



MISSISSIPPI
LIBRARY
COMMISSION
LEADERSHIP ADVOCACY SERVICE

Employee Guide

March 2024

Introduction

The Mississippi Library Commission's (hereafter referred to as the Library Commission or agency) **Employee Guide** outlines agency policies, procedures, programs, and benefits available to Library Commission staff and is not intended to replace the [7/1/23 State Employee Handbook](#) issued by the Mississippi State Personnel Board. This Employee Guide is effective immediately and replaces all previous editions and it is subject to revision as necessary. The Mississippi State Employee Handbook contains the personnel rules and regulations for state employees under the purview of the Mississippi State Personnel Board (MSPB), which includes the employees of the Library Commission. The Mississippi State Employee Handbook is periodically revised by the MSPB and is available on the MSPB website.

This Library Commission Employee Guide provides personnel regulations for agency staff in conjunction with the policies and procedures in the Mississippi State Employee Handbook. The provisions in the Mississippi State Employee Handbook are referenced in this Employee Guide so that employees may obtain specific information, definitions and guidelines concerning personnel related issues. Employees may contact the Human Resources Office for information concerning any issues addressed in this Employee Guide and the Mississippi State Employee Handbook.

Employees are required to familiarize themselves with the contents of the Employee Guide and forward any questions regarding content to the Human Resources Office. Each employee is required to comply with the Library Commission's Employee Guide.

Failure to comply with the guidelines, policies and procedures outlined in this Employee Guide could lead to disciplinary action, up to and including, termination of employment.

Acknowledgment Form

I acknowledge that I have been provided a copy of the Mississippi Library Commission's **Employee Guide**. It is my responsibility to read and comply with the policies, procedures, guidelines, and rules contained herein and the [7/1/23 State Employee Handbook](#), including any revisions made to this Employee Guide and the State Employee Handbook.

Hereafter all current employees may access the **Employee Guide** through the intranet and print a copy for their own use.

EMPLOYEE'S NAME: _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

***A copy of this form with signatures will be maintained in the employee's personnel file.**

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AGENCY HISTORY

Origin

The agency was created by the passing of House Bill 248 of the Mississippi State Legislature in 1926. The State Library Commission was signed into law by Governor Whitfield on March 18, 1926. In 1950 the name of the agency was changed to the Mississippi Library Commission and the title for the head of the agency was changed from Secretary to Director.

With federal funds provided under Title IV – B, the Blind and Physically Handicapped department was created and formally opened on July 15, 1970, as a part of the Mississippi Library Commission.

The agency was created by the passing of House Bill 248 of the Mississippi State Legislature in 1926. The State Library Commission was signed into law by Governor Whitfield on March 18, 1926. In 1950 the name of the agency was changed to the Mississippi Library Commission and the title for the head of the agency was changed from Secretary to Director.

With federal funds provided under Title IV – B, the Blind and Physically Handicapped department was created and formally opened on July 15, 1970, as a part of the Mississippi Library Commission.

Housing

The first headquarters opened on September 6, 1928, in the Merchant’s Bank Building in Jackson. On February 1, 1929, the Commission moved to a small cloak room on the second floor in the new Capitol building. The location of the Commission did not change until July 1947 when the agency moved to a small structure, formerly a carriage house, at 535 College Street. Moving into the Woolfolk State Office Building in 1950, the Commission was assigned the south end of the fourth floor. By 1954 the agency occupied half a floor in the Woolfolk State Office Building.

In 1971, the entire collection with the exception of fiction, children’s books, audiovisual materials and a few dictionaries, directories and professional books, was housed at 419-R Hamilton Street. The official state agency headquarters was located at 405 Woolfolk State Office Building with offices for the Administrative staff, Consultant Services, and Circulation. The Centralized Processing Center and the Book Pool were housed on West Monument Street. The Services for the Blind and Physically Handicapped were housed in the Mart 51 Shopping Center at the Intersection of Highway 80, Terry Road and Raymond Roads in South Jackson.

In the spring of 1973, Reference, Acquisitions, Circulation, and the Processing Center were consolidated into one location at 806 West Capitol as the Library Operations Division. The Library

for the Blind and Physically Handicapped was moved to the Lions Club Building at 5455 Executive Place in October 1973.

In 1983 the official state agency headquarters with offices for the Administrative staff, Consultant Services, Circulation, Reference, the Centralized Processing center, and the Book Pool, relocated to the Miller Center at 1221 Ellis Avenue.

In October of 2000, the Library for the Blind and Physically Handicapped was moved from the Lions Club Building at 5455 Executive Place to the Miller Center at 1221 Ellis Avenue location and the entire agency was under one roof. The departments name was later changed to Talking Book Services.

The New Building

The groundbreaking ceremony was held in April of 2002 for a new permanent home for the Mississippi Library Commission. The five-story building was completed in the fall of 2005. The agency moved in November 2005 and opened to the general public in January 2006. The official grand opening was held on January 9, 2006, to the first permanent, state-owned building for the Mississippi Library Commission.

Executive Directors

Miss Elizabeth Robinson	1928 – 1936 (Secretary of the Library Commission)
Miss Pearl Sneed	1936 – September of 1944 (Secretary of the Library Commission)
Mrs. Eunice Alexander Eley	September 1944 – 1950 (Executive Secretary) 1950 - January 1955 (Executive Director)
Mrs. Lura Gibbons Currier	February 1, 1955 – 1968
Miss Mary Emeline Love	1968 - June 30, 1976
Mr. Jack C. Mulkey	1976 – February 28, 1978
Mr. Joe Brown Forsee	1978 - July 31, 1980
Mr. David Woodburn	1980 – 1992
Ms. Mary Ellen Pellington	1993 – November 30, 1996
Mr. John Pritchard	October 1, 1997 – December 31, 2000
Ms. Sharman Bridges Smith	August 1, 2001 – June 30, 2013
Ms. Susan Cassagne	October 1, 2013 – October 31, 2017
Mr. Hulen Bivins	March 1, 2018 – current

The Mississippi Library Commission is a state agency with a five-member board of commissioners. The agency is funded through the bills approved by the Mississippi Legislature and is under the purview of the Mississippi State Personnel Board.

