



**5 THINGS
EVERY HR PROFESSIONAL SHOULD
KNOW ABOUT THE
EMPLOYEE APPEALS BOARD**

Ingrid Dave Williams

May 7, 2015



Welcome

Five Things

THE EAB

WHAT CAN YOU DO TO AVOID THE EAB

HOW THE EAB ADMINISTRATIVE OFFICE WORKS

THE EAB HEARING

AFTER THE EAB HEARING

1. The Employee Appeals Board

- Created in 1980 by Legislature (§§ 25-9-129, 131, and 132 of Mississippi Code)
- To provide a fair and impartial forum beyond the agency level for consideration of employee grievances and appeals of agency decisions which affect an employee's service

What Can Be Appealed?

- **Permanent State Service Employees**

What Can Be Appealed?

➤ **Permanent State Service Employees**

- Any action adversely affecting compensation or employment status after exhausting agency grievance procedures

What Can Be Appealed?

➤ Permanent State Service Employees

- Any action adversely affecting compensation or employment status after exhausting agency grievance procedures
- Any grievable action or disciplinary action

What Can Be Appealed?

- **Employees in PINs or Applicants**

What Can Be Appealed

- **Employees in PINs or Applicants**

- Acts of discrimination based on political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability

What Can Be Appealed

- **Employees in PINs or Applicants**

- Acts of discrimination based on political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability
- Acts of retaliation based on reports of improper government action to a State Investigative body

EAB Personnel

➤ Hearing Officers

- Ingrid D. Williams, Chief Hearing Officer
- B. Ray Therrell, II, Hearing Officer
- Michael N. Watts, Hearing Officer

➤ Administrative Staff

- Dianne Harrell, Director
- Latoya Rhodes, Administrative Assistan

1. What can I do to avoid the EAB?





Communicate !

3. How does the EAB Administrative Office Work?



Pre Hearing Process

Employee

- Files Notice of Appeal with EAB Administrative Office

Pre Hearing Process

EAB Administrative Office

- Notifies Agency
- Notifies Chief Hearing Officer

Pre Hearing Process

EAB Administrative Office

- Works with Agency and Hearing Officer to set Hearing Date
- Accepts all prehearing documents for filing

Pre Hearing Process

Employee

- Files Notice of Appeal with EAB Administrative Office

EAB Administrative Office

- Notifies Agency
- Notifies Chief Hearing Officer

EAB Administrative Office

- Works with Agency and Hearing Officer to set Hearing date
- Accepts all pre hearing documents for filing

Pre Hearing Process

EAB Administrative Office

- Notifies Agency
- Notifies Chief Hearing Officer

OH NO!

April 27, 2015

XXXX
XXXX
XXXX
XXXX

Re: XXXX

Dear Ms. XXXX:

On April 21, 2015, the Mississippi Employee Appeals Board Administrative Office received the notice of appeal, attachments, and filing fee for this appeal, which has been assigned the docket number indicated above. Please reference this docket number whenever you communicate with the MEAB Administrative Office regarding the appeal.

The rules governing MEAB appeals are set forth in Section 10.7 of the *Mississippi State Personnel Board Policy and Procedures Manual*, effective July 1, 2014 which is available online at <http://www.mspb.ms.gov>. (Contact our office if you do not have access to a computer.)

In particular, please notice that MEAB Rule 9.D. requires that if you file any additional documents with the Administrative Office, you must also provide a copy to the agency's attorney, whose contact information is below. See Rule 9 for the full list of requirements for filings.

As soon as the time and place for your hearing have been set, you will be notified by certified mail.

