



MISSISSIPPI  
STATE PERSONNEL BOARD

Fiscal Year 2017  
**Annual  
Report**

# Fiscal Year 2017 Annual Report

## On The Cover



The Mississippi State Capitol Building photographed in October 2016.

- **Our Vision**  
To Ensure a Quality Workforce for the State of Mississippi
- **Our Mission**  
To Lead the Way in Human Capital and Workforce Management

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The State of Mississippi is an equal opportunity employer and assures equal employment opportunities to all persons regardless of political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.

Published in December 2017 by the Mississippi State Personnel Board.

## We Represent Nearly 28,000 Mississippians Who Devote Their Talents to Public Service.

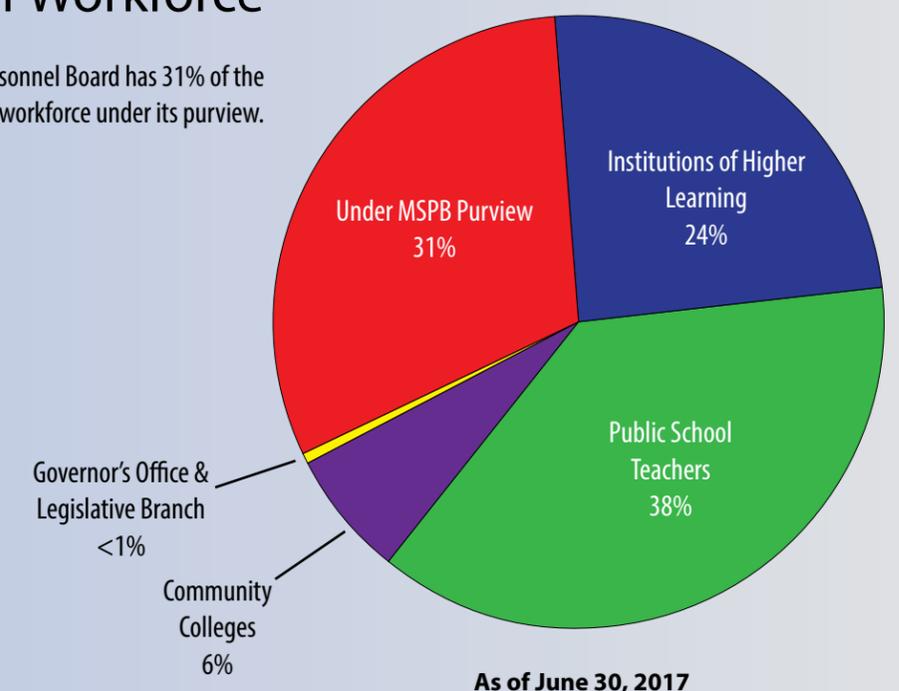
Established by the Mississippi Legislature in 1980, the Mississippi State Personnel Board creates and oversees the policies, procedures, and growth opportunities that guide the employment experience for employees of the State of Mississippi. We manage the employee life cycle from pre-hire until retire, from defining the job descriptions and compensation, to recruiting and retaining employees.

We serve 129 agencies, boards, and commissions; nearly 28,000 current employees; approximately 15,500 job applications monthly; and more than 900,000 online customers each year.

As the leaders in talent management and workforce development, we work hard to build a strong workforce for Mississippi and to provide educational opportunities to give our public servants the tools they need to succeed in work and life.

## Distribution of Workforce

The Mississippi State Personnel Board has 31% of the 88,879 members of the workforce under its purview.



# Mississippi State Personnel Board

The Mississippi State Personnel Board is a five-member Board whose members are appointed by the Governor, with the advice and consent of the Senate. Appointments are five years in duration, and the members serve staggered terms.



**Chairman Nick P. Ardillo, Jr. - Columbus, Mississippi**

Colonel Ardillo was originally appointed to the Board by Governor Haley Barbour to fill an unexpired term in June 2011, was reappointed by Governor Barbour in 2011 to serve through 2016, and was reappointed by Governor Phil Bryant in 2016. As a former Commander of Columbus Air Force Base, Colonel Ardillo, now retired from active duty, is the principal of NPA, LLC and a partner in Ardillo, McCullough and Taggart LLC. He provides aerospace, airports, and defense consulting.



**Vice Chairman Lee Yancey - Brandon, Mississippi**

Mr. Yancey was appointed to the Board by Governor Phil Bryant in 2013. Mr. Yancey is a financial advisor for Woodridge Capital Portfolio Management. From 2008 to 2012, Mr. Yancey served as a State Senator. During that time, he served on several Senate committees including: Code, Education, Ethics, Drug Policy, Finance, Insurance, Judiciary A, and Public Health and Welfare.



**Donald Brown - Vicksburg, Mississippi**

Mr. Brown was originally appointed to the Board in 2005, was reappointed by Governor Haley Barbour in 2010, and was reappointed by Governor Phil Bryant in 2015. Mr. Brown is the Deputy Executive Director of Warren Yazoo Behavioral Health. Prior to joining that organization, he worked with the Mississippi Employment Security Commission, the Mississippi Department of Human Services, and the Vicksburg Early Education Center.



**Alwyn Luckey - Ocean Springs, Mississippi**

Mr. Luckey was appointed to the Board by Governor Phil Bryant in April 2012 to fill an unexpired term and was subsequently reappointed to serve through 2019. Mr. Luckey is currently the sole shareholder of The Law Firm of Alwyn H. Luckey, P.A. His law practice includes state and local government consulting, business law, construction defect/water intrusion, asbestos injury, real estate, and general practice. He has also served as judge for the City of Ocean Springs.



**Donald R. Taylor - Crystal Springs, Mississippi (Retired in February 2017)**

Colonel Taylor was appointed to the Board by Governor Phil Bryant in 2012. He served as Executive Director of the Mississippi Department of Human Services from 1995 through 2000 and from 2004 through 2008. At the time of his July 1, 2008 retirement, he was the longest serving director of a state DHS. He on the Board through February 2017.



