDER FMLA

All information provided below and more detailed information and instructions regarding the implementation and application of the Family and Medical Leave Act of 1993 can be found at http://www.dol.gov/WHD/fmla.

7.9.1 General Provisions

In keeping with the requirements of the Family Medical Leave Act of 1993 (hereinafter referred to as "FMLA") and the State of Mississippi's policies, an employee must have worked for the State for a total of twelve months and the employee must have worked for the State for 1250 hours in the twelve month period immediately preceding the commencement of the leave to be eligible for FMLA leave. An employee meeting these requirements is referred to an "eligible employee" for purposes of this policy.

Availability of Family Medical Leave

An eligible employee may take up to the equivalent of twelve workweeks of unpaid family and/or medical leave (FMLA leave) during any twelve month period for one or more of the following purposes:

- For incapacity due to pregnancy, prenatal medical care, or childbirth;
- To care for a newborn son or daughter, a recently adopted child, or a recently placed foster child through formal placement by a State agency;
- To care for a legal spouse, parent (not including in-laws) or son or daughter (under the age of eighteen or over the age of eighteen and incapable of self care because of a physical or mental disability), who has a serious health condition; or
- Because of a serious health condition that makes the employee unable to perform the functions of his or her job.

Leave to care for a new child must be taken within the first twelve months of birth or placement by adoption or foster care, and leave may be taken by the father and/or the mother of the child.

Federal regulations allow an employer to choose from several different methods in determining the twelve month period in which the twelve weeks of leave entitlement occurs.

7.9.2 Agency Posting Requirements

Each appointing authority shall post and keep posted, in conspicuous places where notices to employees and applicants are customarily posted, a notice summarizing the entitlement to family leave and providing information concerning the procedures for filing complaints of violations of the Act.

7.9.3 Military Leave Entitlements

Eligible employees are entitled to two different kinds of leave as a result of either being in the military or having family members in the military:

- Eligible employees are entitled to up to twelve weeks of FMLA leave because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is a member of any Armed Forces and/or a reserve component of the Armed Forces on covered active duty, or has been notified of an impending call to covered active duty status. Qualifying exigencies may include any one or more of the following: 1) attending to issues arising from a short notice (seven days or less) of deployment, with FMLA leave entitlement lasting up to seven days from the notice; 2) attending certain military events; 3) attending certain childcare and school activities related to the military duty; 4) addressing certain financial and legal arrangements; 5) attending certain counseling sessions; 6) taking up to five days to spend with a covered service member who is on short-term, temporary rest and recuperation leave; 7) attending post-deployment reintegration briefings; or 8) other activities agreed to by the agency and the employee. Eligible employees must provide notice of the need for such leave as soon as reasonable and practicable. This kind of leave may be taken intermittently or on a

reduced schedule.

- Eligible employees may take up to twenty-six weeks of leave during a single twelve month period to care for a "covered service member" who is the employee's spouse, son, daughter, parent or next of kin (nearest blood relative or designated as such). A covered service member is a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy. Eligible employees may take this kind of leave intermittently, or on a reduced schedule, where medically necessary. This twenty-six week leave entitlement will include all other permissible FMLA leave.

7.9.4 Serious Health Condition

A "serious health condition" is defined as an illness, injury, or physical or mental condition that involves:

- *In-patient care* in a hospital, hospice, or residential care facility, including a period of incapacity or treatment related to the inpatient care;
- *A period of incapacity* of more than three consecutive calendar days, with *two or more visits to a health care provider*, one occurring within seven days of the onset of incapacity, and the second within thirty days of the onset (unless extenuating circumstances exist);
- *A period of incapacity* of more than three consecutive calendar days, with one or more visits to a health care provider, the first occurring within seven days of the onset of the incapacity, and *which results in a regimen of continuing treatment* under the supervision of the health care provider (example: four day absence, one doctor's visit, and prescription medication);
- Any period of incapacity due to *pregnancy, for prenatal care, or childbirth*;
- Treatment for or incapacity because of a *chronic serious health condition* (examples: diabetes or epilepsy), which requires periodic visits (at least two per year) for treatment by a health care provider;
- *Incapacity which is permanent or long term* for which treatment may be ineffective, and the individual is under the continuing supervision of a healthcare provider (example: Alzheimer's Disease); or
- Any absence to receive *multiple treatments by a health care provider* either for restorative surgery after an injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of treatment (example: chemotherapy treatments for cancer).

The serious health condition must prevent the employee from performing the functions of his or her job or prevent the qualified family member from participating in school or other daily functions.

A "serious injury or illness" in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the covered service member in the line of duty on covered active duty in the Armed Forces (or existed before the beginning of the member's covered active duty and was aggravated by service in the line of duty on covered active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period of covered active duty, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the covered service member in the line of duty on covered active duty in the Armed Forces (or existed before the beginning of the member's covered active duty and was aggravated by service in the line of duty on covered active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

7.9.5 Intermittent or Reduced Schedule Leave

An eligible employee generally does not need to use FMLA leave entitlement in one block. Eligible employees who, because of a serious health condition of their own or a qualifying relative, need to take FMLA leave on an intermittent basis or to stretch their leave out by working a reduced schedule, must provide certification of the medical necessity for such leave. Eligible employees must make reasonable efforts to schedule planned medical treatment so as not to unduly disrupt the agency's operations. When eligible employees request intermittent or reduced schedule leave because of a birth or placement of a child with them for adoption or foster care, the agency director and/or management will consider such things as how the request for intermittent leave or reduced hours will affect the work output of the employee's positions, and the request will be granted only at the agency's discretion. Under certain circumstances, the agency may require an employee on intermittent leave or reduced schedule leave to transfer temporarily to an alternative job for which he or she is qualified and that better accommodates the leave.

7.9.6 Married Couples

The twelve week maximum per eligible employee per year applies to married couples, rather than individual employees, if both members of the couple work for the same agency and the leave is for the purpose of caring for a new child by birth, adoption or foster care placement or to care for the employee's parent. Leave requested because of an eligible employee's own serious health condition is not subject to this limitation, nor is leave to care for the eligible employee's sick spouse or child. Husbands and wives who are both employed by the agency are limited to a combined twenty-six workweeks of leave during the twelve month period to care for a covered service member.

7.9.7 Notice Requirements

EMPLOYEES: Employees must provide sufficient information to the agency's human resources department to determine if the leave qualifies for FMLA protection, and they must also provide the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified.

When leave is foreseeable, employees are required to give thirty days advance notice of their expected need for FMLA leave. If they fail to provide such notice, the agency may deny the leave until a thirty day notice period has expired. When thirty days notice is not possible, employees are required to give as much notice as is practicable, and they generally must comply with the agency's call-in procedures. Medical certification for most FMLA leave is required and must be submitted within no more than fifteen days of an employee's initial request for leave. It is the employee's obligation to return this form as required. If the certification indicates that the employee does not qualify for FMLA leave, or if the employee fails to return the form in a timely manner, the employee will be subject to the agency's normal attendance and discipline policies. Medical certifications must be submitted on the appropriate form which may be obtained in the agency's human resources department.

Employees on leave must call the agency periodically (but at least every thirty days) to report on their status and intent to return to work.

THE AGENCY: The agency will inform employees if they are eligible under FMLA, if their requested leave will be designated as FMLA-protected, and the amount of leave counted against the employee's leave entitlement. The notice will also specify any additional information required, as well as the eligible employees' rights and responsibilities. If the agency determines that the leave is not FMLA protected, the agency will notify the employee and supply the reason for the ineligibility.

7.9.8 Use of Accrued Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave, if they otherwise satisfy all of the procedural requirements for the use of that accrued leave.

Leave for a worker's compensation injury that involves a serious health condition, as defined by this policy, will run concurrently with FMLA leave up through the permissible twelve weeks of FMLA leave.

7.9.9 Benefits During Leave

Health insurance benefits will be continued during FMLA leave, and the State of Mississippi will continue to cover the applicable premium amount for the employee. An employee may continue dependent coverage during leave, but he or she will be responsible for paying for the coverage

on a timely basis. If the employee ceases paying the premium, the State may cancel the dependent coverage. However, the State may also continue the dependant coverage at its own expense and recoup payments from the employee upon the employee's return to active employment. Vacation, sick and personal leave benefits will not accrue during FMLA leave.

An employee who fails to return to work at the end of the FMLA leave and who cannot excuse the failure as due to reasons beyond his or her control, or because of the continuance, recurrence or onset of a serious health condition, is potentially liable for reimbursing the State for its payment of any or all of the health insurance premiums or other non-health premiums it paid during the employee's FMLA leave, except for premiums paid by the State while the employee was concurrently on paid leave. The amounts paid can be deducted from any moneys owed by the State to the employee, including unpaid wages or accrued leave, to the extent permitted by law. Employees are considered to have "returned to work" if they come back to work for at least thirty days after the conclusion of the FMLA leave.

If an employee desires to continue life insurance, disability insurance, or other types of benefits for which he or she typically pays during unpaid FMLA leave, the agency is required to follow established policies or practices for continuing such benefits for other instances of leave without pay. If the agency has no established policy, the employee and the agency are encouraged to agree upon arrangements before FMLA leave begins. With respect to pension and other retirement plans, any period of FMLA leave will be treated as continued service (i.e., no break in service) for purposes of vesting and eligibility to participate.

7.9.10 Return from Leave

Employees returning from FMLA leave will be restored to their prior jobs and pay wherever practicable. Such employees will receive all benefits accrued prior to the beginning of leave, and they will be provided continuation of, or reinstatement to, health insurance benefits. If the employee's prior job is not available, the employee will be restored to an equivalent position with equivalent pay and terms and conditions of employment.

Employees must report on their intention to return to work as requested by the agency. So that their work may be properly scheduled, employees must provide reasonable notice (within two business days) of any foreseeable changed circumstances requiring either longer or shorter FMLA leave periods than originally requested.

7.9.11 Designation of Leave as FMLA Leave and Notification to Employee

The agency is responsible for designating leave that is FMLA qualifying and for giving notice of the designation to the employee.

A. If the agency knows the reason for leave is an FMLA reason at the time leave begins, the leave must be designated by the agency in writing at that time. If the agency knows the leave is for a FMLA reason at the time leave begins and *fails* to designate, the leave may not be counted against the employee's FMLA entitlement, and the employee continues to be subject to FMLA protection. Once the agency designates, the leave may be counted against the FMLA entitlement only from that time forward, and not retroactively.

B. When the agency learns that leave is for an FMLA purpose after leave has begun, but before the employee returns to work, the entire or some part of the leave period may be retroactively counted as FMLA leave.