VISION

The Vision of the Mississippi Library Commission is that all Mississippians have access to quality library services in order to:

- ✦ Achieve their greatest potential,**
- ✦ Participate in a global society, and**
- ✦ Enrich their daily lives.**

MISSION

The Mississippi Library Commission is committed – through leadership, advocacy, and service – to strengthening and enhancing libraries and library services for all Mississippians.

GOALS

- 1. All Mississippians understand, support, and use libraries.**
- 2. All Mississippians have access to well-managed library services through qualified staff and modern facilities.**
- 3. All Mississippians have access to current technology resources through libraries.**
- 4. All Mississippians have access to quality library resources.**
- 5. The Mississippi Library Commission sets and achieves the highest quality standards for effective and efficient internal management and fiscal integrity.**

CORE VALUES

We believe that all Mississippians deserve quality library services. We recognize that our staff is the essential asset in delivering services that ensure customer expectations are met or exceeded. We commit to work hard, to exhibit honorable behavior, to know what is right and to do it. We believe in being fair, honest, and respectful. We value a workplace distinguished by open, direct, and timely communication. To that end, we pursue new ideas with energy and rely upon the talents, skills, knowledge, and abilities of staff and colleagues to meet the changing needs of the people we serve.

*Adopted by the
Mississippi Library Commission
Board of Commissioners
September 24, 2002*

1.0 ATTENDANCE

Regular attendance is a basic condition of employment with the State of Mississippi and shall be considered among the essential elements for all employees. All employees must report to and leave work at the time designated by their supervisor. Anticipated absences from work are 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.

2.0 BENEFITS

2.1 Health Insurance

All new employees of the Mississippi Library Commission must enroll in the State and School Employees' Life and Health Insurance Plan (*the "Plan"*) or waive initial coverage. Enrollment is effective on an employee's first day of employment; however, employees must complete their enrollment paperwork within 31 days of the hire date. Additionally, there is an annual Open Enrollment period every October for coverage effective the following January

The State of Mississippi pays the entire premium for "Choice/Base" coverage for all eligible active employees' health insurance. All employees who choose the "Select" coverage will have to pay a small monthly portion of the premiums.

- Horizon employees pay \$48 per month for employee only coverage.
- Legacy employees pay \$20 per month for employee only coverage.

An employee who was initially employed before January 1, 2006, is a Legacy Employee. An employee employed on or after January 1, 2006, who was ever a full-time employee of a community/junior college, public library, public school district, State agency or university before January 1, 2006, is also considered a Legacy Employee. An employee initially employed on or after January 1, 2006, is a Horizon Employee.

The Plan also allows for employees to cover their dependents under the Plan by paying the premiums for their dependents through payroll deductions.

The Mississippi State and School Employees' Life and Health Insurance Plan is a self-insured plan with health benefits administered by Blue Cross & Blue Shield of Mississippi.

All questions regarding life and health insurance should be directed to the Human Resources Office. Further information can be found at the DFA page of [Know Your Benefits](https://knowyourbenefits.dfa.ms.gov/) - <https://knowyourbenefits.dfa.ms.gov/>.

Each employee of the Mississippi Library Commission receives the benefits provided by the State and School Employees' Life and Health Insurance Plan (the Plan). The Plan is a self-insured plan which means that it relies on the premiums collected from participants to pay claims and cover the administrative costs. The Plan does not receive a direct appropriation from the State Legislature.

The Plan is administered by the State and School Employees Health Insurance Management Board. The Department of Finance and Administration handles the day-to-day administration of the Plan through the Office of Insurance.

The Claims Administrator is responsible for processing medical claims, conducting premium billing and maintaining eligibility records. The Pharmacy Benefits Manager processes retail and mail order pharmacy claims submitted by the Plan participants.

The Utilization Management Vendor determines the medical necessity for inpatient admissions and certain outpatient services, as well as providing case management services for the Plan participants.

2.2 Eligibility for Receiving Health Insurance

Full-time employees of the Mississippi Library Commission are eligible to enroll in the Plan if they:

- Make contributions to the State of Mississippi Retirement Plan administered by the Public Employees' Retirement System;
- Are scheduled to work a minimum of 20 hours per week for 12 months or its equivalent; and
- Receive compensation as a direct payment from one of the following within the State: a state agency, public school, community/junior college, institution of higher learning, or public library.

The Plan also allows for employees to cover their dependents under the Plan by paying the premiums for their dependents through payroll deductions.

All questions regarding life and health insurance should be directed to the Human Resources Office. Further information can be found at [Know Your Benefits](#) .

2.3 Life Insurance

The Plan provides for Life Insurance and Accidental Death and Dismemberment (AD&D) insurance. An employee's group term life insurance amount is equal to two times his/her annual salary, then rounded up to the next highest thousand.

The minimum amount of life insurance is \$30,000 and the maximum amount is \$100,000.

2.4 Life Insurance Cost

The premium rate for the Plan's group term life insurance is \$.20 per thousand dollars of coverage. The state pays for half of the premium and the employee is responsible for paying the other half.

All new employees of the Mississippi Library Commission must enroll in the Plan or waive coverage. Enrollment is effective on an employee's first day of employment; however, employees must complete their enrollment paperwork within 31 days of the hire date. The Plan provides for Life Insurance and Accidental Death and Dismemberment (AD&D) insurance. An employee's group term life insurance amount is equal to two times his/her annual salary, then rounded up to the next highest thousand.

Active employees participating in the State and School Employees' Life Insurance Plan (Plan) who subsequently terminate their state employment will have the option to continue term life insurance coverage through Minnesota Life Insurance Company (Minnesota Life) under a portability rider.