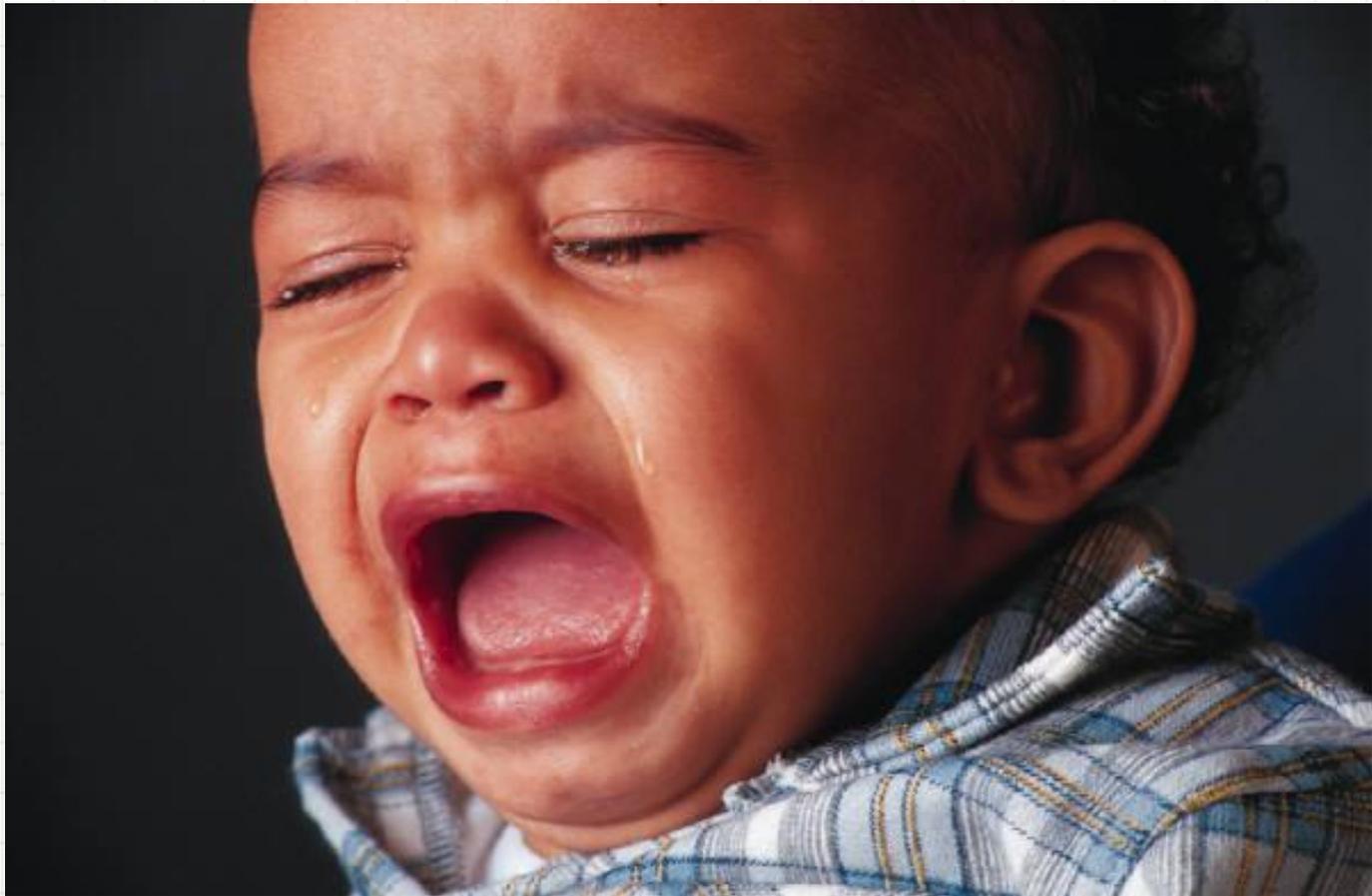
Sincerely,

A stylized, handwritten signature consisting of four 'X' characters in a cursive script.

XXX
XXXX, MEAB Administrative Office

pc: XXX

Now what?



Work with your lawyer.



4. I am going to be a witness. What do I need to know?

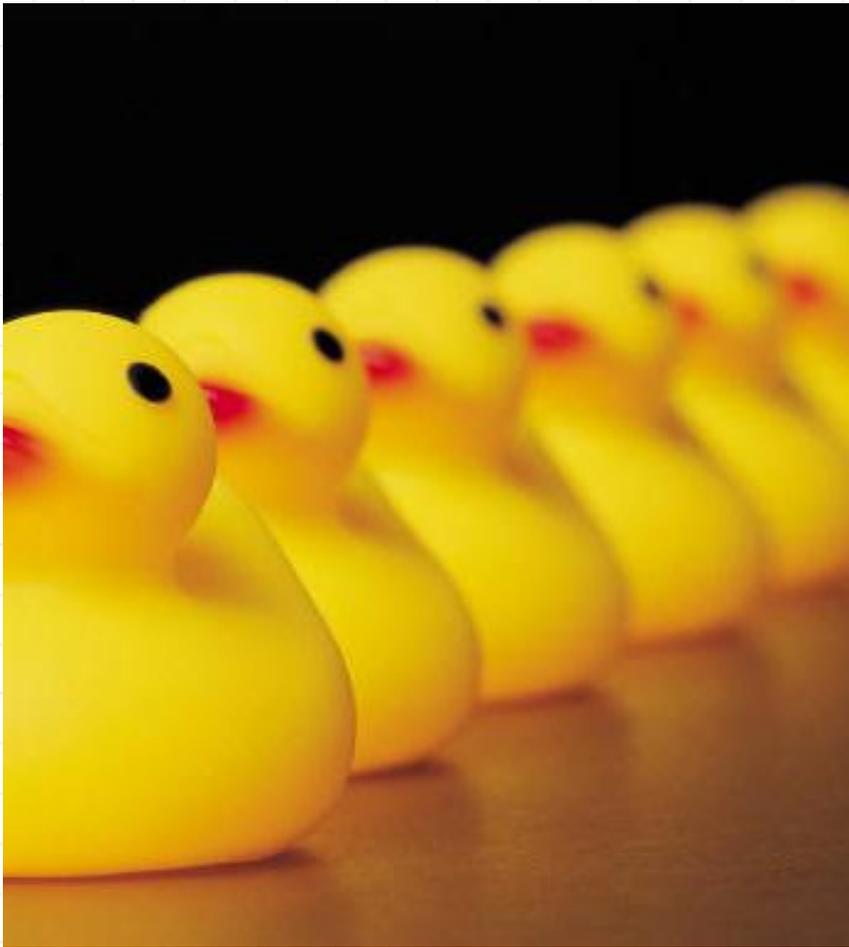


Where will the hearing be held?

- A Conference Room



Get your ducks in a row.



- Review the Personnel File
- Prepare a timeline
- Bring the personnel file to the hearing
- Listen to your lawyer

5. What happens after the Hearing?



Employee Appeals Board

210 East Capitol Street, Suite 800
Jackson, Mississippi 39201

eab@mspb.ms.gov

Phone: (601) 359-2982

Fax: (601) 576-2749

www.mspb.ms.gov