C. Leave may be designated as FMLA after the employee has returned to work in only two circumstances:

   1. The leave is short-term and the agency is awaiting medical certification, or

   2. The agency does not know the reason for the leave, but learns upon the employee's return to work. The designation must be made within two business days of the employee's return to work. If the agency has not made a designation, but the employee wants the absence to be treated as FMLA leave, the employee must notify the agency within two business days of his or her return to work. If such notification is not made, the employee may not subsequently assert FMLA protection.

D. If an employee takes paid or unpaid leave and the agency does not designate the leave as FMLA leave, it may not be counted against the employee's FMLA entitlement.

E. The agency must provide written notice detailing the specific expectations and obligations of the employee and explaining any consequence of failure to meet these obligations. Such specific notice must be provided to the employee within a reasonable time after notice of the need for leave is given, and must include, as appropriate:

   1. That the leave will be counted against the employee's annual FMLA leave entitlement;

   2. Any requirements for the employee to furnish medical certification of a serious health condition and the consequences of failing to do so;

   3. The employee's right to substitute paid leave and whether the agency will require the substitution of paid leave and the conditions related to any substitution;

   4. Any requirement for the employee to make any premium payments to maintain health benefits, the arrangements for making such payments, and the consequences of failure to make such payments on a timely basis;

   5. Any requirement for the employee to present a fitness-for-duty certificate to be restored to employment;

   6. The employee's status as a “key employee,” the potential consequence that restoration may be denied following FMLA leave, and the conditions required for such denial;

   7. The employee's right to restoration to the same or an equivalent job upon return from leave; and

8. The employee's potential liability for payment of health insurance premiums paid by the agency during the employee's unpaid FMLA leave if the employee fails to return to work after taking FMLA leave.

7.9.12 Medical Certification

The agency may require that an employee's leave to care for his/her seriously-ill immediate family member, or due to the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his/her position, be supported by a certification issued by the health care provider of the employee or the employee's ill family member.

When the leave is foreseeable and at least thirty days notice has been provided, the employee should provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested verification to the agency within the timeframe requested (which must allow at least fifteen calendar days after the agency's request) unless it is not practicable under the particular circumstances despite the employee's diligent, good faith efforts.

The Department of Labor has developed an optional form (Form WH-380, as revised found at http://www.dol.gov/WHD/fmla/ or http://www.dol.gov/whd/forms/WH-380-F.pdf) for employees or their family members to use in obtaining medical certification from health care providers that meet FMLA's certification requirements. This form or another form containing the same basic information may be used by the agency; however, no additional information may be required. The form contains required entries for:

A. A certification as to which part of the definition of serious health condition, if any, applies to the patient's condition and the medical facts, which support the certification, including a brief statement as to how the medical facts meet the criteria or definition.

B. The approximate date the serious health condition commenced and its probable duration.

C. Whether it will be necessary for the employee to take leave intermittently or to work on a reduced leave schedule basis.

D. If the condition is pregnancy or a chronic condition, whether the employee is presently incapacitated and the likely duration and frequency of episodes of incapacity.

E. If additional treatments will be required for the condition, an estimate of the probable number of such treatments.

F. If the patient's incapacity will be intermittent, or will require a reduced leave schedule, an estimate of the probable number and interval between such treatments, actual or estimated dates of treatment if known, and the period required for recovery.

G. If medical leave is required for the employee's absence from work because of the employee's own condition, whether the employee:

    1. Is unable to perform work of any kind;

2. Is unable to perform any one or more of the essential functions of the employee's position, including a statement of the essential functions that the employee is unable to perform based on either information provided on a statement from the agency of the essential functions of the position, or if not provided, discussion with the employee about the employee's job functions; or

3. Must be absent from work for treatment.

H. If leave is required to care for a family member of the employee with a serious health condition, whether the patient requires assistance for basic medical or personal needs or safety or for transportation; or if not, whether the employee's presence to provide psychological comfort would be beneficial to the patient or assist in the patient's recovery.

If an employee submits a complete certification signed by the health care provider, the agency may not request additional information from the employee's health care provider.

If the agency has reason to doubt the validity of the certification, it may require, at agency expense that the employee obtain the opinion of a second health care provider designated or approved by the agency. Any such health care provider designated or approved shall not be employed on a regular basis by the State.

If the second opinion differs from the original certification, the agency may require, at its own expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by the agency and the employee concerning the information previously certified. The opinion of the third health care provider concerning the information previously certified shall be considered final and shall be binding on the agency and the employee.

The agency may require, at the employee's expense, that the employee obtain subsequent recertification on a reasonable basis. No second or third opinion on recertification may be required.

7.9.13 Unlawful Acts

The FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under the FMLA; or
- Discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under, or relating to, the FMLA.

Please notify the agency’s executive director immediately if any of these actions occur. Employees may also file a complaint with the United States Department of Labor or bring a private lawsuit against the agency.

7.9.14 Enforcement

The U. S. Department of Labor (DOL) is responsible for the enforcement of the FMLA and may investigate and resolve complaints and violations under the Act in the same manner as under the Fair Labor Standards Act (FLSA). For assistance in complying with the FMLA, State agency employers may contact the area office of the Wage and Hour Division of the DOL at http://www.dol.gov/WHD/ or call (601) 965-4347 or 1-866-4-USWAGE.

EDUCATIONAL LEAVE REPORT									
Agency				Fiscal Year					
Individual Responsible for this Report				Phone Number					
Name	Position	Degree/ Course Work	School	Cost to Agency					
				Leave	Tuition	Fees	Books	Travel	Total

This report or any variation of this report, which contains the same information, is to be submitted on or before January 1 of each year to the Legislature and to the Mississippi State Personnel Board. The reporting period covers the previous fiscal year. Additional sheets may be attached if needed.

CHAPTER 8 – PERFORMANCE APPRAISAL REVIEW

8.1 AUTHORITY AND SCOPE

Mississippi Code Annotated § 25-9-119(2)(c)(ii)(B), as amended, requires the MSPB and the MSPB Executive Director to provide a system of rules and regulations for salary increases for outstanding performance based upon documented employee productivity and exceptional performance in assigned duties. The Performance Appraisal Review (PAR) is hereby established. All agencies under the purview of the MSPB were mandated by the legislature in 1985 to participate in the MSPB's performance appraisal review system.

8.2 PURPOSE

In addition to providing a basis for awarding productivity funds, a performance appraisal system serves a number of distinct purposes/functions: improves quality/quantity of services; develops employee skills; motivates better performance; and increases communication between the supervisor and the employee concerning performance, overall objectives of the work unit and specific work products.

Evaluating employees is a continuous process. The annual appraisals provide agency management a factual basis to identify employees for productivity increases, promotion, retention on the basis of performance, correction of inadequate performance, separation when inadequate performance cannot be corrected, used in the retention point formula for Reduction in Force (see Section 7.7), job development and training or other job related personnel management actions.

8.3 APPRAISAL COVERAGE

Every employee whose position is under the salary setting authority of the MSPB shall be appraised for job performance at least once annually. Evaluations shall be based only on the performance of the duties of the employee's position compared against the performance standards for those duties. Only work outcome shall be evaluated. No factors handled by established disciplinary procedures (tardiness, physical violence, etc.) should be allowed as part of the evaluation process. Performance appraisals shall be administered in a fair manner without unlawful discrimination as to age, race, sex, religion, political affiliation, national origin, or disability.

8.4 GENERAL RULES FOR PERFORMANCE APPRAISAL REVIEW

A. For *probationary employees/new hires*, the first narrative performance appraisal and rating shall be made within the fourteen days prior to the end of the sixth month from date of hire. In cases where completion of required job training results in reclassification, the first performance appraisal may be conducted earlier than six months from date of hire.

   For probationary employees/new hires, the second narrative performance appraisal and rating shall be completed within the fourteen days prior to the end of the twelfth month from date of hire.

B. After an employee has been employed for twelve continuous months and has attained *state service status*, a narrative appraisal and rating shall be required annually for each employee by the immediate supervisor.

   A valid appraisal rating is a rating completed as a result of an employee's job performance within the last 365 days.

   For positions under the salary setting authority of the MSPB, all personnel transactions requested will result in the performance appraisal period resetting to begin with the date the employee enters the position, or the effective date of a reclassification/reallocation and end one year from that date (except for employees in the probationary period of twelve months).

   Personnel transactions (promotion, transfer, reclassification, reallocation, and demotion) require an appraisal rating within ninety days prior to the effective date of the personnel transaction.

   If the last appraisal rating is more than ninety days prior to the effective date of the personnel transaction, the personnel transaction will not be processed until an appraisal rating is completed for the employee (current position), recorded, and approved. Then, the pending personnel transaction request will be completed. When the request is approved, the next appraisal period will begin with the effective date of the personnel transaction and ending at 365 days.

C. For *non-state service* employees under the salary setting authority of the MSPB, appraisals shall be administered within the same time frames as outlined for employees in state service positions in A and B above.

D. An employee who is detailed or temporarily assigned to a different position for a period expected to be at least 180 calendar days shall be provided with the duties/performance standards of the detailed or temporarily assigned position. Development and communication of these duties/performance standards shall follow the guidelines established by these regulations. Upon completion of the detail or temporary assignment, the employee shall receive a written narrative appraisal and rating by the rating supervisor in charge of the employee while on detail or temporary assignment.

E. An employee shall have been in a position for a period of ninety days before being eligible to receive an appraisal rating. If the employee is in the position less than ninety days, it is assumed that the employee has performed at the Meets Expectations level.

F. The rating supervisor shall be the last person to have supervised the employee for a period greater than ninety days at the time the appraisal is due.

G. A rating supervisor who leaves the supervisory position is responsible for submitting to the first-level reviewer a narrative appraisal and rating for each supervised employee. At the discretion of the first-level reviewer, the appraisal rating can be transferred to the employee's new rating supervisor for combining with additional rating(s) for the annual

performance appraisal rating or can be submitted to the agency personnel office and a new annual appraisal period started.

H. If an employee is on detail or temporary assignment for a period less than ninety days at the time of the appraisal due date, the rating supervisor, at the employee's regularly assigned position, is the last person to have supervised the employee prior to the detail or temporary assignment, providing such official meets the requirements in E and F above.

I. Where an employee remains in the same position during an appraisal period (365 days), but has not been supervised by any one rating supervisor for at least ninety days during the appraisal period, the employee will receive an appraisal rating from the person who is identified as the first-level reviewer. This person shall first consult with those who served as temporary supervisors during said period. In such cases, the narrative appraisal and rating shall be reviewed and approved by the second level reviewer.

J. In the event an employee received more than one written performance appraisal rating during the appraisal period, the results of all such appraisals shall be combined. The last rating supervisor, at the end of the 365-day appraisal period, shall be responsible for combining all such appraisal ratings to compute the annual narrative appraisal and rating for subject period.