For more information, contact the Human Resources Office.

2.5 Retirement Plan

All employees of the Mississippi Library Commission are members of the Public Employees' Retirement System. As of July 1, 2019, the employee must contribute 9.00% of earned compensation each pay period and the employer contribution rate is 17.40% of earned compensation each pay period.

Additional information is contained in the PERS Member Handbook which was in the initial new hire packet, or you can find it on the PERS website at <https://www.pers.ms.gov/Pages/Home.aspx>.

2.6 Deferred Compensation

Deferred compensation is a supplemental, voluntary savings plan administered by the Public Employees' Retirement System (PERS) Board of Trustees offering tax advantages to participants. Mississippi Library Commission employees who choose this plan may set aside part of their salary each year. Income tax liability is postponed on that part of the salary until the year in which the employee actually receives the deferred amount. Interest and/or earnings also are tax deferred until withdrawal.

Interested employees may contact the Human Resources Office for more information. Changes to Deferred Comp may be made at any time during the year.

Deferred compensation is a supplemental, voluntary savings plan administered by the Public Employees' Retirement System (PERS) Board of Trustees offering tax advantages to participants. Mississippi Library Commission employees who choose this plan may set aside part of their salary each year. Income tax liability is postponed on that part of the salary until the year in which the employee actually receives the deferred amount. Interest and/or earnings also are tax deferred until withdrawal.

Interested employees may contact the Human Resources Office for more information. Changes to Deferred Comp may be made at any time during the year.

2.7 Optional Insurances

All new employees of the Mississippi Library Commission may elect to participate in the agency's optional insurances such as dental, vision, accident, hospital, long-term disability, short-term disability, etcetera. Employees must complete their enrollment paperwork within 31 days of the hire date.

All questions regarding optional insurances should be directed to the Human Resources Office.

2.8 COBRA (Consolidated Omnibus Budget Reconciliation Act)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives former employees, retirees, spouses, and dependent children the right to the temporary continuation of health coverage at group rates under the State of Mississippi's Comprehensive Health Plan.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the State's Comprehensive Health Plan group rates. The Library Commission's Human Resources Office

will provide each eligible employee/qualified beneficiary with COBRA election forms describing rights granted under COBRA.

Additional information regarding COBRA may be obtained from the Human Resources Office.

3.0 EMPLOYMENT ELIGIBILITY

The Mississippi Library Commission employs only United States citizens and aliens who are authorized to work in the United States and does not discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each newly hired employee, as a condition of employment, must complete the **Employment Eligibility Verification Form I-9** and present documentation establishing identity. Former employees who are rehired must complete a new **Form I-9** if one has not been completed within the past three (3) years. The agency uses the E-Verify system for this compliance.

E-Verify is a web-based system that allows employers to confirm the eligibility of their employees to work in the United States. E-Verify employers verify the identity and employment eligibility of newly hired employees by electronically matching information provided by employees on the Form I-9, Employment Eligibility Verification, against records available to the Social Security Administration (SSA) and the Department of Homeland Security (DHS).

If an employee’s records cannot be verified or are returned as unauthorized the agency will allow the employee time to correct the matter before employment separation occurs.

4.0 INTERNAL COMMUNICATION

Employees of the Library Commission are urged to communicate with supervisors to obtain answers to questions and problems and to express suggestions, ideas, or concerns. Supervisors are encouraged to share information with their individual staff members. This bi-directional exchange of information aids in generating open communication between and among all levels of employees.

The Library Commission endeavors to provide accurate information to all employees through the following channels:

- ❖ **New Employee Tours:** new employees are provided an orientation to the agency.

- ❖ **Staff Meetings:** employee staff meetings are conducted in order to keep staff members informed of agency-related matters.
- ❖ **Employee Guide:** a supplemental handbook is provided to each employee which outlines procedures and policies of the agency.

The Human Resources Office is responsible for scheduling new staff orientation. This orientation provides the new staff member with policies, procedures and benefits information.

Supervisors are responsible for orientating new staff members with operational procedures of the division.

*New employees of the Mississippi Library Commission will receive a paper paycheck on the last working day of the month.

5.0 PROBATIONARY PERIOD

A newly hired state employee into a State Service position at the Mississippi Library Commission must successfully serve a 12-month probationary period before that employee is granted permanent state service status. During the probationary period, the employee's work and conduct are carefully observed. Through close supervision, the supervisor determines if the individual is progressing toward successful performance of the major duties of the job.

5.1 Non-State Service At-Will Employment

During the 12-month probationary period the employee does not have a property right to his/her job and may be dismissed or otherwise adversely affected as to compensation or employment status, with or without cause. The employee is also not entitled to due process of law before being dismissed or otherwise adversely affected as to compensation or employment status.

The Mississippi State Personnel Board identifies state employees as either state service or non-state service employees. The Mississippi Legislature has defined by statute those employees that are considered non-state service. A state service employee retains that status upon transfer (intra-agency and inter-agency), promotion, demotion, or title change as long as he or she remains in a state-service position and does not have a break in service as defined in Section 2.1 of the Mississippi State Employee Handbook. Non-state service employees cannot attain state service status while employed in a non-state service position.

6.0 RECORDS MANAGEMENT PROGRAM

All records created or received by the Mississippi Library Commission and its employees in the performance of public duty and paid for by public funds are considered public property and constitute records of public acts.

The Library Commission has a comprehensive records management program which is concerned with the full life cycle of records and information of the agency. The Records Management Program controls the creation, distribution, retention, use, storage, retrieval, protection, preservation, and final disposition of different types of records. Copies of the agency's *Records Management Manual* and training on the Records Management Program are available upon request.

7.0 WORKERS' COMPENSATION

All employees are covered by worker's compensation insurance. An employee injured in the course of employment is entitled to financial and medical aid under this insurance program in accordance with state law. Workers' Compensation is administered by the Mississippi Workers' Compensation Commission. The purpose of workers' compensation is to provide fixed benefits to employees in the event an employee is injured in the course of employment.