**Stephanie Cummins - Brandon, Mississippi (Appointed in March 2017)**

Ms. Cummins was appointed to the Board by Governor Phil Bryant in March 2017 to fill an unexpired term through June 30, 2017 and was subsequently reappointed to serve through 2023. She is the co-owner and associate broker at Front Gate Realty. She currently serves on the board of directors for the Home Builders Association of Jackson and the Home Builders Association of Mississippi. She is also a member of the Mississippi Association of Realtors and Central Mississippi Association of Realtors.

# State Legislative Advisors

The Lieutenant Governor may designate two Senators and the Speaker of the House of Representatives may designate two Representatives to attend any meeting of the Mississippi State Personnel Board.

**Senator Nickey Browning - Pontotoc, Mississippi**

Senator Browning has served as Senator for District 3, which includes Benton, Pontotoc, and Union Counties, from 1996 to present. His committee memberships include: Forestry - Chair; Business and Financial Institutions; County Affairs; Drug Policy; Energy; Finance; Highways and Transportation; and Insurance.



**Senator John Polk- Hattiesburg, Mississippi**

Senator Polk has served as Senator for District 44, which includes Lamar and Pearl River Counties, from 2012 to present. His committee memberships include: Accountability, Efficiency, Transparency - Chair; County Affairs; Education; Elections; Energy; Finance; Housing; Insurance; and Universities and Colleges.



**Representative Jim Beckett - Bruce, Mississippi**

Representative Beckett has served as Representative for District 23, which includes Calhoun, Grenada, Lafayette, and Webster Counties, from 2004 to present. His committee memberships include: Public Utilities - Chair; Apportionment and Elections; Appropriations; Banking and Financial Services; Insurance; Judiciary A; Judiciary En Banc; Revenue and Expenditure General Bills; Rules; and Universities and Colleges.



**Representative Jerry Turner - Baldwyn, Mississippi**

Representative Turner has served as Representative for District 18, which includes Lee, Prentiss, and Union Counties from 2004 to present. His committee memberships include: Accountability, Efficiency, Transparency - Chair; Agriculture; Appropriations; Banking and Financial Services; Conservation and Water Resources; Insurance; Management; and Transportation.



# We Manage The Employee Life Cycle From **Pre-Hire** Until **Retire.**

## Our Workforce At A Glance

As of June 30, 2017



**62%** are female and **38%** are male.

Average age is **44.8 years.**

**52.4%** are African American, **46.2%** Caucasian, **1.4%** all other races.

**63%** of employees have served **10 years or less.**

Average service time is **9.5 years.**

## Promoting **Best Practices**

The Excellence in Government Awards were established to recognize “excellence and innovation in the management of administrative procedures which increase the quality of public service at the state, district and local government levels.” The procedures governing the award were developed pursuant to Miss. Code Ann. § 25-9-134 (2) and adopted by the Mississippi State Personnel Board. The awards recognize individuals or groups of individuals whose contributions within the last five years represent excellence in government. The inaugural awards were given in 2012.

The recipient of the 2017 Award for Excellence in State Government was Samantha Atkinson, and the recipient of the 2017 Award for Excellence in Local and District Government was Dr. Raj Shaunak.

Samantha Atkinson is the director of the performance audit division at the Office of the State Auditor. With 28 years of government experience, Atkinson is a subject matter expert on many government-related issues including performance auditing, organization and performance management, budgeting, comparative government, and best practices. Most recently, she has conducted or managed projects and training related to topics including the MAEP calculation, the current financial health of publically-owned rural hospitals, increasing efficiency through municipal performance audits, economic development bonding for statewide projects, the redesign of the annual Mississippi

Student Information System audits, the impact of statutory changes to the governance structure of the Jackson Airport, and an audit process for the BP Oil Spill money. In the majority of her projects, she and her team were able to identify weaknesses in structure, management, and controls that were leading to inefficient and ineffective behavior at various government entities. Her passion is removing obstacles for more efficient operations.

Dr. Raj Shaunak is the vice president for workforce and community services at East Mississippi Community College. He has been a primary force in workforce and economic development in the Golden Triangle area. He played a crucial role in the recruitment of companies including Airbus, PACCAR, and Yokohama Tire Company to Mississippi’s Golden Triangle. He has partnered with the Mississippi Development Authority to lead workforce development efforts for these companies locating to Mississippi. Dr. Shaunak is also a leader in innovative educational programming; he spearheaded the efforts to create EMCC’s Communiversity, a state-of-the-art career-technical facility with a hands-on museum. Finally, he has partnered, authored, secured, and implemented many successful grants to benefit Mississippians.



Pictured left to right are: Mississippi State Personnel Board Executive Director Kelly Hardwick, Governor Phil Bryant, Samantha Atkinson, East Mississippi Community College President Dr. Thomas Huebner (accepting award on behalf of Dr. Raj Shaunak), FY 2018 MSPB Chairman Lee Yancey



# Human Capital Core Processes

**H**uman capital is our greatest asset in state government. Now more than ever, getting talent in the door and efficiently managing that talent are keys to building a successful workforce.

The Office of Human Capital Core Processes (HCCP) is a unique team comprised of MSPB professionals who provide an array of services in three main functional areas: Core Processes, Job Description Validation, and Career Counseling.

MSPB serves 129 agencies, boards, and commissions - about 31% of the state workforce. Each agency is assigned two MSPB professionals who provide guidance and advice to state agencies and conduct research and analysis of statewide workforce and human resources management issues.

The focus of the Core Processes Division is Classification and Compensation. The Classification function is a concerted effort to ensure that all employment positions in the state's inventory of job classifications are properly classified. The primary Compensation function is management of the Variable Compensation Plan, which is designed to promote salary parity for similar positions across agencies. Another of the major Compensation functions is to develop and present annual recommendations to the Legislature for future fiscal year needs, such as new positions, reallocations, special

compensation plans, and additional compensation requested by agencies. HCCP also provides workforce processes assistance to agencies.