K. Within the fourteen days prior to the end of the appraisal period, the documented narrative appraisal and rating will be completed by the rating supervisor or the supervisor who has direct line authority over the employee. Then the rating supervisor shall schedule and conduct an appraisal interview with the employee to discuss the employee's level of performance as documented in writing and evaluated by the rating supervisor.

L. The planning session for the next appraisal period shall be completed no later than fourteen days after the new appraisal period begins; however, failure to comply with these time limits does not invalidate an appraisal rating that complies in other respects to these rules and regulations.

M. Because performance appraisal is maintained on a continuous basis, performance appraisal ratings shall cover all the time an individual is employed in state government in covered positions.

8.5 RESPONSIBILITIES OF AGENCY STAFF

8.5.1 Responsibilities of Agency Head

The Agency Head shall:

A. Ensure that the performance appraisal review is implemented and administered in his or her agency consistent with the MSPB's policy requirements;

B. Appoint members of the Agency Review Committee, if this option is elected;

C. Ensure that employees are in a position and notified of duties/performance standards at least ninety days before an evaluation and rating are completed; and

D. Review documents that identify employee differences with rating supervisor on the duties/performance standards. (Although the Agency Head may choose not to intervene, the Agency Head is required to have knowledge of the differences.) (See Section 8.6.3.)

8.5.2 Responsibilities of the Agency Personnel Director/Officer

The Agency Personnel Director/Officer of each state agency is responsible for the overall staff direction of the performance appraisal review, and shall:

A. Provide orientation for employees regarding the objectives and provisions for the performance appraisal review;

B. Develop, or have developed, common/generic duties/performance standards for similar or identical agency positions. The common/generic duties/performance standards will be updated and maintained in the agency personnel office and made available to supervisors upon request;

C. Provide rating supervisors, on a periodic basis, a "List of Performance Appraisals Due"; and

D. Provide necessary training to managers and rating supervisors so that these individuals can effectively carry out the responsibilities for communicating with employees, appraising employees, and relating performance appraisal to other personnel actions.

   The training is to include a thorough explanation that a part of the rating supervisor's job performance will be evaluated based on the documented performance data in each employee's Supplemental Employee Performance Folder (SEPF).

8.5.3 Responsibilities of the Rating Supervisor

The Rating Supervisor is responsible for the following procedures pertaining to the completion of Performance Appraisal Review Forms and shall:

A. Require Job Content Questionnaires be updated annually to accurately reflect the duties and responsibilities assigned to all employees supervised;

B. Within fourteen days from the beginning of the appraisal period, develop and document in writing, with assistance from rated employee, the duties/performance standards for each employee supervised;

C. Establish and maintain a Supplemental Employee Performance Folder (SEPF) for each employee supervised. (See Section 8.6.5);

D. Update duties/performance standards and Job Content Questionnaire, as needed during the appraisal period, to reflect changes in position duties and responsibilities;

E. Advise and update the employee relating to his or her performance throughout the appraisal period. At a minimum, one formal review and feedback session, during the sixth month of the appraisal period must be conducted. Provide the employee with a copy of the completed review;

F. Within fourteen days prior to the end of the appraisal period, review, evaluate and complete the evaluation form. Meet and discuss the narrative appraisal, rating, and documentation with the first-level reviewer for his or her approval, signature, and date. Next, meet and discuss the documentation, narrative appraisal and rating with employee for his or her information and comments. Ask the employee to sign and date. (See Section 8.6.8C). Provide a copy of the completed appraisal to the employee, retain a copy and send the original to the agency personnel office. If the employee receives two or more appraisal ratings during the appraisal period, the rating supervisor combines all such appraisals to form a narrative appraisal and rating for the appraisal period;

G. During an appraisal period, complete the evaluation process (narrative appraisal and rating) whenever circumstances warrant, i.e., prior to a promotion, transfer, reclassification, reallocation or demotion. (See Section 8.6.8); and

H. Initiate corrective action when performance falls below Meets Expectations and assist employee in improving his or her performance to the "Meets Expectations" level. Complete a performance improvement plan with the employee at the beginning of the Performance Improvement Period, retain the original, provide the employee a copy and send a copy to the agency personnel office.

8.5.4 Responsibilities of the First-level Reviewer

The First-level Reviewer is responsible for the following procedures pertaining to the completion of the Performance Appraisal Review Forms and shall:

A. Review the duties/performance standards and discuss the contents with the rating supervisor. Resolve any differences between the rating supervisor and employee on duties/ performance standards written;

B. Monitor duties/performance standards to provide consistency in the same or similar jobs and among all subordinate rating supervisors;

C. Review and discuss with the rating supervisor the documentation that supports the narrative appraisal and the rating within fourteen days prior to the end of the appraisal period. This will take place <u>prior</u> to the employee and rating supervisor meeting to discuss the narrative appraisal and rating; and

D. Ensure against bias or discrepancies in ratings by the rating supervisor.

8.5.5 Responsibilities of the Second Level Reviewer

Second Level Reviewer (typically the immediate supervisor of the First-level Reviewer) is responsible for the following and shall:

A. Resolve differences that the first-level reviewer was unable to resolve;

B. If unable to resolve the differences that exist between any of the parties (e.g., the employee, the rating supervisor, and/or first-level reviewer), convene the Review Committee (if the agency elects this option) for an advisory opinion; and

C. Issue management's decision on the disputed duties/performance standards. This decision is final unless overruled by the Agency Head. (See Section 8.6.3).

8.5.6 Responsibilities of the Employee

The Employee is responsible for the following and shall:

A. Cooperate with the rating supervisor in the selection and development of duties/performance standards;

B. Notify the rating supervisor of any facts or circumstances which should be considered when selecting or developing duties/performance standards or when appraising performance;

C. Discuss with the rating supervisor current performance, ways to improve performance, and successfully perform the duties of the position at the Meets Expectations level;

D. During the sixth month of the appraisal period meet with the rating supervisor and discuss current performance;

E. Inform the rating supervisor at any time during the appraisal period of circumstances that may impact or deter the employee from the successful performance of duties or the meeting of assigned deadlines; and

F. Within fourteen days prior to the end of the appraisal period, meet with rating supervisor to discuss the documentation, written narrative, and rating. Initial concurrence or non-concurrence of the appraisal rating or acknowledge that the appraisal rating was discussed.

8.5.7 Responsibilities of the Review Committee

The Review Committee (if the Agency accepts this option) is responsible (when convened by the Second Level Reviewer) for and shall:

A. Review unresolved differences between the employee and the rating supervisor and/or the first-level reviewer regarding duties/performance standards and provide a recommendation to the second level reviewer as to the disposition of the matter;

B. Ensure that the duties/performance standards and weights are defined so that equity is maintained within the agency; and

C. Maintain the consistency of duties/performance standards with the goals of the work unit and the mission of the agency.

8.6 APPRAISAL SYSTEM PROCESS

8.6.1 The Beginning of the Appraisal Period

Performance Appraisal Review is designed to be a "no surprises" system. The rating supervisor and employee are to decide the important accomplishments of the job and come to an understanding of what is *Meets Expectations* performance. Job duties and performance standards are determined and communicated at the beginning of the appraisal period. Therefore, the employee has a target to aim for and is not expected to guess what performance is expected.

For the Performance Appraisal Review system to be effective, everyone involved must understand what is expected of him or her. This is true for the employee, rating supervisor, first-level reviewer, and upper management. Rating supervisors should explain the "what, how, why, and when" of the Performance Appraisal Review process and answer all employee questions.

With assistance from the employee, the rating supervisor shall develop the duties/performance standards for the position. This is done through one or more planning sessions which shall be completed within the first fourteen days of the beginning of the appraisal period, i.e., employee hire date, promotion, transfer, reclassification, reallocation, demotion, last reported performance appraisal rating or an agency-established appraisal start date.

8.6.2 Required Review of Duties/Performance Standards

Each agency will develop common/generic duties/performance standards for similar or identical agency positions. Common/generic duties/performance standards may be identified, developed, and issued for certain occupations and types of positions in each agency. The rating supervisor and the employee will review together agency established duties/performance standards and add ones that specifically address the unique duties of the employee that are necessary to goal accomplishment of the work unit.

The rating supervisor has the authority to interpret and adapt these common/generic duties/performance standards and/or to develop additional job related duties/performance standards in order to identify specific expectations for individual positions/employees.

Each agency will provide for at least one higher level, automatic review of the duties/performance standards identified for each position/employee. If there is disagreement after the first level of review, a second level of review is required. The supervisor of the first-level reviewer should conduct the second level review. If differences cannot be resolved, the second level reviewer is required to convene a review committee (if this option is elected by the Agency Head) for its recommendations prior to the second level reviewer's decision.

The purpose of review will be:

A. To ensure consistency, where appropriate, in the duties/performance standards for similar positions in the agency;

B. To review the distribution and priority of work as implied by the duties/performance standards;

C. To ensure consistency between the duties/performance standards and organization function statements as well as class specifications; and

D. To ensure compliance with the provisions of these regulations.

Where the second level reviewer convenes a review committee for the above purposes, the authority of the committee will be limited to making recommendations for the second level reviewer's decision.

8.6.3 Resolving Differences on Duties/Performance Standards

Recognizing that an organization cannot function effectively where there are differences among its employees regarding work assignments, priorities, quality of work, or where there are concerns about equity and fairness, the agency will try to resolve differences, which arise between the rating supervisor and the employee regarding duties/performance standards.

In the event of differences between the rating supervisor and the employee concerning duties/performance standards, the rating supervisor shall ask the employee to provide written comments within four working days from the date of their meeting as to why he or she does not concur with the duties/performance standards. After receipt of the employee's written comments, the rating supervisor shall schedule a meeting with the employee and first-level reviewer and attempt to resolve the differences. If the differences cannot be resolved at this level, the differences shall be referred to the second level reviewer for resolution. **The second level reviewer issues management's decision on the disputed duties/performance standards.** (This decision is final unless overruled by the Agency Head.)

Where differences as to duties/performance standards are not resolved, the Agency Head will be informed as to those differences. The Agency Head's intervention is discretionary, but the Agency Head must have knowledge of the differences. If the Agency Head chooses not to intervene, then the final decision rests with the second level reviewer.

Duties/performance standards established as criteria for performance appraisal are management decisions that are NOT grievable; therefore, MSPB grievance policy and procedures DO NOT apply to the resolution of differences regarding duties/performance standards.

After the resolution process has been completed, the employee will complete the "Employee Response" portion of Section 3 of SPB Form 800-1. If the employee continues to object to the duties/performance standards, the employee should initial the "does not concur" option. However, the employee should be advised that the PAR document reflects the expectations of his or her job, that the duties and performance standards are valid even without his/her concurrence, and that he or she will be evaluated accordingly.