Workers' compensation wage loss benefits are not payable for the first through fifth days of disability unless the disability extends to fourteen days or more. The workers' compensation benefit is payable at $\frac{2}{3}$ the average weekly wage or, in some cases, to a weekly maximum set by law. Wage benefits are payable in addition to any accrued leave the employee may be entitled to use. It is the employee's responsibility to ensure that payment of accrued Personal Leave and/or Major Medical Leave and the receipt of workers' compensation benefits simultaneously do not result in the employee being paid a total amount that exceeds 100% of wages earned in his or her employment at the time of injury. State law prohibits an employee who is receiving temporary disability benefits and simultaneously using accrued paid leave from receiving more than 100% of his or her wages at the time of injury.

Any injury or illness that occurs in the course of employment must be reported as soon as possible to the employee's supervisor so that appropriate medical treatment can be arranged and a report of the injury may be filed.

- The employee's first-line supervisor must be notified of the accident or illness immediately.
- The supervisor shall notify the Human Resources Office of the accident or illness immediately.

If medical attention is needed, the Human Resources Office staff will contact the appropriate medical entity and family members, if necessary, as listed on the employee's Emergency Notification Form which is kept on file. When necessary, the supervisor or any other staff member shall immediately call for medical assistance for the employee rather than Human Resources Office staff. General first aid supplies are located in the workrooms on each floor.

- If medical treatment is required, the Human Resources Office staff will notify the attending physician in writing that the work-related injury or illness should be filed under workers' compensation.
- The employee sustaining the injury or illness will be required to complete the **Employer's First Report of Injury or Illness** form within ten (10) working days from the date of injury or illness or provide said information for document to be completed by Human Resources Office.
- The completion of the **Employer's First Report of Injury or Illness** form is required by the Workers' Compensation Commission whether or not medical treatment has been received.
- The completed **Employer's First Report of Injury or Illness** form must be returned to the Human Resources Office.
- The Human Resources Office will forward the completed **Employer's First Report of Injury or Illness** form to the third-party administrator over state claims for processing;
- The claims management system will communicate directly with the employee regarding the report of injury or illness.

Workers' compensation wage loss benefits are not payable for the first through the fifth days of disability unless the disability extends to fourteen days or more. The workers' compensation benefit is payable at $\frac{2}{3}$ the average weekly wage or, in some cases, to a weekly maximum set by law. The employee may opt to use paid personnel or medical leave for the difference in pay to the max of 100% of the employee's normal wages against what they receive from Workers' Compensation payments.

7.1 Risk Management and Safety

The Library Commission endeavors to provide a safe and healthy environment for staff and visitors. It is the responsibility of every employee to promote safety by identifying, reducing,

and preventing workplace hazards. Library Commission employees should be aware of their workplace surroundings at all times. Any safety hazard or potential hazard should be reported to a supervisor immediately and a [Maintenance Service Form](#) should be submitted. When a visitor of the Mississippi Library Commission is involved in an accident and/or injury, appropriate medical attention shall be arranged and the incident must be reported immediately to a supervisor (branch, department, bureau, etc.). The notified supervisor must then notify the Human Resources Office.

7.2 Medication in the Workplace

Prescription and over-the-counter drugs are not prohibited in the workplace when taken in standard dosage and/or according to a prescription. However, certain medication even when taken in the standard dosage and/or according to a prescription may interfere with the safe, effective performance of assigned duties or compromise workplace safety. Section 5.4 of the State Employee Handbook requires that all employees must apply themselves to their assigned duties during the full schedule for which compensation is being received. Section 5.5 of the handbook requires that all employees must meet established performance standards. Employees using medication that interferes with required job performance or workplace safety may be required to use applicable leave.

7.3 Drug-Free Workplace and Drug and Alcohol Testing

The Mississippi Library Commission will maintain a drug free workplace. Therefore, it is strictly prohibited for any employee to engage in the unlawful manufacture, distribution, possession, or use of controlled substances or alcohol during assigned work hours or being under the influence of or impaired by the use of controlled substances or alcohol during assigned work hours. All employees of the Library Commission are subject to reasonable suspicion drug and alcohol testing based on a belief that an employee is in violation of this policy. Such belief must be based on specific objective and articulable facts and reasonable inferences drawn from those facts. Reasonable suspicion drug and alcohol tests for employees may be directed by only the Executive Director or his designee and shall comply with Mississippi Code of 1972 Ann. Section 71-7-1 et seq. Refusal to take a drug or alcohol test when directed to do so or any other violation of this policy is considered good cause for disciplinary action.

7.4 Safety Seat Belts

Pursuant to state law, Mississippi Library Commission employees are required to wear safety seat belts at all times when riding in state vehicles or in a private vehicle while traveling on agency business.

7.5 Motor Vehicle Accidents

Any Library Commission employee involved in a motor vehicle accident while driving a state vehicle or a private vehicle on agency business should:

- Contact the appropriate law enforcement authorities immediately.
- Contact his/her first-line supervisor and/or notify the agency.
- Refrain from making any public comments or statements concerning the accident, either oral or written, unless it is to law enforcement officers at the scene of the accident.

If the accident is of such a severe nature that the Mississippi Library Commission employee(s) is/are unable to take such actions, the attending law enforcement officer(s) will notify the agency.

Each employee while driving a state vehicle or a private vehicle on agency business shall abide by all laws governing the roads of Mississippi or the state traveling in on official agency business.

8.0 ACE (Access Channel for Employees)

The Access Channel for Employees (ACE) is a secure web-based application administered by the Mississippi Department of Finance and Administration (DFA) that hosts a number of state employee and contract worker payroll-related services.

ACE access is restricted to current state employees and contract workers who possess a valid ACE User ID and Password. If you are a current state employee or contract worker and have not received an ACE User ID and Password, contact the Human Resources Officer, or call the MMRS Call Center at 601-359-1343.