The Job Description Validation Division ensures the validity of the data contained in the class specifications for each job in our inventory. This division analyzes the jobs, not the applicants, and also provides assistance in the development of behavioral interview questions that assist agencies in finding the best fit for hiring and/or promotion.

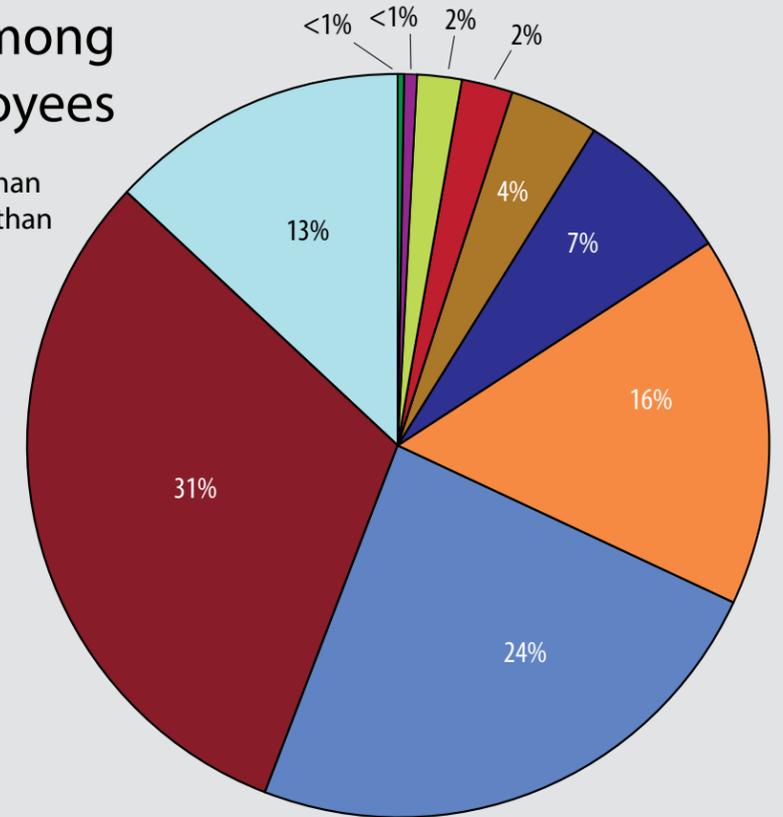
The Career Counseling Division is responsible for the overall management of the application process from recruitment to selection. The Recruitment function involves the administration of recruitment programs that ensure open consideration of qualified applicants. The Selection function and its corresponding rules and regulations are designed to ensure fair and equitable treatment of all applicants and employees without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability. It is a compilation of applicant services ranging from the evaluation of applications to processing of transactions relative to the hiring process. The Career Counseling Center is open to applicants from 8:00 a.m. to 5:00 p.m. Monday through Friday (except on State holidays).

The Career Counseling Division is also responsible for maintenance of the active recruitment listing on the MSPB's website through the NEOGOV™ platform.

## Salary Distribution Among Full-Time Employees

**68%** of full-time employees earn less than \$40,000 annually, while **84%** earn less than \$50,000.

- \$100,000 and over
- \$90,000 to \$99,999
- \$80,000 to \$89,999
- \$70,000 to \$79,999
- \$60,000 to \$69,999
- \$50,000 to \$59,999
- \$40,000 to \$49,999
- \$30,000 to \$39,999
- \$20,000 to \$29,999
- \$15,000 to \$19,999



As of June 30, 2017

### Geographic Distribution

In FY 2017, 56% of the state workforce was employed outside of the Metro Jackson area.

Fifteen state agencies have a majority of their workforce employed outside of the Metro Jackson area.

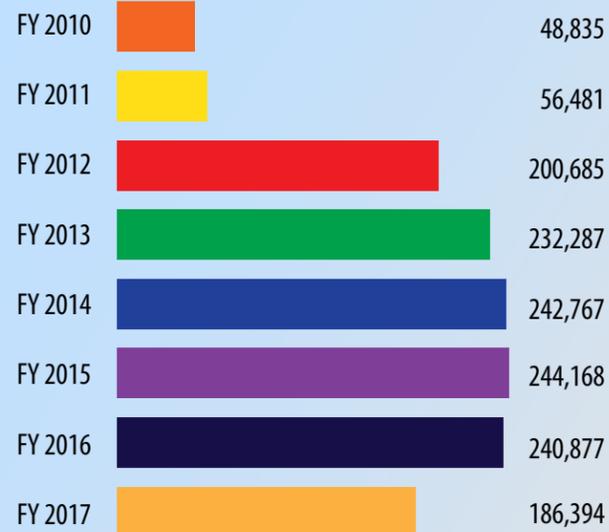
### Essential Services

MSPB provides a range of services through the Office of Human Capital Core Processes for agencies, employees, and job seekers.

- Recruitment, Selection and Retention of World-Class Employees
- Talent Management
- Career Pathing
- Workflow Analysis
- Organizational Design

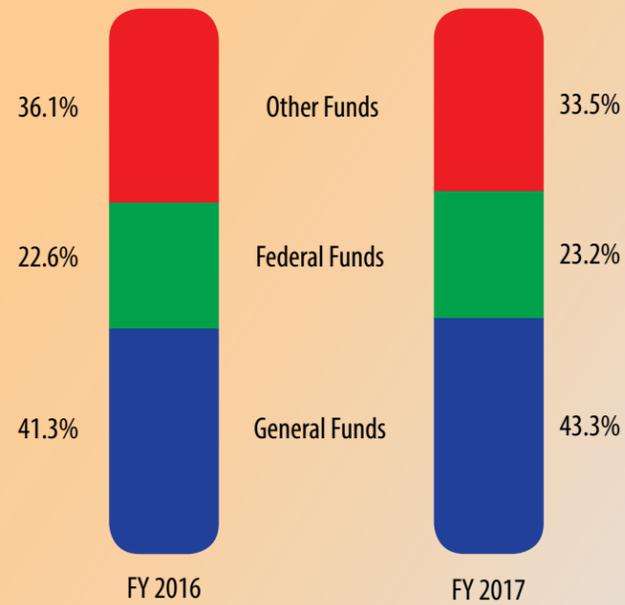
### Total Job Applications

The annual number of applications received by MSPB has increased nearly 300% from 48,835 in FY 2010 to 186,394 in FY 2017.