8.6.4 Changes to Duties/Performance Standards

Changes in the identified duties and performance standards and weights may be required during the appraisal period if duties, resources, and/or priorities change.

Changes to duties/performance standards and weights made in a Review and Feedback session or after at least a ninety day performance observation period must be signed and dated by the rating supervisor, employee, and first-level reviewer documenting that a meeting was held and the changes discussed. Review procedures apply to these changes.

8.6.5 Supplemental Employee Performance Folder (SEPF)

A Supplemental Employee Performance Folder must be maintained by the rating supervisor on each employee for the current appraisal period. The folder should contain (1) the rating supervisor's copies of the employee's performance appraisal review report; (2) a current (less than twelve months), legible representative Job Content Questionnaire signed 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; (6) Performance Improvement Plan, 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 and performance standards.

Any performance data collected on an employee in the SEPF must be maintained in a secure file by the rating supervisor and not be shared with anyone except the employee who is the subject of the data and the first-level reviewer. All material in the SEPF is available upon request to the employee for review. The rating supervisor will use the contents of the SEPF for the review and feedback session as well as for preparing the narrative performance appraisal statements for each duty/performance standard and in arriving at an appraisal rating.

The type of information to be collected depends upon what is being measured by the performance standard. For example, if the standard is "X" number of cases processed per week, the number of cases must be counted and appropriate notation made in the employee's record; if the standard specifies meeting a deadline, the date the work was given to the rating supervisor should be compared to the deadline date and appropriate notation made to the employee's record; if the standard is written to indicate that the written product was completed according to standard operating procedures, then appropriate notation should be made as to whether this was the case or not and, if not, in what way was the product incomplete, etc.

If an employee has failed to meet a performance standard for reasons beyond his/her control, then this fact and the reasons should be noted in the employee's SEPF record.

Data can be collected by sampling work products, by observing behavior or work products at certain times, self-reporting by the employee, or any other relevant documentation.

8.6.6 Review and Feedback Sessions

The purposes of the review and feedback sessions during the appraisal period are:

A. To provide feedback to the employee concerning the overall assessment of performance during the rating period.

B. To review and update duties/performance standards in light of changing requirements of the employee's position.

C. To identify areas of performance requiring improvement and to identify methods/training needed to facilitate that improvement.

The rating supervisor shall conduct a review and feedback session with the employee. Every three months is recommended, but a minimum of one formal review during the sixth month of the appraisal period is required.

For the rating supervisor to be prepared for the employee review and feedback session, proper documentation of employee performance is very necessary. The rating supervisor must review the contents of the Supplemental Employee Performance Folder (SEPF) against the duties/performance standards in order to note accomplishments and results that have been achieved as well as areas where improvement is needed. Other helpful information or documentation would be the class specification for the employee's position, the Job Content Questionnaire, a list of standard operating procedures, agency regulations, or position or agency goals. Be prepared for any potential questions or reactions from the employee.

After reviewing the employee's SEPF and prior to the review and feedback session, the rating supervisor should review the employee's performance with his or her supervisor (first-level reviewer). This is to gain any additional insight he or she may have regarding the employee's performance, the employee's growth potential, the possibility of promotional opportunity, or organizational changes, which could affect the employee. This session will be of value to the rating supervisor and the employee in that it gives the rating supervisor and first-level reviewer the opportunity to share information regarding the employee's performance.

The rating supervisor must give advance notice to the employee of the date and time for the review and feedback session.

The employee's role in preparing for the review and feedback session is to review his or her major duties/performance standards; to review his or her last appraisal rating, noting any accomplishments or improvements since that time; to objectively review the quality and quantity of the work performed and/or resources used to get the work done; and to identify any current or potential changes in the duties which might affect the position as it is currently performed. Through the review and feedback session, the employee is given the opportunity to ask questions, make comments and apprise the rating supervisor of additional pertinent facts regarding his or her performance during the current appraisal period.

At the completion of the review and feedback session, SPB Form 801 must be signed and dated by the rating supervisor and employee. In addition, the rating supervisor must date and initial and the employee initial Section 4 of SPB Form 800-1.

8.6.7 Performance Improvement Plan (PIP)

A. Informal Efforts

When the rating supervisor notices that any area of an employee's performance is below Meets Expectations level then the rating supervisor must discuss with the employee specific action/steps to be taken by both rating supervisor and employee to improve performance. The rating supervisor should initiate the following informal actions: (1) counseling on a systematic, job-related basis; (2) regular and careful review of work, and (3) on/off-site training.

B. Formal Performance Improvement Plan

Where informal performance improvement efforts do not result in improved performance, or when the rating supervisor, in conjunction with or following a review or feedback session or an appraisal rating concludes that the overall job performance of an employee is less than the level Meets Expectations, the rating supervisor must initiate a formal performance improvement plan.

A Performance Improvement Plan will be developed with the participation of the affected employee and subject to the approval of agency management.

The improvement plan begins the date the employee signs the document and concludes at the end of the ninety days.

The employee must improve his or her total performance to an overall appraisal rating of Meets Expectations.

The employee is to be told that overall performance must be improved to the level of Meets Expectations by the end of the performance observation period in order to justify retention and must be provided a period of ninety days to demonstrate improved performance.

Records must be maintained to clearly identify the employee’s weakness(es) and the corrective action(s) to be taken by the rating supervisor as well as the employee. As part of the record keeping process, a review and feedback session should be held with the employee around the 45th day of the 90-day period.

Failure by the employee to improve job performance by the conclusion of the ninety-day PIP period shall constitute cause for dismissal, demotion, or transfer. (See Section 5.5.6)

C. Improvement in Performance

At the conclusion of the ninety day Performance Improvement Plan, if the employee's performance has improved to the Meets Expectations level, the rating supervisor will:

1. Document performance while on the improvement plan;

2. Discuss the narrative appraisal, rating, and documentation with the first-level reviewer for his or her approval, signature, and date;

3. Schedule and hold an appraisal interview with the employee and obtain any comments;

4. Keep a copy of the completed form, provide a copy to the employee, and send the original to the agency personnel office;

5. Begin a new performance appraisal period according to policy and procedures.

D. Continued Performance Below Meets Expectations

At the conclusion of the ninety day Performance Improvement Plan, if the employee's performance has not improved to the Meets Expectations level, the rating supervisor will:

1. Document performance while on the improvement plan;

2. Discuss the narrative appraisal, rating, and documentation with the first-level reviewer for his or her approval, signature, and date;

3. Schedule and hold an appraisal interview with the employee and obtain any comments;

4. Submit through appropriate lines of administration, the recommended action to be taken as a result of the employee's failure to improve performance (demotion, transfer, termination). Supporting documentation shall be submitted along with the recommendation. If the employee has not demonstrated improvement, the rating supervisor, in conjunction with the first and second level reviewers, agency head/designee may take appropriate personnel action or the PIP may be extended for another ninety day period. If the extension is approved, a new ninety day Performance Improvement Plan begins by completing a new form according to instructions; and

5. After the form is completed and all signatures and dates affixed retain a copy, provide a copy to the employee and send the original to the agency personnel office.

8.6.8 At the End of the Appraisal Period

A. Narrative Appraisal

Within fourteen days prior to the end of the appraisal period, the rating supervisor begins reviewing and evaluating the narrative statements about the performance, the documented examples of work products, the results of each review and feedback session, and any information the employee contributes as well as any other material in the Supplemental Employee Performance Folder. (See Section 8.6.5).

B. Appraisal Rating

Once the narrative has been written for each duty/performance standard and other significant accomplishments (if any) have been noted, an overall appraisal rating is determined following instructions in the performance appraisal document.

The rating supervisor then discusses the narrative appraisal, rating and documentation with the first-level reviewer for his or her approval, signature and date.

C. Appraisal Interview

The rating supervisor schedules an appraisal interview by selecting a time and a convenient, completely private and comfortable place, and notifies the employee of the scheduled interview. The main purpose of the appraisal interview with the employee is to discuss the documentation, the narrative appraisal, and rating and come to an understanding, if not agreement, on the general level of performance and appraisal rating. Encourage the employee to talk and be a good listener. This provides the rating supervisor an opportunity to observe areas of agreement and to spot important differences. It also gives the employee an opportunity to think through the process, ask questions, and make any comments. When an understanding has been reached, then the employee should sign and date the appraisal document. *Refusal by the employee to sign does not affect or negate the rating. His or her refusal to sign the form acknowledging that the appraisal rating has been discussed with him or her shall be, following a warning, considered an act of insubordination.*

8.6.9 Grievance/Appeals Process

State service employees who disagree with the level of a rating (excluding the contents of duties/performance standards) may seek review by appeal to the Employee Appeals Board of the MSPB, after having exhausted the agency grievance procedure. If the employee disagrees and mutual agreement is not possible, then the employee has the right to grieve this end product and the right to be represented by legal counsel if he or she so chooses. Remember that the decision made by management on duties/performance standards is a final decision not subject to the grievance procedure. The final product of the appraisal process is grievable and there is almost a guarantee that an arbitrator will expect fairness and reasonableness in any duties/performance standards, which were not agreed upon by the employee.

8.7 RECORDS MAINTENANCE

Official performance appraisal records will be maintained by each Agency Personnel Director/Officer and will be made available for review by the employee concerned. These records will include, in addition to the narrative appraisal and rating, supplementary or related personnel management documents.

Personnel staff in each agency will retain records that may be evaluated annually by the MSPB or its agent. The results of these reviews will be used to revise the system.

The provisions of the appraisal system will be modified to conform to changes in federal and state laws or in appropriate MSPB rules and regulations. This system will also be modified based upon approved changes resulting from reviews described above.

8.8 TRAINING

The Human Resources Director/Officer in each agency will be responsible for ensuring that each rating supervisor receives training on the provisions of these regulations, specifically including the development of duties/performance standards, appraising performance, counseling and performance improvement, and use of the performance appraisal as a management tool for workforce planning, controlling work, and its relationship to the making of personnel management determinations at a minimum of once a year.

The training is to include a thorough explanation that a part of the rating supervisor's job performance will be evaluated on the basis of the documented performance data in each employee's Supplemental Employee Performance Folder.

Training and technical assistance are available through the MSPB.