You can currently use ACE to:

- Get your W-2 information electronically.
- Get your paystub/direct deposit (EFT) advices electronically;
- Maintain your personal ACE profile information.
- Get your leave balance information/time taken electronically.

9.0 BREAKS

Break periods are not required or mandated by law. However, the Mississippi Library Commission does provide its employees two (2) fifteen (15) minute breaks each workday. Break time is accounted and paid for as time worked under nonfederal programs (NONF). The following guidelines pertain to break periods:

- One (1) break may be taken during the morning hours.
- One (1) break may be taken during the afternoon hours.
- Breaks may not be taken at the beginning or end of the work day.
- Breaks may not be combined with the lunch hour.
- Employees who do not utilize break periods may not accrue the time as compensatory time to leave early or to make up for being late to work.
- Employees should coordinate break periods with supervisors to ensure adequate coverage in branches, divisions, and bureaus.
- Employees should not abuse break periods and over-extend this time beyond the fifteen (15) minute allotment.
- Abuse of break times may result in removal of break privilege.

10.0 BULLETIN BOARDS

Bulletin boards are located in the Mississippi Library Commission lounge/break room. Information posted on these boards is for informational purposes. If agency employees desire to place other information on these boards, the Human Resources Office should be contacted for approval prior to posting the information to ensure the appropriateness of the materials.

Compliance posters may not be removed from the bulletin boards except by HR staff.

11.0 COMPUTER USAGE

11.1 Policy for Staff Computer Usage

Employees do not have an automatic right to information technology resources nor is the Mississippi Library Commission obligated to provide these resources. However, each employee of the Library Commission is provided technology resources (computer equipment, software, telecommunications equipment, Internet, e-mail, and electronic databases) to

support the day-to-day operations of the agency in order to meet the agency's mission and goals.

The Library Commission makes extensive use of computer systems and networks to perform a variety of tasks. Every employee has access to a computer and one or more networks. The Library Commission has established rules and policies relative to the use of computers and networks. It is important that each employee understands and acknowledges these rules and policies which govern the use of all computers, computer-based communications networks, and all related equipment administered by Technology Services.

A User is defined as a person employed by the Library Commission, including full-time, part-time, temporary, or contract employees; persons employed by contractors or subcontractors; and any other individuals who are authorized to use the agency's information system(s).

The electronic communications and facility of the Library Commission are the property of the State of Mississippi and by using these facilities, the User acknowledges the requirement to abide by these policies. The User should be aware that any communication or use of the information systems resources are not to be considered private or confidential and may be monitored at any time.

The Library Commission prohibits the use of these technology resources in any manner which is disruptive, in violation of any of these policies, or illegal under state and/or federal laws. It is the responsibility of each staff member to utilize these technology resources in a responsible, professional manner following accepted standards of behavior and etiquette. Employees of the Library Commission may not use these resources for personal gain or for illegal, disruptive, unethical or unprofessional activities.

All Internet data composed, transmitted, or received via the Library Commission's e-mail system is considered to be part of the official records of the Mississippi Library Commission. As such, the information may be subject to disclosure to law enforcement agencies should circumstances arise that require such action. All employees are reminded that communication and documentary material created by staff may be subject to the Mississippi Public Records Act and should be professional and not reflect poorly on the Library Commission or damage the reputation of the agency.

Any employee found violating this policy may be restricted from, or denied, the use of the information technology resources of the Library Commission and face disciplinary action, up to and including termination. In addition, if an employee is found committing unlawful activities while using these technology resources, the appropriate law enforcement agency/agencies will be contacted.

11.2 Hardware/Software Use and Management

All personal computers (PCs), workstations, printers, add-in cards, memory modules, and other associated equipment are the equipment of the State of Mississippi. No changes, modifications, additions, or equipment removals may be performed without approval and authorization from the Technology Services staff.

Software, including but not limited to Internet downloads, utilities, add-ins, programs (i.e., shareware, freeware, Internet access software), patches, or upgrades, may not be installed on any agency hardware by anyone other than a representative of Technology Service. All software purchased for use on office equipment must be approved - in writing - by the staff of Technology Service.

No software may be installed locally (i.e., C: drive) without Technology Service's approval.

Software owned or licensed by the Library Commission may not be copied to alternate media, distributed by e-mail, transmitted electronically, or used in its original format other than on office PCs without express written permission from the staff of the Technology Service. In no case is the license agreement or copyright to be violated.

Software licensed to the Library Commission is to be used for its intended purpose according to the license agreement. Employees are responsible for using software in a manner consistent with the licensing agreements of the manufacturer. Software license agreements are maintained by Technology Service.

11.3 Practices Regarding Hardware/Software Use and Management

System identification codes and passwords are for the use of the specifically assigned user and are to be protected from abuse and/or use by unauthorized individuals.

All external drives, including USB drives, e-mail attachments, and executable e-mail messages are automatically scanned for viruses using the virus detection software installed on all computer workstations which have been configured by Technology Service staff. If any configuration changes are made to an employee's workstation, it is the employee's responsibility to ensure virus protection prior to opening/executing diskettes, e-mail attachments, and executable e-mail messages.

While complying with federal/state laws and the stated guidelines pertaining to technology resource usage, employees of the Library Commission will be expected to exercise prudence and care at all times while using technology resources provided by the agency and exhibiting high levels of ethical and business standards when using technology resources. Employees shall:

- Report all technology resource problems to Technology Service staff immediately.
- Take precautions in safeguarding passwords in order to prevent the use of equipment and materials by unauthorized individuals;
- Respect the privacy of others.
- Adhere to copyright laws regarding the use of software, information, and authorship.
- Refrain from the use of any state-provided technology resources for illegal purposes.
- Be responsible for regularly checking e-mail and responding in a timely manner.

