



**MSPB State Employee Handbook and
Policy and Procedures Manual
Proposed Revisions**

MSPB HANDBOOK AND POLICY
MANUAL PROPOSED REVISIONS

FOCUS ON:

- Clarification/Refinement
- Accountability/Efficiency

MISSISSIPPI STATE EMPLOYEE HANDBOOK REVISIONS

Employment Status

In Section 2.1, remove the words “reallocation” and “reclassification.” In the deleted words’ place, inserted “title change” to align with the SEC² terminology.

Leave

In Section 3.2 under Leave Record Keeping deleted “SPAHRIS” and inserted “the online system of record” since Mississippi will have a new human resources online system in 2022.

In Section 3.3 clarify policy is for all pandemics not just an influenza pandemic.

Appeals

In Section 9.11, inserted that whether a hearing is held on any Motion filed is at the hearing officer's discretion and that a hearing officer can rule on a Motion without a hearing.

Appeals

In Section 9.14, inserted the ability for the hearing officer to dismiss stale cases or those that have no action in them for the preceding six months.

MISSISSIPPI STATE PERSONNEL BOARD
POLICY AND PROCEDURE MANUAL
REVISIONS

ENTIRE MANUAL

Update manual to change all references to 'SPAHRIS' as the 'online system of record'

Update terminology to reflect new VCP

Chapter 3 - Recruitment

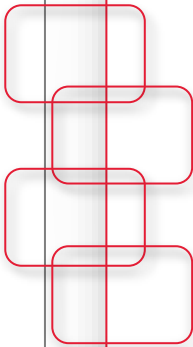
In Section 3.1.2 and 3.1.3, update timeframe for posting jobs once a complete requisition is received from 3 days to 5 days.

In Section 3.1.3, the second paragraph under special recruitment was removed as no agency has utilized the provisions of that section in over 10 years.

Chapter 3 - Recruitment

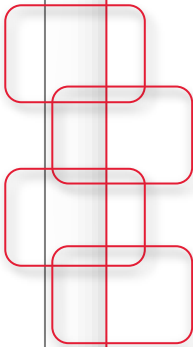
Section 3.1.5 was removed due to changes in how agencies can recruit using the new requisition and the elimination of special qualifications.

Chapter 4 - Selection



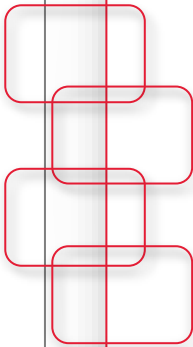
In Section 4.2.3, language concerning WIN job centers and ‘any other location where the necessary online technology is made available’ was removed as the preceding sentence states jobs posted on our website must be applied for via our website.

Chapter 4 - Selection

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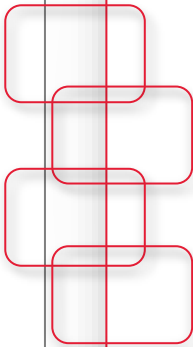
In Section 4.2.4, language was clarified concerning the certification of the truth of the statements contained within the application to reflect the online only application process.

Chapter 4 - Selection



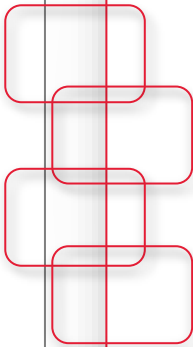
Section 4.3.3 outlined the procedures for requesting MSPB full board approval to waive the minimum qualifications for an applicant. This section is being eliminated as it has not been used in over 10 years.

Chapter 4 - Selection



Section 4.3.5 specified the policies for special qualifications and job specific supplemental questions. Language was updated based on the changes in how we post jobs. Specifically, every agency for every posting will have the ability to specify which knowledge, skills, and abilities are necessary to perform the job.

Chapter 4 - Selection

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Section 4.9.9 outlined the delegation of authority to maintain referred lists and has been removed. While there are still a couple of agencies who were granted authority two decades ago to maintain their own lists, moving forward no agency will have this authority.

Chapter 5 - Compensation

Section 5.1.1 was eliminated. Classification Series as they exist in the current VCP are being replaced by job families.

Chapter 5 - Compensation

Section 5.2 was edited to include the new compensation philosophy for MSPB

Chapter 5 - Compensation

Section 5.3.2 outlined the reallocation process. The required documentation section specifically edited to clarify what specifically is needed. The current manual had this information divided into 4 sections.

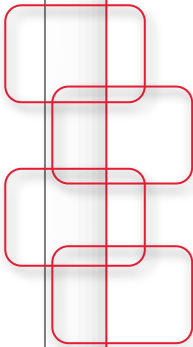
Chapter 5 - Compensation

Section 5.3.3 outlined reclassifications and was eliminated as they are not a part of the new VCP

Chapter 5 - Compensation

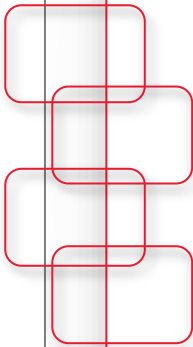
Sections 5.4.3-5 covered new hire flex, agency head flex, and recruitment flex. These were all eliminated due to the new VCP.

Chapter 5 - Compensation

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Section 5.8 covered special compensation plans and was eliminated. Statutory and agency-maintained plans can still be utilized with the new pay ranges and the new VCP.

Chapter 5 - Compensation

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Sections 5.10 and 5.11 were eliminated. These sections covered educational benchmarks and realignment. Neither of these are components within the new VCP; however, educational attainment can be a reason for an in-range adjustment.

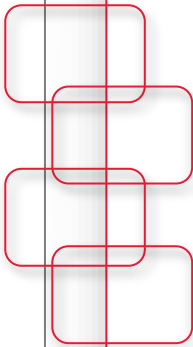
Chapter 5 - Compensation

Section 5.17 covered delegation authority and was eliminated. This section has not been utilized in several years and is no longer needed.

Chapter 6 – Staffing Management

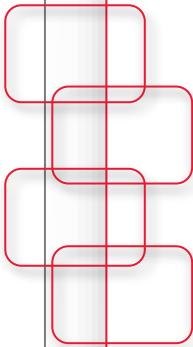
No significant changes were made.

Staff Recommendations:

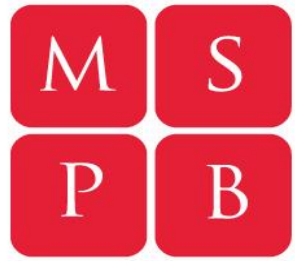
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Approve the amendments to the MSPB State Employee Handbook and Policy and Procedures Manual as presented as Proposed Rules, and to the extent that no substantive changes are made as a result of the required public comment period, that the Board further approve adoption as Final Rules; and,

Staff Recommendations:

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Authorize the Executive Director to make such minor changes to the Handbook and Policy Manual with regard to formatting, correction of typographical errors and the like as may be required to facilitate filing, printing and publication.



MISSISSIPPI
STATE PERSONNEL BOARD