CHAPTER 9 – DISCIPLINE AND CORRECTIVE ACTION

9.0 INTRODUCTION

State law provides that no employee of any department, agency or institution under the Statewide Personnel System who is subject to the rules and regulations prescribed by the State personnel system may be dismissed or have adverse action affecting their compensation or employment status taken against them except for inefficiency or other good cause, and after written notice and opportunity to be heard within the department, agency or institution as provided in rules and regulations promulgated by the MSPB. This provision does not apply to persons separated from employment: due to a curtailment of funds or a reduction in staff approved by the MSPB; during the initial twelve month probationary period in State Service; or as an executive officer of any State agency who serves at the will and pleasure of the Governor, board, commission or other appointing authority.

Adverse action against an employee or separation of employment may occur because the conduct of the employee is an offense as provided in the schedule of offenses listed below or because there is a legal non-conduct basis which meets the statutory requirement of good cause.

In accord with State law, the MSPB requires that all State employees who are subject to the rules and regulations of the board and who have attained a property interest in their job as provided in State law may not be subject to separation of employment or other forms of discipline without due process of law.

Disciplinary action shall be applied in steps of increasing severity whenever practical in order to stimulate a change in the behavior that activated the disciplinary process. The appointing authority or designated representative shall exercise corrective action when a State Service employee violates established rules of conduct or performs below minimum expected standards as prescribed herein. Corrective action shall also be exercised when a State employee fails to comply with agency policy, procedure and/or management directives. Each appointing authority shall:

A. establish and adhere to fair and objective procedures for correcting or treating unacceptable conduct and performance in accordance with the guidelines herein; and

B. distinguish between less serious and more serious actions of misconduct and provide disciplinary action accordingly and consistently.

9.1 SCHEDULE OF OFFENSES AND AUTHORIZED DISCIPLINARY ACTION

The appointing authority or designated representative shall administer discipline in an equitable and consistent manner. The schedule of offenses and disciplinary actions below shall be adhered to in administering discipline to all employees subject to these policies, rules, and regulations. The appointing authority may add to this schedule of offenses and disciplinary action to reflect the particular mission and work environment of the agency. Any schedule of offenses and disciplinary actions added by the agency shall apply only to that agency and shall be submitted to the MSPB for approval prior to implementation. The approved schedule of offenses and

disciplinary actions shall be published and a copy provided to each employee upon implementation.

A. Group One Offenses

Generally these offenses are less severe and may be disciplined by written reprimand. The accumulation of three Group One written reprimands within a three month period may result in suspension without pay not to exceed three working days. Accumulation of four Group One written reprimands within a six month period may result in demotion or dismissal. Multiple reprimands may not be issued for the same occurrence or event. State employees facing disciplinary action for accumulating written reprimands are entitled to due process prior to being suspended, demoted or dismissed.

Group One includes the following offenses:

1. unexcused tardiness;
2. abuse of State time such as unauthorized time away from work area or failure to notify supervisor promptly upon completion of assigned work;
3. obscene or abusive language;
4. conviction of a moving traffic violation, excluding driving under the influence, while operating a State vehicle.

B. Group Two Offenses

Acts and behavior in this group are generally more severe than Group One offenses. Group Two offenses may be disciplined by written reprimand and/or suspension without pay not to exceed five working days. Accumulation of two Group Two written reprimands within a one year period may result in demotion or dismissal. Accumulation of one written reprimand for a Group Two offense and three written reprimands for Group One offenses within a one year period may result in demotion or dismissal. Multiple reprimands may not be issued for the same occurrence or event. State employees facing disciplinary action for accumulating written reprimands are entitled to due process prior to being suspended, demoted, or dismissed.

Group Two includes the following offenses:

1. insubordination, including, but not limited to, resisting management directives through actions and/or verbal exchange, and/or failure or refusal to follow supervisor's instruction, perform assigned work, or otherwise comply with applicable established written policy;
2. violation of safety rules in the absence of a threat to life;
3. failure to report to work without giving required notice to supervisor;

4. leaving the work site without permission during working hours in the absence of a threat to life;

C. Group Three Offenses

Acts and behavior in this group are of the most serious nature. Commission of one Group Three offense may be disciplined by the agency with a written reprimand and/or may result in suspension without pay for up to thirty working days, demotion, or dismissal.

Group Three includes the following offenses:

1. unauthorized absence or leave in excess of three consecutive working days without required notification and satisfactory explanation to the supervisor or the appointing authority in a timely manner;

2. use or possession of alcohol while on the job or on the employer's premises or reporting to work under the influence of alcohol, or when ability is impaired by alcohol.

3. the unlawful manufacture, distribution, possession, or use of controlled substances while on the job or on the employer's premises or reporting to work under the influence of controlled substances, or when ability is impaired by the unlawful use of controlled substances.

4. falsification of records, such as, but not limited to, vouchers, reports, time records, leave records, employment applications, or other official State documents;

5. willful or negligent defacement of or damage to the records or property of the State, another employee, or business invitee of a State agency or office;

6. acts of physical violence,

7. violation of safety rules causing a threat to life or human safety;

8. unauthorized possession or use of firearms, dangerous weapons or explosives;

9. threatening or coercing employees, supervisors, or business invitees of a State agency or office, including stalking;

10. unauthorized use or misuse of State property or records;

11. an act or acts of conduct, including, but not limited to, the arrest or conviction for a felony or misdemeanor, occurring on or off the job which are plainly related to job performance and are of such nature that to continue the employee in the assigned position could constitute negligence in regard to the agency's duties to the public or to other State employees;

12. engaging in prohibited political activity;

13. leaving the work site without permission causing a threat to life or human safety;

14. theft on the job;

15. a breach of agency security or confidentiality;

16. willful violation of MSPB policies, rules and regulations, including, but not limited to refusing to cooperate and/or giving a false statement in an investigation of possible violation of MSPB policies, rules and regulations;

17. operation of a state-owned motor vehicle without a valid driver's license from the State of Mississippi or a contiguous state;

18. the failure of any appointing authority or supervisor of any employee to properly deduct an employee's donation of leave to another employee for a catastrophic injury or illness from the donor employee's earned personal leave or major medical leave.

9.2 FORMS OF DISCIPLINE

The appointing authority or designated representative shall take action to formally discipline an employee who is guilty of an offense. All forms of discipline are grievable and/or appealable. The employee shall be given an opportunity for a conference (due process hearing) with the appointing authority or designated representative and to respond prior to any suspension, demotion or termination. When a conference has been held prior to an employee being issued a written reprimand, the affected employee may appeal directly to the Employee Appeals Board without exhausting the grievance procedure.

In extraordinary circumstances, the employee may be placed on immediate suspension with pay pending a hearing on the matter.

The appointing authority or a designated representative may attempt to correct unacceptable behavior with a verbal warning and/or counseling and/or other appropriate informal means, whenever practical, prior to taking formal action against an employee.

9.2.1 Documentation of Corrective and Disciplinary Actions

A. When the appointing authority or designated representative has taken corrective action preliminary to a formal disciplinary action, a written account of such action may be placed in the employee's personnel file. Formal disciplinary actions include written reprimand, suspension, demotion, and dismissal.

B. When an employee has been issued a written reprimand, a copy of the reprimand shall be placed in his or her personnel file. All written reprimands must clearly State that it is a written reprimand and state the specific conduct of the employee and the particular offense violated. The written reprimand must also inform the employee of their right to grieve the reprimand in accordance with the MSPB grievance procedure.

C. Documentation of corrective actions, disciplinary measures, and written reprimands may be kept indefinitely in the employee's personnel file for the purpose of showing a pattern of employee conduct.

D. Before any written documentation of corrective action or disciplinary measure is placed in an employee's personnel file, the employee shall be given:

   1. a copy of the material to be placed in his or her file; and

   2. written notice that the material will be placed in his or her personnel file.

   The appointing authority will keep a copy of the notice, which will contain either the employee's acknowledgment that he or she has received the material and the notice, or a statement signed by the person who delivered the material and the notice that the employee refused to sign such an acknowledgment.

E. The appointing authority will determine what job-related information will be included in each employee's personnel file. However, the inclusion of any information which may adversely affect a permanent State Service employee's compensation or employment is a grievable and appealable issue.

9.2.2 Suspension

The appointing authority may suspend an employee without pay or other compensation as punishment for disciplinary cause. An agency may not suspend an employee without pay as punishment for disciplinary cause for more than thirty workdays during any twelve month period. The twelve month period shall begin with the first day of the suspension.

In extraordinary circumstances, the appointing authority or designated representative may immediately suspend an employee with pay. Such employee must be given an opportunity for a hearing with the appointing authority or designated representative within twenty working days of the suspension, at which time the appointing authority may make a final decision. Further, where the employee has been charged with a felony, the appointing authority or designated representative may suspend an employee without pay pending a post suspension hearing to be held within twenty working days from the first day of suspension. This period of suspension without pay pending a post suspension hearing shall not be considered as punishment for disciplinary cause.

9.2.3 Disciplinary Demotion

A permanent State Service status employee may be demoted from a position in one class to a position in a lower class having a lower salary range and having less discretion or responsibility only for cause. The demotion may be in addition to a suspension without pay for disciplinary cause. The salary will be certified in accordance with policies and rules regarding demotion.

9.2.4 Dismissal

A State employee may be dismissed or his or her employment terminated voluntarily or involuntarily. Voluntary severance of employment occurs when a State employee submits his or

her resignation of employment. An involuntary severance of State employment can occur based upon a Reduction in Force, disciplinary action, failure of the employee to continue to meet the eligibility criteria for the position held or an inability to perform the essential functions of the job.

The appointing authority may dismiss a permanent State Service status employee only for good cause. A probationary employee may be dismissed by the appointing authority at any time during the probationary period, with or without cause.

9.3 DUE PROCESS

All permanent State Service employees, i.e., all State government employees who have successfully served twelve months in State-Service designated positions, are entitled to procedural due process of law prior to any employment action to dismiss or otherwise adversely affect their compensation or employment status. The process which is due to each State Service employee is written notice of a proposed disciplinary action which states with sufficient particularity what charges or allegations are being made concerning the employee, the proposed discipline which may be taken, and the opportunity for a conference with the appointing authority or designated representative allowing the employee to respond and present a defense to the allegations prior to final action by the appointing authority. The written notice shall be presented to the employee at least ten working days prior to the conference. The employee may also respond in writing to the allegations contained in the written notice.

PRIOR TO DISCIPLINARY ACTION BY APPOINTING AUTHORITY:

DUE PROCESS = WRITTEN NOTICE + OPPORTUNITY TO RESPOND

Below are the elements of due process afforded to State Service employees:

A. The written notice presented to an employee prior to a conference must list all of the reason(s) for the appointing authority's consideration of the adverse action, and the written notice of the appointing authority's final decision to take adverse action must restate all of the reason(s) for the action. The reason(s) listed in these notices shall be specific by setting forth the particular group offense(s) violated and the charge(s) or ground(s) upon which the disciplinary action is predicated. The reason(s) listed in these notices will be the only reason(s) to be addressed throughout the appeals process.