As of June 30, 2017

### Salary Source By Fund



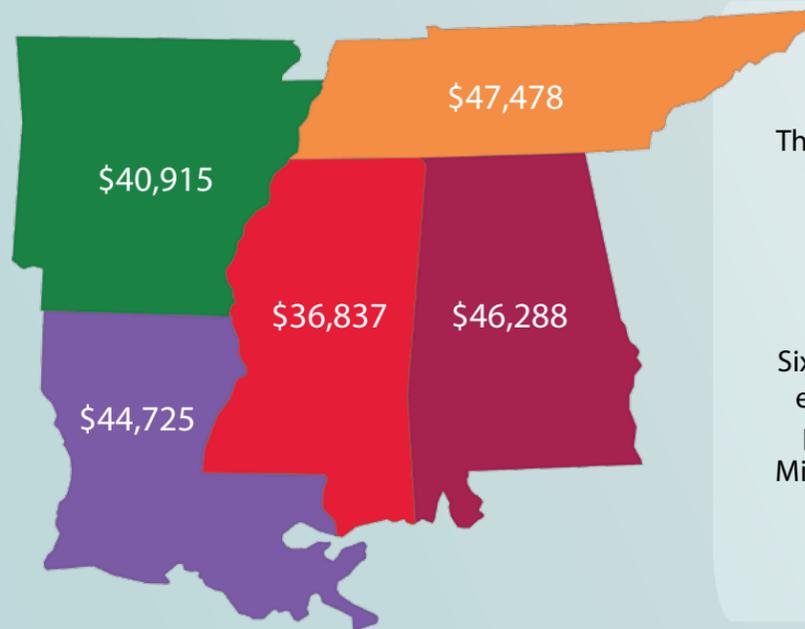
The dollar amount of salaries paid by general funds increased 2.0% from FY 2016 to FY 2017.

### Employment Trends

State employment has decreased over the last decade. Specifically, the maximum number of employees has decreased by more than 3,500 since FY 2007.



### Annual Average Salary Comparison



The Annual Average Salary for state employees in Mississippi's four neighboring states is \$44,852.

Sixty-one percent (61%) of employees under MSPB purview earn less than Mississippi's average salary of \$36,837.

## Career Expos

As part of our mission to ensure a quality workforce, MSPB participates in numerous job fairs and employment expos such as those sponsored by the Governor's Job Fair Network.

- |   |   |            |
|---|---|------------|
| Jackson 500 Job Fair  | Jackson East Mississippi Community College Job Fair | Mayhew     |
| Vicksburg Area Job Fair   | Vicksburg Yazoo County Area Job Fair                | Yazoo City |
| Greenwood Leflore Area Job Fair   | Greenwood North Mississippi EmployAbility Job Fair  | Southaven  |
| Jobs for Jacksonians Job Fair   | Jackson Greenville Regional Job Fair                | Greenville |
| Career Expo at Ole Miss   | Oxford I-59 Job Fair                                | Laurel     |
| Pine Belt Job Fair  | Hattiesburg Rankin County Area Job Fair             | Pearl      |
| Careers for Cantonians Job Fair   | Canton New Horizon Church Community Job Fair        | Jackson    |
| Tougaloo College Career Fair  | Jackson South Mississippi EmployAbility Job Fair    | Gulfport   |
| Jackson State University Spring Career Expo                             | Jackson Vet2Hire Health and Job Fair                | Vicksburg  |
| Meridian Area Job Fair  | Meridian  |            |
| Mississippi College Job Fair  | Clinton   |            |
| Holmes Community College Career Fair                                    | Ridgeland   |            |
| Mississippi Valley State University Spring Career Fair                  | Itta Bena   |            |
| Mississippi Expo  | Jackson   |            |
| EmployAbility Job Fair  | Jackson   |            |
| East Central Community College Business, Education, and Healthcare Expo | Decatur   |            |
| Spring Southern Region Military and Civilian Job Fair                   |   |            |
| Radio People/MCC Nursing and Health Education Expo                      | Biloxi  |            |
|   | Meridian  |            |

Representing the State at job fairs throughout Mississippi



# Retention: The Key to a Quality Workforce

At the close of FY 2017, 13% of the State workforce under MSPB purview were eligible for retirement. By 2022, that number is projected to grow to 28%. In five years, we could lose more than one-fourth of our workforce and the institutional knowledge those employees take with them. Additionally, Mississippi's voluntary turnover rates are consistently higher than the national average. In FY 2017 the voluntary turnover rate for the State workforce under MSPB purview was nearly 18%.

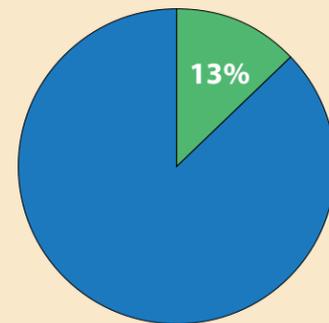
Retention is key to ensuring a quality workforce for Mississippi's future. With a rapidly growing retirement age group and an average service time of just ten years, MSPB is focusing on practices proven to aid in the retention of personnel including developing training opportunities to benefit employees and their agencies.