Information contained on the agency's networks and workstations is strictly proprietary to the State of Mississippi and the Mississippi Library Commission. Copying or disseminating any information for any purposes other than state business is strictly prohibited. Access to this information is considered confidential.

Employees are directed to report violations of this policy immediately to management and to cooperate in any investigation.

12.0 CONDUCT

The staff of the Mississippi Library Commission is expected to maintain work practices that reflect a commitment to excellence. The agency's reputation is built upon the ethical conduct of its employees. Diligent and careful observance of all applicable laws and regulations, as well as scrupulous regard for personal and businesslike standards are expected of each employee. In this spirit, Library Commission employees are expected to comply in accordance with the letter, spirit, and intent of all applicable laws and refrain from any illegal, dishonest, and unethical conduct.

12.1 Employee Ethics and Conflicts of Interest

Mississippi Code of 1972 (Annotated), Section 25-4-101 states: The Legislature declares that elective and public office and employment is a public trust and any effort to realize personal gain through official conduct, other than as provided by law, or as a natural consequence of the employment or position, is a violation of that trust. Therefore, public servants shall endeavor to pursue a course of conduct which will not raise suspicion among the public that

they are likely to be engaged in acts that are in violation of this trust and which will not reflect unfavorably upon the state and local governments.

Employees of the Library Commission shall have no contractual, financial, fiduciary or agential interest in or with any entity that is subject to the authority of the Library Commission. Employees shall 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. No act should be committed which could result in questioning the integrity of the Library Commission. The release of any information is restricted by agency policy and employees must strictly comply with Library Commission confidentiality requirements.

Employees are not to engage in any activity in either a private or official capacity where a conflict of interest may exist. An 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.

Library Commission employees are prohibited from having a romantic, dating or sexual relationship with a contractor, subcontractor, potential employee or vendor when the employee has the capacity to influence, directly or indirectly, the business relationship or potential employment. Employees shall not:

- Accept or solicit any gift, favor, or service which might reasonably be perceived to influence the discharge of official duties or conduct;
- Accept employment, or engage in any business or professional activity, which might reasonably expect, require or induce the disclosure of confidential information acquired by reason of an official position.
- Accept other employment or compensation which could reasonably be expected to impair independence of judgment in the performance of official duties.
- Make personal investments which could reasonably be expected to create a conflict between private interest and public interest.
- Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the official powers or performance of official duties in favor of another.

Employees of the Library Commission have an obligation to provide courteous, prompt, fair and impartial service to its internal, as well as external customers at all times.

12.2 Employment Outside the Agency

All employees must be available for and devote their full attention to their assigned duties and responsibilities during scheduled working hours. When necessary, employees 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 Library Commission. For this reason, the following guidelines and rules are established for all employees:

- Employment with the Library Commission 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 personnel issues.
- Prior to seeking or accepting outside employment, employees must discuss a secondary job with his or her supervisor to determine whether the job is considered a conflict of interest.

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 his or her supervisor prior to employment. This request must be completed if an outside activity exists at the time the employee is hired by the agency; 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 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. Questions concerning a conflict of interest, or potential conflict of interest shall be resolved by the agency's Executive

Director or designee and all outside employment must be approved by the Executive Director or designee.

Employees shall not provide (for compensation) the same or similar services as rendered by the agency to users.

12.3 Political Activity

Library Commission employees shall work in an atmosphere that is free from political influence or coercion. No official or employee shall, directly or indirectly, give, render, pay, offer, solicit or accept any money, service, or other valuable consideration for or on account of any appointment, proposed appointment, promotion or proposed promotion, or any employment advantage.

Library Commission employees are not obliged by reason of employment to contribute to a political fund or render political services and may not be removed or otherwise prejudiced for refusal to do so. No employee may use his or her official authority or influence to coerce the political action of a person or body. No employee may request or accept from any elected official any advantage relating to employment status or compensation in the state service. All Library Commission employees and applicants shall be free from coercion for partisan or political purposes and shall receive fair treatment in all aspects of personnel administration without regard to political affiliation.

It is strictly prohibited for any employee to attempt to direct or coerce any employee to vote or not to vote and from either discharging or threatening to discharge, change the salary of, or promote any employee because of the employee's vote or failure to vote for any candidate or group of candidates. Library Commission employees are prohibited from canvassing for or otherwise rendering services for or against any candidate or group of candidates during working hours. Any such activity must be during non-working hours or while on pre-approved leave from the agency. Library Commission issued equipment, resources, and electronic communication shall not be used for any such activity. Any employee who violates any of these provisions governing political activity will be subject to appropriate corrective or disciplinary action.

12.4 Integrity in Communication

Mississippi Library Commission employees will be expected to maintain the highest standards possible regarding personal and institutional integrity in communication, both verbal and written. Employees will communicate truthfully and accurately to internal and external customers at all times.

12.5 Gifts and Mementos

Mississippi Library Commission employees may not solicit or accept gifts or mementos (i.e., books, paintings, prints, jewelry, clothes, etc.) while representing the agency in an official capacity. This does not include items which may be won as the result of a drawing and while attending exhibits at a convention.

Supervisors may not solicit or accept gifts from employees whom they directly or indirectly supervise. This does not include items (i.e., flowers, memorials, wedding or baby shower gifts, etc.) that may be given as a result of milestones, illness or death.

13.0 CREDIT CARDS

Agency procurement and travel credit cards are issued to employees of the Mississippi Library Commission for the express purpose of conducting state-related business and may not be used for expenditures other than those approved for reimbursement by the Department of Finance and Administration. Employees must follow state purchasing procedures for all business expenses.

14.0 CREDIT UNION

The Mississippi Public Employees' Credit Union is a cooperative savings and loan institution available to Mississippi Library Commission employees. An account may be opened for a minimal fee and deposit. The rate of interest earned is established by the credit union's board of directors.

Additional information regarding the credit union may be obtained from the Human Resources Office and/or the Mississippi Public Employees' Credit Union.