B. In extraordinary circumstances an employee may be suspended immediately with pay. Such employee must be given an opportunity for a hearing with the appointing authority or designated representative within twenty working days of the suspension, at which time the appointing authority may make a final decision. Further, where the employee has been charged with a felony, the appointing authority or designated representative may suspend an employee without pay pending a post suspension hearing to be held within twenty working days from the first day of suspension. This period of suspension without pay pending a post suspension hearing shall not be considered as punishment for disciplinary cause.

Extraordinary circumstances means a situation in which, based on the judgment of the appointing authority or designated representative, retention of an employee could reasonably result in damage to State property, be detrimental to the interests of the State or result in injury to the employee, to a fellow employee, or to the general public, including inmates, patients, and residents of institutions.

C. If the employee waives a hearing, the appointing authority or designated representative may make a final decision after the waiver. The waiver of the hearing shall be determined by an employee's written statement of waiver or by the employee's failure to respond in writing or appear at the conference with the appointing authority or designated representative by a pre-established date and time. The appointing authority shall notify the employee of its decision within a reasonable period of time after the hearing.

CHAPTER 10 – GRIEVANCES AND APPEALS

10.1 WHO MAY FILE A GRIEVANCE

A permanent State Service employee may file a grievance on those issues listed below, through the grievance procedure.

A probationary employee in a State Service position, or a non-State Service employee in, or applicant for, an authorized employment position in an agency which employs State Service employees may grieve only alleged acts of discrimination based on race, color, religious creed, national origin, sex, age, disability or political affiliation in any personnel action or employment practice.

10.2 GRIEVABLE ISSUES

The following issues are grievable under the State Service grievance procedure:

A. written reprimands;

B. application of personnel policies, procedures, rules, regulations and statutes;

C. acts of reprisal against an employee for using the grievance procedure;

D. complaints of discrimination on the basis of race, color, creed, sex, religion, national origin, age, disability, or political affiliation;

E. any matter of concern or dissatisfaction to an employee if the matter is subject to the control of agency management, except those listed in the following section as non-grievable;

F. performance review ratings to the extent they affect an employee's employment status or compensation;

G. permanent relocation of an employee as a disciplinary measure, and/or where the employee can present substantive evidence that the management decision to relocate the employee was arbitrary or capricious;

H. dismissal or adverse action taken against an employee who reports an alleged improper governmental action to a State investigative body as defined in Mississippi Code Annotated § 25-9-171.

10.3 NON-GRIEVABLE ISSUES

The following are non-grievable issues under the State Service grievance procedure:

A. issues which are pending or have been concluded by direct appeal through administrative or judicial procedures;

B. temporary work assignments which do not exceed ninety calendar days;

C. budget and organizational structure, including the number or assignment of employees or positions in any organizational unit;

D. duties/performance standards established as criteria for performance review;

E. the selection of an individual by the appointing authority, department head, or designee to fill a position through promotion, transfer, demotion, or appointment unless it is alleged that selection is in violation of a written agency policy or of a MSPB rule on filling vacancies;

F. internal security practices established by the appointing authority, department head, or designee;

G. termination or layoff from duties because of shortage of funds or work, material change in duties or organization, or a merger of agencies;

H. any matter which is not within the jurisdiction or control of the appointing authority;

I. the content of published agency policy;

J. an action by an agency pursuant to federal or State law, directives from the Governor's office, or court order;

K. establishment and revision of the compensation plan, and the policies, procedures, rules and regulations pertaining thereto;

L. position classifications; and

M. employee benefits.

10.4 GENERAL INFORMATION

When a conference (due process hearing) has been held prior to an employee being issued a written reprimand, the affected employee may appeal directly to the Employee Appeals Board without exhausting the grievance procedure.

If the employee does not present the grievance within the specified time frame, it is considered waived. If the employee does not advance the grievance to the next step within the specified time frame, the last management decision stands.

If management does not react within the specified time frame, the employee may advance the grievance to the next level unless an extension of time to respond is granted to management by written mutual agreement.

All time limits may be extended by mutual written agreement.

It is the responsibility of the aggrieved employee's supervisor and agency human resources director to make certain that all grievances are handled as quickly as possible and without prejudice.

10.5 GRIEVANCE PROCEDURAL STEPS

10.5.1 Step I

A. An employee who has a grievable complaint may submit in writing (on the Form located in the Mississippi State Employee Handbook) a description of the grievance with all other required information to his or her immediate supervisor within seven working days of becoming aware of the cause of the complaint.

B. The supervisor is required to conduct an investigation of the grievance and meet with the aggrieved employee within three working days after receipt of the grievance form.

C. The supervisor is required to give the employee a written response within three working days after the meeting.

D. The human resources director or designee may assist in the filing of the grievance or answer any questions the employee may have in connection with filing the grievance.

10.5.2 Step II

A. If not satisfied with the Step I written decision, the employee may indicate (on the same form) the desire to have the grievance advanced to the next step. The grievance must be submitted to the next level of management within three working days following receipt of the Step I supervisor's response.

B. The Step II supervisor is required to conduct an investigation of the grievance and meet with the aggrieved employee within three working days after receipt of the grievance form.

C. The Step II supervisor is required to give the employee a written response within three working days after the meeting.

10.5.3 Step III

A. If the second step written response is not acceptable to the employee, the employee should specify (on the same form) the desire to advance the grievance to the third step and forward the grievance to the next level of management within three working days after receipt of the Step II response.

B. The Step III supervisor is required to conduct an investigation of the grievance and meet with the aggrieved employee within five working days after receipt of the grievance form.

C. The Step III supervisor is required to give the employee a written response within five working days of the meeting.

10.5.4 Step IV

A. If the third step does not resolve the grievance, the employee should use the same form to advance the grievance to the fourth step and forward the grievance to the agency head within three working days after receipt of the Step III response.

B. Agencies with no Step III level of management would handle the responsibilities of Step IV after Step II procedures have been exhausted and the Step II supervisor would be required to follow the procedures of Step III(C) in issuance of the requisite written response.

C. The Step IV supervisor or designated representative is required to review the grievance and relevant information and meet with the employee within seven working days after receipt of the grievance form.

D. The Step IV supervisor or designated representative is required to give the employee the final agency decision concerning the grievance within seven working days after the meeting.

10.5.5 Special Procedure for Claims of Harassment or Discrimination

If the employee's grievance is a complaint of unlawful discrimination or harassment and the source of the alleged discrimination or harassment is in the employee's chain of command, the employee may skip the source of the alleged discrimination or harassment's level of management by proceeding to the next step in the process and filing the grievance directly with the harassing supervisor's supervisor. If the alleged source of the harassment is the employee's agency head, then the employee may contact the MSPB Executive Director for assistance and may be advised to file an appeal directly with the Employee Appeals Board without exhausting agency level remedies.

10.5.6 Time Limit

If a grievance is not presented within the time limits as set forth above, it will be considered waived. If a grievance is not advanced to the next step within the specified time limit or an agreed extension thereof, it will be considered settled on the basis of the supervisor's, appointing authority's or designee's last answer. If the supervisor, appointing authority, or designee does not answer the grievance within the specified time limit, the employee may elect to treat the relief requested as denied at that step and immediately appeal the grievance to the next step. Time limits on each step may be extended by mutual written agreement of the parties involved.

10.6 AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE

A. Any applicant for an employment position or employee who has reason to believe that they have been unlawfully discriminated against by a State agency on the basis of disability may file a grievance in accordance with this separate Grievance Procedure. Implementation of this separate Americans with Disabilities Act Grievance Procedure is not intended to prohibit an applicant or State employee from utilizing the existing

grievance procedures. Grievants are not required to exhaust this separate ADA Grievance Procedure prior to filing a complaint with an applicable federal agency.

B. The ADA Grievance Procedure begins with the individual who is filing the grievance preparing and submitting a written Statement. The Statement should contain the name, address, and telephone number of the individual or their authorized representative filing the complaint; a brief and specific description of the situation, incident, or condition being grieved and reasons therefore; identity of the grievant; identity of witnesses, if any; the remedy the individual is seeking; and the signature of the individual filing the grievance properly dated by this individual.

C. The grievance should be submitted to the human resources director or ADA coordinator of the agency where the alleged discrimination occurred within seven working days of when the grievant became aware of the cause of the complaint.

D. The agency's human resources director, ADA coordinator, or a designee will have three working days to provide to the grievant a written acknowledgment of the grievance.

E. The agency human resources director, ADA coordinator, or a designee will promptly conduct a review of the issues involved in the grievance. If a resolution of the grievance is mutually agreeable by the parties involved, the agency human resources director or ADA coordinator will facilitate arrangement of the resolution and make a record of this agreement. If no resolution is possible, the human resources director, ADA coordinator, or a designee will provide a written response to the grievant outlining all of the relevant issues concerning the grievance. This response shall be approved by the agency head or appointing authority and must be completed no later than fifteen working days from the agency's receipt of the grievance.

F. If a grievance is not presented within the time lines as set forth herein above, it will be considered waived absent an extension by written mutual consent. If the human resources director, ADA coordinator, or designee does not answer or acknowledge receipt of the grievance within the specified time lines, the grievant may elect to treat the grievance as denied at that point and immediately appeal the grievance to the Employee Appeals Board unless an extension of time is granted to the human resources director, ADA coordinator, or designee to respond by written mutual agreement.

10.7 APPEALS

The purpose of the Employee Appeals Board (hereinafter referred to as the “EAB”) is to provide a fair and impartial forum beyond the agency level for a full hearing on employee grievances and/or disciplinary action.

10.7.1 Notice of Appellants’ Rights

Each agency shall give notice to all applicants and employees of their rights regarding appeals and shall make available copies of the administrative rules of the EAB.

10.7.2 Who May Appeal; Actions Which May Be Appealed

A. A permanent State Service employee may appeal any action adversely affecting his or her compensation or employment status after exhausting applicable agency grievance procedures.

B. A permanent State Service employee may appeal any grievable action and/or a disciplinary action.

C. No person may appeal a non-grievable action. (See Section 10.3.)

D. A permanent State Service employee, probationary employee in a State Service position, or non-State Service employee in, or applicant for, an authorized employment position in an agency which employs State Service employees, may appeal alleged acts of discrimination based on race, color, religion, national origin, sex, age, disability, or political affiliation in any personnel action or unlawful employment practice.

E. A permanent State Service employee, probationary employee in a State Service position, or non-State Service employee in, or applicant for, an authorized employment position in an agency which employs State Service employees, may appeal alleged acts of retaliation based upon the employee or applicant's reports of alleged improper government action to a State investigative body.