## Voluntary Turnover Rates

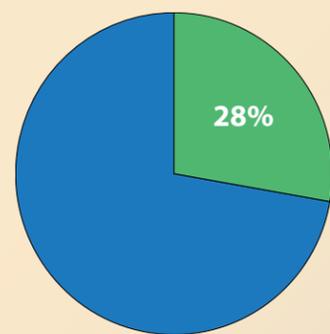


National data source: U.S. Bureau of Labor Statistics  
State and Local Gov't. National Average is calculated based on calendar year.  
Mississippi data is calculated based on fiscal year.

## Workforce Retirement Eligibility



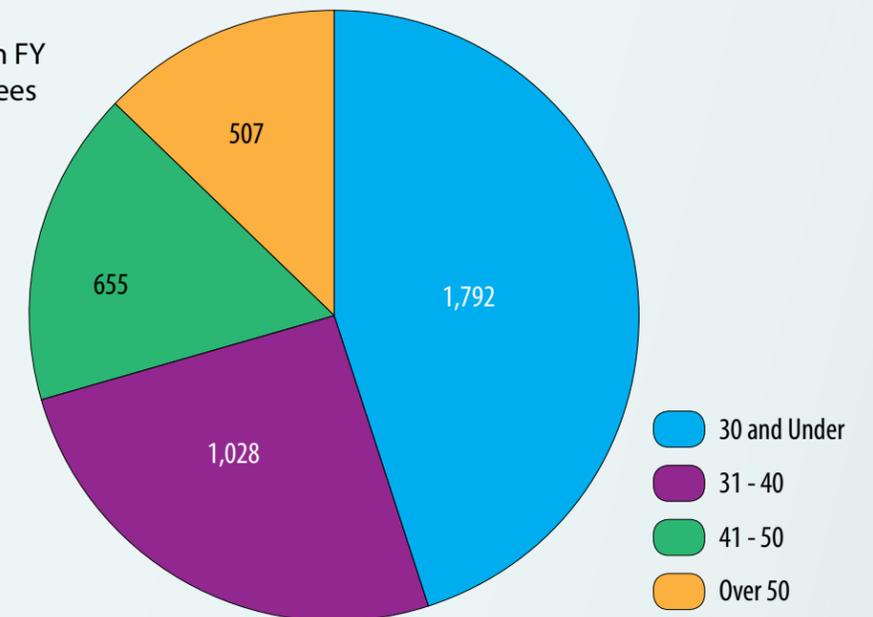
**3,433 of 27,495**  
Employees Eligible to Retire  
as of July 1, 2017



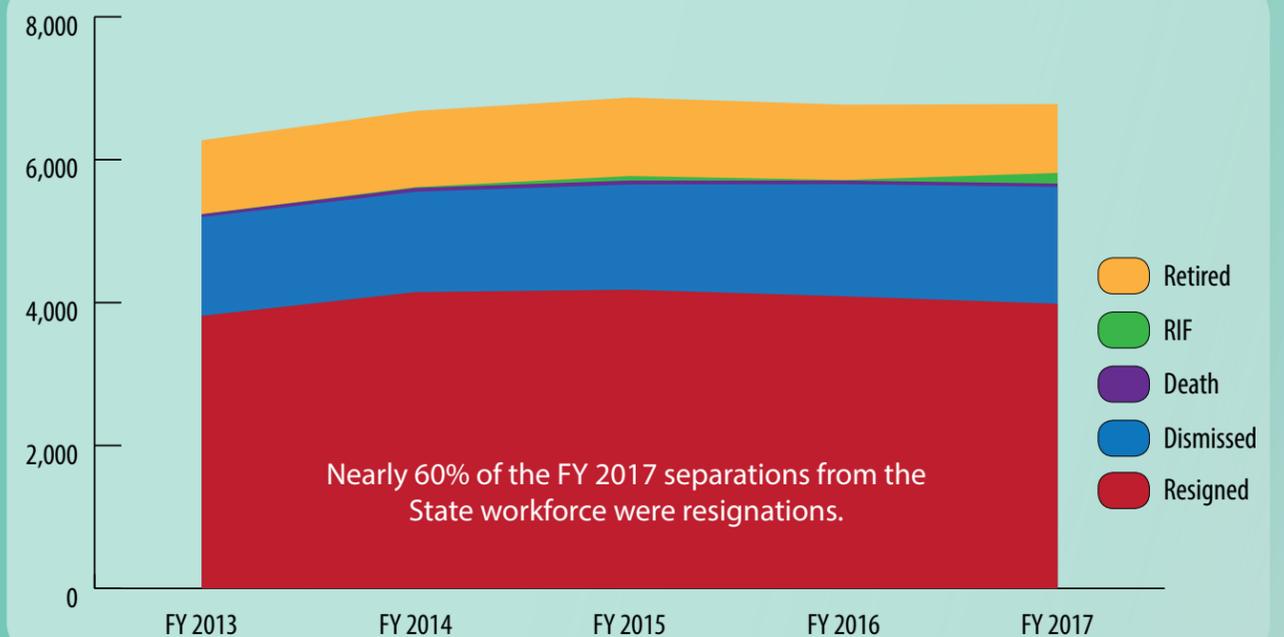
**7,588 of 27,495**  
Employees Eligible to Retire  
Within 5 Years

## Resignations by Age

**71%** of resignations in FY 2017 were by employees 40 and under.



## Separations





# Workforce Development

The Office of Workforce Development assists agencies with effective employee training and a professional development system that inspires trust, clarifies purpose, aligns systems, and develops talent.

Workforce development is a systematic process for identifying the human capital required to meet agency goals and develop the strategies to meet those requirements.

The goal of the Office of Workforce Development is to provide State agencies with the tools, information, and training needed to ensure a quality workforce for State government.

Education is a lifelong process. The Mississippi State Personnel Board offers prestigious certification programs and educational opportunities to keep employees on the leading edge of the workforce in Mississippi.