15.0 DECOR

Personal decorative items or accessories may not be placed outside the confines of an employee's office or workspace without prior approval from the Executive Director or designee.

Allowable Personal Items in Staff Offices:

- Artificial plants or live plants in pots with drain plates (Limit 4)
- Personal collections
 - Such as pottery/figurines, cups/mugs, school alma mater souvenirs, etc.
- Calendars with pictures/language, consistent with this Employee Guide.

- Personal framed desktop-size photographs
- Framed diplomas, degrees, special certificates or plaques
- Framed quotes, library & other posters
- Framed mirrors
- Desk lamps
- Mini refrigerators not in view
- Professional journals/books
- Other items such as bookends, vases, candy dishes
- Personal clocks (office appropriate without chimes)

Personal decorative items may be placed within the confines of an employee's office or workspace; however, these items must be displayed in a professional manner. All offices are to be kept clean and uncluttered for safety reasons. Decorative items in violation of agency guidelines are not permitted.

Seasonal items may be displayed in the office areas for short periods of time if they are professionally displayed and consistent with agency guidelines.

16.0 DRESS CODE

The Mississippi Library Commission staff are expected to dress in a neat, professional manner. Each employee is to be clean, neat, and dressed appropriately for job responsibilities. Professional discretion must be used in determining appropriate dress to prevent safety hazards.

Business dress is the norm for agency staff Monday through Thursday. Fridays are designated as business casual days, unless agency activities or special events require otherwise. The primary objective of business casual is to continue to project a professional image in a more casual, relaxed atmosphere. This type of dress is less formal than normal business attire, but more formal than personal time casual wear.

Not all clothing is appropriate for the workplace. Some examples of inappropriate clothing include, but are not limited to:

- Stained, wrinkled, frayed, or revealing clothing
- Worn, or faded clothing
- Tight or baggy pants/skirts or dresses
- Skirts worn excessively short above the knee
- Sweat suits/wind suits or pants and other clothing designed for recreational or lounging activities
- Spaghetti-strap dresses and shirts

- Visible undergarments
- T-shirts with messages or images, unless prior approved
- Shorts
- Rubber Flip Flops

Agency staff must adhere to the following guidelines:

- Shoes worn at all times to provide safe, secure footing.
- Hats and head wraps worn only outside, unless prior approved.
- Appropriate foundation garments worn.
- Mustaches and beards neatly maintained.
- Offensive body odor and poor personal hygiene is prohibited.
- Perfume, cologne, and aftershave lotion used in moderation so as not to offend.
- Jewelry must not endanger job safety or performance.
- Visible body modifications, such as tattoos, or piercing (other than ear piercings) must be concealable.

If a Library Commission employee's dress and/or grooming are deemed unacceptable, the employee will be required to take personal leave to make the necessary adjustments before returning to the workplace.

17.0 EMERGENCIES

17.1 Emergency Exit

Employees should be familiar with the agency's emergency exit plan which is posted at strategic locations within the facility and the Incident Response Plan. Specific questions regarding the evacuation of the facility should be directed to immediate supervisors.

17.2 Weather Related

The Governor or the Executive Director may grant administrative leave with pay to employees on a local or a statewide basis in the event of extreme weather conditions. Any employee on a previously approved leave during the affected period shall be eligible for such administrative leave, and shall not be charged for his previously approved leave during the affected period.

If an employee is delayed or absent due to inclement weather, proper notification should be given to the appropriate supervisor as soon as possible.

18.0 EMPLOYEE ASSISTANCE PROGRAM (EAP)***18.1 Guidelines for Employee Assistance Program***

The Mississippi Library Commission recognizes that a wide range of problems not directly associated with an employee's job function can have an effect on job performance:

Marital;
Family stress;
Alcohol and/or drug abuse;
Emotional disturbances;
Gambling;
Financial difficulties.

It is, therefore, in the best interest of the Library Commission to offer its employees some form of assistance in dealing with these outside influences. The Employee Assistance Program (EAP) is a confidential counseling program provided by the Library Commission and is available to every employee of the agency and their immediate family members who live in the same household.

The EAP contract is provided by the Mississippi Library Commission annually based on the availability of funds.

18.2 Procedures for the Employee Assistance Program

Not only is the EAP available to all employees of the Mississippi Library Commission, but it is also available for immediate family members on a self-referral basis. The employee, and/or family member(s) may utilize the EAP by contacting the Human Resources Office or the contracted provider directly.

Information regarding the EAP is outlined below:

The Mississippi Library Commission will contract with a preferred external provider and (an outside health agency) to provide initial assessment and a set number of counseling sessions at a fixed cost to the agency.

The Human Resources Office will coordinate the Employee Assistance Program and will be:

- Responsible for the management of the program;
- Responsible for providing on-site seminars / training conducted by the provider;
- Explain its purpose and function; and

- Provide information and clarification of issues to employees and management.

Information concerning EAP services may be released only with the written permission of the employee, or in accordance with requirements of state or federal law.

An employee participating in the EAP will be required to use personal or compensatory leave to attend counseling sessions. Appropriate leave forms should be completed and approved.

The employee will be responsible for any costs or fees associated with a referral to an outside agency or service other than the preferred provider.

The employee will be responsible for all costs and fees as a result of additional counseling sessions beyond the number of sessions provided by the EAP. Some services may be covered by the employee's health insurance; however, the employee will be responsible for filing for insurance benefits.

19.0 EMPLOYMENT PROCEDURES

Whenever possible, the Mississippi Library Commission will strive to fill vacant positions from within the agency by promoting qualified employees. However, when it has been determined that it is in the best interest of the agency to have a broader pool of applicants, Library Commission employees may compete with applicants outside the agency for vacant positions.

The agency will use the MSPB's recruitment and selection software system to post all vacancies. Jobs will be posted with an opening and closing date for receiving applications and any special requirement for application. Only complete applications received during the posting period and conforming to requirements for application will be considered.