F. An employee may appeal the decision that he or she is not eligible to receive donated leave because the injury or illness of the employee or member of the employee's immediate family is not, in the appointing authority's determination, a catastrophic injury or illness.

10.7.3 Exhaustion of Remedies

A. No person may file an appeal with the EAB until all applicable agency-level grievance procedures have been exhausted in accordance with MSPB policies, rules and regulations.

B. Except as authorized under federal law, no aggrieved party may file a petition for judicial review with a court of competent jurisdiction until a final written decision and order on a full board review has been filed by the EAB.

10.7.4 Perfection of Appeal by Timely Filing

A. All appeals to the EAB shall be initiated by filing a written Notice of Appeal. Notice of Appeal forms shall be made available by the EAB to all State agencies and employees.

B. A Notice of Appeal must be filed within fifteen calendar days after the date a person receives written notice of the final decision of an alleged grievable action or within fifteen calendar days of the first attempted delivery date by certified mail, return receipt requested.

C. A non-refundable fee of one hundred dollars ($100.00) In the form of a cashier's check, bona fide attorney's check, or money order made payable to the "Mississippi Employee Appeals Board" shall be filed by the appealing party with each Notice of Appeal. Cash or personal checks will not be accepted.

10.7.5 Content of Notice of Appeal

A. The Notice of Appeal shall contain:

1. The names and mailing addresses of all parties and, if known, the names and mailing addresses of their attorneys, if any;

2. If applicable, the appealing party's (i) employing agency, (ii) assigned work station (town, city, county) and organizational location (office, bureau, division, branch) within employing agency, (iii) immediate supervisor, (iv) job title, (v) date of hire, and (vi) date of termination;

3. A statement, in sufficient detail, of the facts upon which the appeal is taken, including the effective date of any alleged grievable action, and why such action is in error;

4. A statement of the final action taken and/or decision made as a result of the agency-level grievance proceedings, including the effective date of such final action;

5. A statement of the relief requested.

B. The Notice of Appeal shall be accompanied by copies of all documents related to the appeal in the possession of the employee. Such documents, when applicable, shall include, but not be limited to, performance review documents, correspondence between the appealing party and the responding agency, written reprimands, grievance forms, pre-disciplinary notice, and final disciplinary notice.

10.7.6 Jurisdiction

When an appeal is filed, the EAB shall determine whether or not it has jurisdiction. If not, the EAB shall on its own motion dismiss same and mail or deliver a copy of the order of dismissal to all parties.

10.7.7 Parties

Unless the Notice of Appeal names some other respondent, the appealing party's employing state agency shall be considered the only respondent.

10.7.8 Filing of Pleadings and Other Documents; Copies to Be Made Available

A. When an appeal is filed, the EAB shall assign it a docket number.

B. All pleadings and other documents filed in the appeal shall be entered on a docket to be maintained by the EAB. The EAB shall make a notation of the filing date on all such

pleadings and other documents. Pleadings and documents may be transmitted by facsimile equipment in situations the clerk determines are of an emergency nature or that present compelling circumstances.

C. Copies, including certified copies, of pleadings and other documents filed in the appeal shall be made available to either party at a reasonable fee.

D. Copies of any and all pleadings, briefs and requests filed by any party to an appeal must be served on every other party or his or her attorney and a Certificate of Service pursuant thereto must be filed with the EAB by the filing party.

E. All pleadings, briefs, and requests filed by any party to an appeal must be signed by such party or his or her attorney and must specify the assigned docket number.

10.7.9 Notice to Responding Agency of Filing of Appeal

When an appeal is filed, the EAB shall deliver a copy of the Notice of Appeal to the responding party, or parties, named therein which shall be official notice of same.

10.7.10 Consolidation of Appeals

When two or more pending appeals involve a common question of law or fact, the EAB may on its own motion order that the appeals be consolidated.

10.7.11 Assignment of Hearing Officer; Setting of Hearing

A. When an appeal is filed, the EAB shall assign a Hearing Officer and set a date, time and place for the hearing.

B. When, in the opinion of the Chief Hearing Officer, the issues and circumstances of an appeal warrant that the hearing be conducted before the full board instead of a single Hearing Officer, he or she may issue an order or notice to that effect. A copy of such order or notice shall be mailed or delivered to all parties.

C. A Notice of Hearing shall be sent via Certified U.S. Mail, Return Receipt Requested, to each party or attorney. After receipt of such notice, each party shall acknowledge such receipt by completing and returning an Acknowledgement of Receipt of Notice of Hearing form provided with the Notice of Hearing.

D. No hearing shall be set before thirty calendar days have elapsed after the filing date of the Notice of Appeal.

E. Continuances will not be considered within ten calendar days prior to the hearing for any reason less than good cause, serious illness, or death.

10.7.12 Continuances; Rescheduling of Hearings; Cancellations

A. Continuances or cancellations requested by either party shall be granted within the discretion of the EAB only for good cause. The EAB may assess a reasonable fee

against the party requesting the continuance or cancellation, including court reporter fees.

B. When a continuance or cancellation is granted to a party whose request is made less than ten calendar days before the hearing date, the EAB may award reasonable costs incurred in connection with the continuance to any other party.

C. After the EAB has granted the continuance, the moving party shall be responsible for contacting the opposing party and the Hearing Officer in order that they may work out a suitable date for the hearing. When the hearing date has been confirmed, the moving party shall contact the EAB office so they may employ a court reporter and reserve a courtroom.

D. A written Motion and proposed Order, including the new date and time of the hearing must be prepared by the moving party. The original order should be submitted to the Hearing Officer for signature, and the original Motion and copy of the Order should be forwarded to the EAB office.

E. When a continuance is granted or a hearing is rescheduled or relocated for any reason, each party shall be responsible for notifying their witnesses of the date, time, and location of the hearing.

10.7.13 Motions

An application to the EAB for an order shall be by written motion. Motions by any party shall be considered by the EAB under the following conditions:

A. Motions and responses to motions shall be filed in writing unless made during a hearing.

B. Motions shall state with particularity the grounds therefore and shall set forth the relief or order sought.

C. Any motion heard prior to the merits shall be the responsibility of the moving party. The moving party shall be responsible for contacting the opposing party, the Hearing Officer and the EAB to arrange for a date and time for a telephone conference or a hearing on a motion unless by its nature no hearing is required. After the hearing is arranged, the moving party shall confirm the arrangements in writing to the EAB and all other parties.

D. A hearing on a motion may be conducted by telephone conference at the expense of the moving party.

E. The EAB may, in its discretion, limit the time for filing motions in any appeal.

F. The EAB shall issue orders on motions in an expeditious manner.

10.7.14 Witnesses

A. Each party, no later than ten calendar days prior to the hearing date, shall file with the EAB a list of witnesses such party will call to testify at the hearing. The list shall contain for each witness:

   1. Name;

   2. Employer;

   3. Street address of employer; and

   4. Brief summary of testimony to be given.

B. The issuance of subpoenas to compel the attendance of witnesses shall be governed by Section 10.7.15.

C. Notification of witnesses in case of a continuance or rescheduling of a hearing shall be governed by Section 10.7.12.E.

10.7.15 Subpoenas

A. The EAB shall have the authority to issue subpoenas in connection with a hearing.

B. To compel the attendance of a witness, or witnesses, any party to an appeal may file with the EAB a written Request for Issuance of Subpoenas. Each request shall contain for each witness:

   1. Name;

   2. Street address where the witness may be readily found for service of the subpoena (If the only available address is a route number or box number, the party requesting the subpoena must provide complete and accurate directions for locating the witness.); and

   3. Brief statement supporting the relevance and materiality of the testimony of the witness to the appeal.

C. To compel the production of documentary evidence, any party to an appeal may file with the EAB a written Request for Issuance of Subpoena Duces Tecum. Each request shall specify:

   1. Name of person who is to produce such documentary evidence;

   2. Street address where such person may be readily found for service of the subpoena (If the only available address is a route number or box number, the party requesting the subpoena must provide complete and accurate directions for locating the witness.); and

3. Brief statement supporting the relevancy and materiality of the documentary evidence to the appeal.

D. Each request must be filed no later than twenty calendar days prior to the hearing date to ensure timely service. Requests for subpoenas must be served on every other party or his or her attorney. A party shall be given at least ten calendar days to produce documentary evidence pursuant to a subpoena.

E. A subpoena may be served by a sheriff, or by his deputy, or by any other person, who is not a party and is not less than 18 years of age, and his return endorsed thereon shall be prima facie proof of service, or the person served may acknowledge service in writing on the subpoena.

F. If a subpoena is to be served by the sheriff, 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 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. The request for subpoenas should specify whether the prepared subpoenas are to be forwarded to the sheriff's office, or returned to the requesting party.

   In case of the failure of any person to comply with any subpoena issued by the EAB, the requesting party may invoke the aid of any court of this state of general jurisdiction. The court may thereupon order such person to comply with the requirements of the subpoena. Failure to obey the order of the court may be punished by the court as contempt thereof.

G. Notification of witnesses in case of a continuance or rescheduling of a hearing shall be governed by Section 10.7.12.E.

10.7.16 Failure to Appear at Hearing

A. If an appealing party, without good cause, fails to appear at the hearing, such failure may be considered as a withdrawal of the appeal, and the presiding Hearing Officer may dismiss the appeal.

B. If any party fails to appear at the hearing, the EAB may order that such party reimburse the opposing party, or parties, reasonable costs incurred.

10.7.17 Conduct of Hearing

A. A hearing before the EAB shall be *de novo*, and the appealing party shall be afforded all applicable safeguards of procedural due process.

B. The EAB shall have the authority to administer oaths and affirmations.

C. Each party may only be represented by himself or an attorney licensed to practice law in the State of Mississippi.

D. The responding agency may have a representative, in addition to its attorney, remain in the hearing room during the entire course of the hearing, even though the representative may testify. The appealing party may remain in the hearing room throughout the hearing.

E. The presiding Hearing Officer may clear the hearing room of witnesses not under examination.

F. The presiding Hearing Officer shall have the authority to maintain the decorum of the hearing and shall take reasonable steps to do so when necessary, including clearing the hearing room of any person who is disruptive.

10.7.18 Evidence

A. Hearings shall be informal, and technical rules of evidence shall be relaxed.

B. All witnesses shall testify under oath and shall be subject to cross-examination.

C. The presiding Hearing Officer shall have the authority to admit into the record any evidence, which, in his or her judgment, has a reasonable degree of probative value and trustworthiness. The presiding Hearing Officer shall have the authority to exclude evidence which is irrelevant, immaterial, lacking in probative value, untrustworthy, or unduly cumulative.