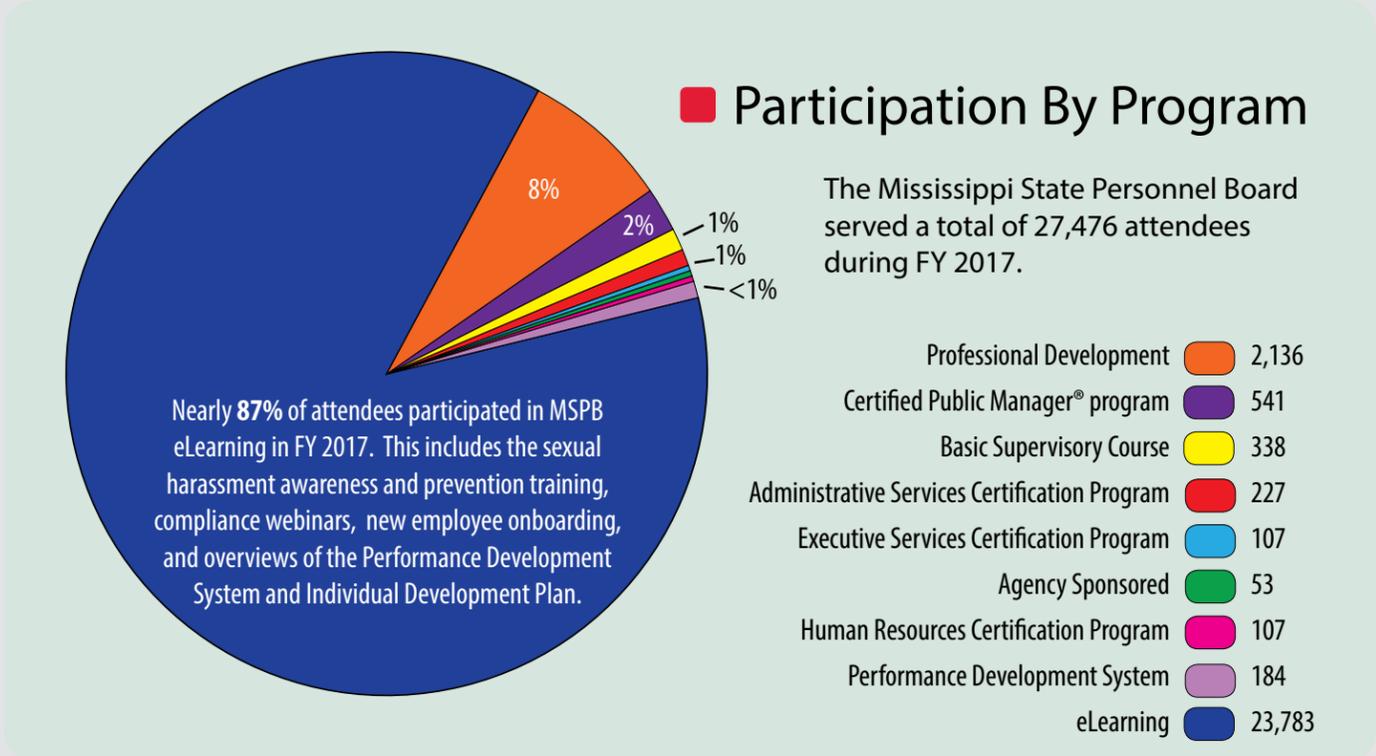
Led by our nationally accredited Mississippi Certified Public Manager® program, MSPB's career development efforts provide essential knowledge and leadership skills training for successful public service.

Our graduates include executive directors and agency heads, a former statewide elected official,

and top managers from agencies, boards, and commissions throughout the State and virtually every area of public service.

Another primary focus of MSPB's professional development courses is the offering of eLearning courses online. Training employees through the internet at their desks is a cost effective way to reach a wider audience. MSPB's current eLearning course topics include sexual harassment awareness and prevention, employment discrimination awareness and prevention, workplace harassment awareness and prevention, ethics in state government, new employee onboarding, and overviews of the Performance Development System and Individual Development Plan.

Our graduates make a positive impact on the lives of Mississippians.



## Sexual Harassment Awareness and Prevention

Governor Bryant signed Executive Order 1392 on January 9, 2017 requiring employees of state agencies to complete MSPB's Sexual Harassment Awareness and Prevention webinar in order to help create a safe work environment in state agencies. The webinar trains employees on what is considered sexual harassment, how to prevent sexual harassment, and how to respond in an instance of sexual harassment. It also contains information based on current laws and work-related examples. At various points throughout the webinar, employees are required to answer questions to demonstrate comprehension of the material.





# TRAINING EFFECTIVENESS

In FY 2017, the Mississippi Certified Public Manager Program's revisions were completed, including updated curriculum and the addition of three features designed to reinforce transfer of learning to the workplace. The new features include a performance-based questionnaire completed independently by the MCPM Level I participant and his or her supervisor prior to attending class, a self-selected accountability partner from within the class, and coaching from an MSPB instructor at the conclusion of MCPM Level I.

OWD surveyed 126 participants in September 2016 for feedback concerning the effectiveness of the revisions to the MCPM curriculum. There was a 64% response rate to the survey. Nearly half of the respondents indicated one of the three new features influenced a change in their career goals. 76% of respondents reported improved communications with the supervisor.

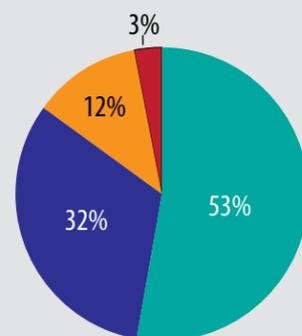
Our graduates say that the MCPM program helped them improve communication with their supervisors.

The survey queried participants to determine the extent the accountability partner was relevant to their job, and 64% reported they were either extremely or very satisfied with the accountability partner experience. 83% were either extremely or very satisfied with the coaching experience,

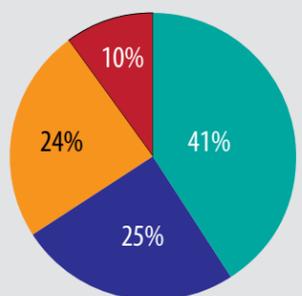
and 90% of respondents indicated the coach helped in their personal development.

The survey proved that the self/supervisor questionnaire provides a key channel for ongoing dialogue between MCPM participant and supervisor, reinforcing collaboration and ultimately leading to stronger professional relationships. The accountability partner provides an overall positive alliance and sets the foundation for MCPM participants to reinforce support and ongoing encouragement outside of the classroom environment. However, the right compatibility fit of the relationship is critical in its success for engagement. The one-on-one coaching model has an overwhelmingly positive impact in the development of MCPM participants and in setting the stage for future growth and development.

How satisfied were you with the coaching aspect of the curriculum?



How satisfied were you with the accountability partner aspect of the curriculum?



## Certified Public Manager® Program Recommended For College Credit

The American Council on Education's College Credit Recommendation Service (ACE CREDIT®) evaluated and recommended college credit for the Mississippi Certified Public Manager® Program. Administered by the Mississippi State Personnel Board, MCPM is an internationally-recognized leadership development program designed to prepare public administrators and managers for the increasingly complex and demanding governmental and managerial issues confronting state government administration. The program includes six weeks of classroom instruction, elective courses based on development of key management and leadership skills, individual coaching, three job-related projects, two book reports, a comprehensive essay, and an executive seminar.

ACE CREDIT helps adults gain academic credit for courses and examinations taken outside traditional degree programs. More than 2,000



**MCPM 2017 Graduates.** Professional development courses such as the nationally accredited Certified Public Manager® program build leadership in state government. MSPB teaches thousands of employees every year.

colleges and universities consider ACE CREDIT recommendations in determining the applicability of coursework and examination results to their courses and degree programs.

### Training Programs

#### Administrative Services

The Administrative Services Certification Program provides comprehensive training to administrative staff, offering a variety of learning experiences that relate to their on-the-job challenges.

#### Executive Services

The Executive Services Certification Program encourages administrative professionals to continue their professional development by cultivating existing skills and enhancing leadership skills.

#### Professional Development

Many courses are also available as Professional Development electives to employees who are not enrolled in a specific program. These courses address business writing, diversity training, and more.

#### Certified Public Manager® Nationally Accredited

The Certified Public Manager® program translates innovative theory into practical training to measure and develop professional competency for public sector managers.

#### Human Resources Certification

The development of a well-trained body of human capital practitioners at the technical and managerial levels of State government is the goal of the Human Resources Certification Program.

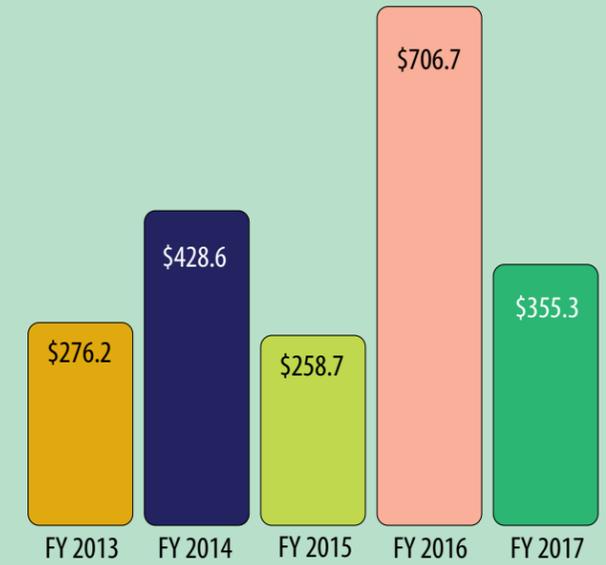
#### Basic Supervisory

The Basic Supervisory Course provides skill development on the fundamentals of supervising people and programs in government, emphasizing management, budgeting, and more.



## Personal Service Contracts: Five Fiscal Years

In FY 2017, PSCRB had 384 total actions equaling \$355,268,161. In FY 2016, PSCRB had 661 total actions equaling \$706,656,287. In FY 2015, the Board reviewed 501 contract actions totaling \$258,725,472. In FY 2014, the Board reviewed 625 contract actions totaling \$428,592,761, and in FY 2013, the Board reviewed 593 contract actions totaling \$276,228,980.



## Personal Service Contract Review Board

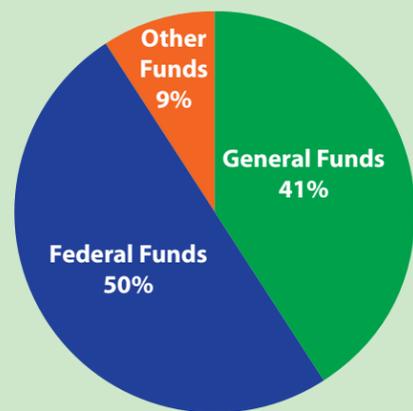
The Personal Service Contract Review Board (PSCRB) plays an integral role in how personal services are procured for the State of Mississippi.

The Mississippi State Legislature established PSCRB and charged it in statute with promulgating rules and regulations to ensure that quality contract personal and professional services are procured at reasonable prices, with terms that are favorable to the State, and with limited risk of liability. Additionally, PSCRB approves certain personal and professional service contracts in excess of \$75,000.

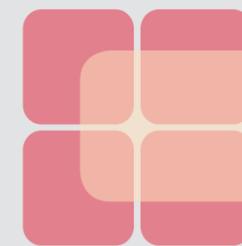
The Board is responsible for adopting regulations for the issuance of procurements and the award of certain personal and professional services contracts. Its regulations also address consideration of costs and quality of services proposed, contract negotiations, the administrative monitoring of contract performance by agencies, the necessary steps in terminating a contract, and emergency and sole source contracts.

The Mississippi State Personnel Board provides administrative support for PSCRB.