D. In the appeal of formal disciplinary action, the presiding Hearing Officer shall hear or receive evidence on only those reasons and allegations contained in the responding agency's final disciplinary notice to the employee of such action.

E. Documents received into evidence by the presiding Hearing Officer shall be marked by him or her, or under his or her direction, and filed for the record of the appeal.

F. Rebuttal and surrebuttal evidence may be heard in the discretion of the presiding Hearing Officer.

G. Summations of the evidence and the law may be heard in the discretion of the presiding Hearing Officer.

10.7.19 Preservation of Record of Hearing; Transcription of Record of Hearing

A. In order to preserve the record of the hearing, the EAB shall engage and/or contract with a court reporter to make a stenographic and/or electronic recording thereof. The responding agency, or agencies, shall be assessed a reasonable fee to defray the cost of recording the hearing.

B. It shall be the responsibility of any party desiring to have the recording of the hearing transcribed to:

1. Arrange, on his or her own initiative, for the court reporter to transcribe the recording of the hearing; and

2. Pay all fees and expenses for such transcription directly to the court reporter.

C. It shall be the responsibility of any party desiring a copy of the transcript of the hearing to obtain the copy directly from, and pay any fees and expenses involved directly to, the court reporter.

D. Either party that desires to file a transcript of the hearing for the record shall file an original, a copy, and a diskette. Either party may file a written request to check out the transcript for review.

10.7.20 Employee Appeals Board Copy Fees

Regular copies.....$1.00 per page

Orders from Minute Books.....$5.00 minimum

10.7.21 Order of Proof; Burden of Proof

A. At the hearing of an appeal concerning formal disciplinary action, the party administering disciplinary action shall be the first to present all of the evidence on its case in chief. The employee upon whom discipline is sought to be administered shall follow the other party in presenting same. In the event there is a question concerning which party should proceed first, the matter should be heard as directed by the Hearing Officer in his sole and exclusive discretion.

B. The appealing party shall have the burden of proving that the action taken against the employee is arbitrary or capricious, not supported by any substantial evidence or in violation of some statutory or constitutional right and merits the relief requested.

C. An appealing party who is a permanent state service employee and who has by written notice been dismissed or otherwise adversely affected as to his or her compensation or employment status shall be required to furnish evidence that the reasons stated in the notice of such action are not true or are not sufficient grounds for the action taken.

10.7.22 Order to be Filed upon Completion of Hearing

Upon conclusion of the appeal hearing, and after all evidence has been presented, the presiding Hearing Officer, within a reasonable time thereafter, shall prepare and file a written decision and order therefrom. A copy of such decision and order shall be sent by the Board, via Certified U.S. Mail, Return Receipt Requested, to each party or attorney.

10.7.23 Compliance with Order

All parties shall promptly comply with all orders of the EAB, unless a timely appeal of the decision has been filed by the employer.

10.7.24 Relief to be Granted

A. The Employee Appeals Board may reinstate a prevailing party into employment with his or her responding agency and restore all his or her employee rights and benefits

including back pay, medical leave, and personal leave. The EAB may also restore retirement benefits provided the integrity of such benefits remains uncompromised in accordance with all applicable laws, policies, rules, and regulations.

B. The EAB may modify an action of a responding agency but may not increase the severity of such action on the appealing party. If the responding agency has acted in accordance with the published policies, rules and regulations of the MSPB, and if the personnel action taken by the responding agency is allowed under said policies, rules and regulations, the EAB shall not alter the action taken by the agency, including, but not limited to, the compensation paid to the employee.

10.7.25 Bill of Exceptions

A. In connection with the hearing of an appeal, any party aggrieved by any matter that does not appear on the record may file a sworn Bill of Exceptions to preserve such matter for appellate review. A Bill of Exceptions must set forth the specific facts upon which prejudice is claimed.

B. Any opposing party may file a sworn statement that the Bill of Exceptions is not correct. Such statement must set forth the specific facts on which error is claimed.

C. The presiding Hearing Officer shall review the Bill of Exceptions and the response filed by the opposing party and if the Bill of Exceptions is determined to be true by the Hearing Officer, he shall sign it.

D. A Bill of Exceptions and any statement in response there to shall be made a part of the record of the appeal.

E. A Bill of Exceptions must be filed no later than five calendar days after the filing date of the final order in connection with the hearing. A statement in response to a Bill of Exceptions must be filed no later than ten calendar days after the filing date of the Bill of Exceptions.

10.7.26 Review by the Full Board

A. Any party aggrieved by the final written decision and order of a presiding Hearing Officer entered on the hearing of an appeal may file a written Request for Review by Full Board.

B. The request must be filed within fifteen calendar days after the date the final order is filed.

C. Any party may file an original transcription of the recording of the hearing, pursuant to Section 10.7.19, to be considered by the full board on review. Such transcription must be filed within thirty calendar days after the filing date of the request for review.

D. Any party may file a written brief to be considered by the full board on review. Such brief must be filed within thirty calendar days after the filing date of the transcript. These are not response briefs; briefs are to be filed simultaneously by due date.

E. The full board shall base its review on:

1. The pleadings;
2. Any documentary evidence received and filed for record at the hearing by the presiding Hearing Officer;
3. The original transcription of the hearing, if filed; and
4. Briefs of the parties, if filed.

F. The full board shall issue a final written decision and order on the review within a reasonable time after the final date for filing all documents to be considered on review.

10.7.27 Judicial Review

Any party aggrieved by a final written decision and order of the EAB may appeal such order in the manner provided by applicable laws and statutes.

10.7.28 Pleadings and Briefs

In connection with the hearing of an appeal, pleadings and briefs, which the parties may file, shall be limited as follows:

A. The appealing party may file, in addition to a Notice of Appeal, a brief on any issues of law in connection with the appeal. The brief must be filed no later than twenty calendar days before the hearing date.

B. Any responding party may file an Answer to Notice of Appeal and/or a brief on any issues of law in connection with the appeal. The answer and brief must be filed no later than ten calendar days before the hearing date.

10.7.29 Assessment of Fees and Costs

The EAB shall have the authority to establish reasonable fees and assess reasonable costs of conducting appeals.

10.7.30 Computation of Time

In computing any period of time prescribed or allowed under these rules, the EAB shall be guided by the Mississippi Rules of Civil Procedure.

10.7.31 Judicial Conduct

A. The Hearing Officers of the EAB shall be guided by and subject to the canons of ethics of judicial conduct of the Mississippi State Bar.

B. No Hearing Officer shall be removed from office during his or her term except by a finding of misfeasance, malfeasance, or nonfeasance in office.

10.7.32 Amendment of Rules; Validity of Rules; Enforcement of Rules

A. The MSPB may amend these rules or promulgate new rules.

B. If any one or more of these rules is found to be invalid by any court of competent jurisdiction, such finding shall not affect the validity of any other of these rules.

C. The EAB shall have the authority, duty, and responsibility to abide by and enforce these rules.

MISSISSIPPI STATE PERSONNEL BOARD GRIEVANCE FORM	
Agency	**Date**
Name	**Job Classification**
Mailing Address	**Telephone Number(s)**
GRIEVANCE STATEMENT ***(Include identity of grievant and witnesses, if any.)***	
RELIEF SOUGHT	
Grievant's Signature:	
STEP ONE: Decision of Immediate Supervisor	
Supervisor's Signature	
Date	
Employee Answer	I am satisfied with the answer to my grievance.
	I am not satisfied with the answer to my grievance and wish to have it advanced to the next step.

STEP TWO: Reply to Employee Grievance, Next Level of Management		
Supervisor's Signature		
Date		
Employee Answer		I am satisfied with the answer to my grievance.
		I am not satisfied with the answer to my grievance and wish to have it advanced to the next step.

STEP THREE: Reply to Employee Grievance, Next Level of Management		
Supervisor's Signature		
Date		
Employee Answer		I am satisfied with the answer to my grievance.
		I am not satisfied with the answer to my grievance and wish to have it advanced to the next step.

STEP FOUR: Agency Decision	
Signature	
Date	

MISSISSIPPI STATE PERSONNEL BOARD

ADA GRIEVANCE FORM

Agency	**Date**
Name	**Job Classification (if applicable)**
Mailing Address	**Telephone Number(s)**

GRIEVANCE STATEMENT ***(Include identity of grievant and witnesses, if any.)***

RELIEF SOUGHT

Grievant's Signature (or individual filing on behalf of grievant):	
Date:	

Agency Acknowledgment:

Signature of Individual Investigating Grievance:	
Date:	
Agency:	
Title:	

NOTICE OF APPEAL BEFORE THE MISSISSIPPI EMPLOYEE APPEALS BOARD	
	APPEALING PARTY
VERSUS	**NO.**
	RESPONDING PARTY

NOTE: **Supplemental pages may be attached if needed.**
Do not write on the reverse sides of this form or any supplemental page.

1. Name, mailing address and telephone number of Appealing Party:

2. Name, mailing address and telephone number of Appealing Party's attorney, if any:

3. Name, mailing address and telephone number of Responding Party:

4. Name, mailing address and telephone number of Responding Party's attorney, if known:

5. Appealing Party's employing agency (if applicable):

6.	**Appealing Party's assigned work station (town, city, county) and organizational location (bureau, division, branch) within employing agency (if applicable):**
7.	**Appealing Party's immediate supervisor (if applicable):**
8.	**Appealing Party's job title (if applicable):**
9.	**Appealing Party's date of hire with employing agency (if applicable):**
10.	**Appealing Party's date of termination from employing agency (if applicable):**
11.	**Appealing Party's Statement, in sufficient detail, of the facts upon which the appeal is taken, including the effective date of any alleged grievable action, and why such action is in error:**

12. Appealing Party's Statement of the final action taken and/or decision made as a result of the agency-level grievance proceedings, including the effective date of such final action:	
13. Appealing Party's Statement of relief requested:	
14. List of any documents, exhibits, and/or supplemental pages which Appealing Party has attached to this Notice of Appeal:	
Signature of Appealing Party	
Date	

NOTE: To file an appeal, the Appealing Party should fill out and return this form to the Mississippi Employee Appeals Board, 301 North Lamar Street, Suite 100, Jackson, Mississippi 39201. The Notice of Appeal must be accompanied by copies of all documents generated by the agency-level grievance proceedings which took place prior to the filing of the appeal. A fee of one hundred dollars ($100.00) in the form of a cashier's check, bona fide attorney's check, or money order made payable to the Mississippi Employee Appeals Board must be filed by the Appealing Party with the Notice of Appeal. Cash or personal checks will not be accepted. The rules governing appeals are found in the Mississippi Employee Appeals Board Administrative Rules booklet. See also Mississippi Code Annotated 25-9-101 through 25-9-151 and 25-9-301 through 25-9-305.