### Contract Funding Sources FY 2017



General Funds: \$146,386,505.88  
 Federal Funds: \$178,598,056.65  
 Other Funds: \$30,283,598.49

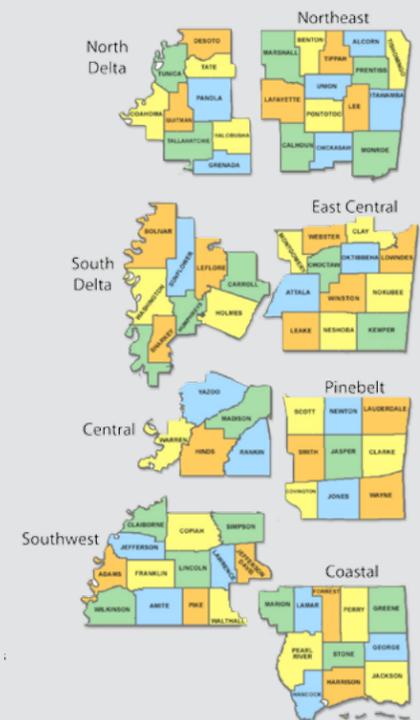


PSCRB is comprised of the Executive Director of the Mississippi State Personnel Board; two individuals appointed by the Governor with the advice and consent of the Senate; two individuals appointed by the Lieutenant Governor with the advice and consent of the Senate; and the Executive Director of the Department of Finance and Administration, serving as an ex officio member.

## Promoting Fiscal Responsibility

During FY 2017, PSCRB maintained seven active Preapproved Vendor Lists covering each of the eight regions of the State including Security Services, Janitorial Services, Nursing Services, Temporary Staffing Services, Background Screening Services, Lawn and Landscaping Services, and On-site Mobile Shredding Services.

Although not required to use Preapproved Vendor Lists, governmental entities which do so may contract without additional advertising for procurement or completing the standard procurement process. Contracts with preapproved vendors receive expedited review and approval by PSCRB. While standard procurement could take months to complete, the use of preapproved vendors allows the process to be completed in a matter of days while maximizing the State's buying power.





# Employee Appeals Board

The Mississippi State Personnel Board outlines the rules and regulations that guide the employment experience in its Policy and Procedures Manual. However, when a dispute arises between an employee and an agency and action is taken, the employee is guaranteed an impartial venue for appealing that action.

The Mississippi State Legislature provided this venue in 1980 by creating the Employee Appeals Board (EAB), an entity separated from MSPB by statute but supported by the agency administratively.

The EAB is comprised of three Hearing Officers, one from each Supreme Court district, who are appointed by MSPB members. This forum provides employees of the State of Mississippi an opportunity to appeal agency-level decisions that adversely affect the employee's service.

The EAB compiles evidence, holds hearings, and renders decisions regarding agency actions and employee grievances.

Any permanent state service employee may appeal any action adversely affecting his or her compensation or employment status, or any grievable action set forth by policy.

The EAB provides a fair and impartial appeals process for employees.

## Cases Filed in FY 2017

### Initial Appeals

Demotions .....	2
Suspensions Without Pay .....	1
Terminations .....	25
Unresolved Grievances.....	11

En Banc Appeals .....	9
Circuit Court Appeals.....	4

## Orders Rendered

### Initial Orders Rendered

Affirmed .....	6
Agreed .....	3
Dismissed/Appeal Not Perfected .....	0
Dismissed/Lack of Jurisdiction .....	9
Dismissed/Motion of Appellant.....	4
Dismissed/Failed to Appear.....	2
Dismissed/Stale.....	0
Reversed .....	6
Partial Relief.....	0

### En Banc Orders Rendered

Affirmed .....	11
Dismissed .....	0
Reversed .....	0
Partial Relief.....	0



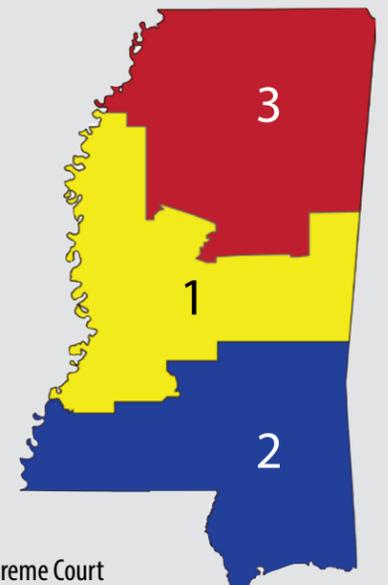
To provide transparency, EAB Orders are posted on our website.

Any permanent state service employee 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 political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age or disability in any personnel action or unlawful employment practice.

He or she also may appeal alleged acts of retaliation based upon the employee's or applicant's reports to a state investigative body. Any employee may appeal the agency's denial of a request for donated leave.

EAB decisions may be appealed to the full Employee Appeals Board or to a Circuit Court.

## Employee Appeals Board Districts



Each Mississippi Supreme Court District is represented by an EAB Hearing Officer.



# Leadership Through Service

At MSPB, employees lead in the community through service. Many MSPB employees contribute their time, talents, and resources to worthy causes year-round including continuing the tradition of making Christmas wishes come true through Toys for Tots, and most recently, partnering with The Mustard Seed. Located in Brandon, Mississippi, The Mustard Seed seeks to meet the spiritual, physical, emotional, and intellectual needs of adults with developmental disabilities by providing a loving and protected community with meaningful activities that allow the participants to fulfill their potential.

MSPB employees volunteered their time at The Mustard Seed to help with outdoor projects and yard work, assist in the ceramics workshop, and spend time playing games with the Seedsters.

In addition, MSPB employees were generous with donations to purchase a solar light for The



Mustard Seed's storage shed. A team from MSPB visited The Mustard Seed to install the light for The Mustard Seed staff.

Whether at the office or in the community, the MSPB team is committed to serving Mississippi.



“Only a life lived in the **service** of others is worth living.”  
-Albert Einstein



Fiscal Year 2017  
Annual  
Report



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