The Human Resources Office will receive the list of applicants through the MSPB's recruitment and selection software system.

19.1 Interviews and Selection Process

Once a list of eligible applicants is available, the Human Resources Office will provide this list to the interviewing supervisor(s) who will review the list. With the assistance of the Human Resources staff, the supervisor will determine which applicants are to be interviewed. The Human Resources Office will schedule all interviews and notify all applicants.

Applicants will be interviewed by a Selection Committee comprised of individuals who are directly and indirectly involved with the position to be filled. The Selection Committee will develop a list of questions which will be asked of all candidates participating in the interview

process. In addition, applicants may be required to complete a test given by the agency as a part of the interview process. Any test given will be directly related to the position for which the candidate is being interviewed. The Human Resources Office is to be consulted and will assist managers throughout the hiring process.

19.2 **Notification**

The Human Resources Office will present the Selection Committee's recommendations to the Executive Director of the Mississippi Library Commission. The Executive Director will authorize the Human Resources Office to make a formal offer of the position to the chosen candidate. Upon the candidate's acceptance, the immediate supervisor will be notified by the Human Resources Office of the candidate's acceptance and effective date of employment.

All internal and external interviewed applicants will be notified by the Human Resources Office if they have not been selected for a position.

20.0 **EMPLOYMENT OF RELATIVES**

The Mississippi Library Commission will not hire relatives of a current employee or persons residing in the same household as a Library Commission employee to work in the same branch, department or bureau as the current employee. For the purpose of this statement, relatives will be considered as:

- Spouse;
- Aunt or uncle;
- Child;
- Grandfather or grandmother;
- Parent;
- Grandson or granddaughter;
- Brother or sister

This prohibition includes stepchildren, stepbrothers/sisters, great- and great-great grandparents and grandchildren.

This also includes persons residing in the same household as current employees.

Employees will not be considered for transfer into an area in which a relative or person residing in the same household is already employed.

If two (2) employees within the same area marry, become related by marriage, or become members of the same household, the agency will coordinate and take appropriate personnel action to ensure compliance with this policy.

21.0 EQUAL EMPLOYMENT OPPORTUNITY***21.1 Policy for Equal Employment Opportunity***

The Library Commission is an equal opportunity employer and assures equal employment opportunities to all persons in compliance with state and federal law. The Library Commission promotes non-discriminatory practices and procedures in all phases of personnel administration and prohibits any form of unlawful discrimination. The Library Commission is committed to complying with all applicable laws affording equal employment opportunity to individuals.

Consistent with federal law, it is prohibited for employees to be retaliated against for asserting their right to be free from employment discrimination, including harassment. Asserting such rights is considered to be “protected activity”. Participating in a complaint process is protected from retaliation and the Library Commission is committed to ensuring all employees are free to engage in such protected activity without fear of retaliation.

21.2 Request for Accommodation

The Americans with Disabilities Act (ADA) requires that employers provide a reasonable accommodation to qualified individuals who are employees or applicants for employment, unless meeting this obligation would cause undue hardship to the agency. Title 7 of the Civil Rights Act of 1964 prohibits employment discrimination based on religion and employers are required to accommodate an employee or applicant’s sincerely held religious belief or practice, unless the accommodation would impose an undue hardship on the agency. The Pregnant Workers Fairness Act (PWFA) requires that employers offer reasonable accommodations for a qualified employee’s known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation would cause undue hardship to the agency.

An employee or applicant for employment may submit requests for accommodation pursuant to these federal laws and the agency will promptly engage in an interactive process with the employee or applicant. Requests for accommodation shall be submitted to the Library Commission Human Resources Director.

In the interactive process for accommodation requests pursuant to the ADA, the parties will work together in good faith and promptly discuss the alleged need for the accommodation and limitations the condition imposes on the employee or applicant’s ability to perform the job. Depending on the person’s condition, confirmation of the diagnosis and limitations the condition imposes may be necessary. The same interactive process and good faith communication between the parties will also be required to discuss requests to accommodate known limitations due to pregnancy, childbirth, or related conditions.

The Library Commission will promptly engage in the interactive process with an applicant or employee with a known religious practice or belief that conflicts with a job requirement. The parties will communicate with each other about the request, and the alleged conflict between the job requirement and the employee or applicant’s religious belief or practice.

In each circumstance, the Library Commission will assess the accommodation request in good faith and in compliance with all requirements of the ADA, Title 7 of the Civil Rights Act and the Pregnant Workers Fairness Act. Accommodations agreed to by the agency will be timely implemented and a determination of undue hardship will be promptly communicated to the employee or applicant.

A request for accommodation pursuant to these federal laws is considered protected activity and retaliation against an employee or applicant for making such a request is strictly prohibited.

22.0 GRIEVANCES AND THE MISSISSIPPI EMPLOYEE APPEALS BOARD

Chapter eight (8) of the Mississippi State Employee Handbook contains the grievance process for employees. Section 8.1 states the issues that are grievable and may be appealed to the Mississippi Employee Appeals Board. Section 8.2 states the procedure and timeline for the grievance process. Pursuant to Section 8.2 (A), grievances are to be submitted to the Human Resources Director within seven (7) working days of the employee becoming aware of the alleged grievable issue. Grievances will be addressed by the agency in accordance with Mississippi State Personnel Board procedures.

There are a limited number of issues that are considered grievable pursuant to the MSPB state employee grievance procedure; however, an employee may raise workplace concerns to his or her supervisor or the Human Resources Director. An appropriate response will be coordinated, which may include counseling between designated HR staff and the employee.

23.0 WORKPLACE HARASSMENT

23.1 Policy Prohibiting Workplace Harassment

The Mississippi Library Commission (“MLC”) is an equal opportunity employer and seeks to provide a workplace free of discrimination and any form of harassment. Federal law prohibits discrimination or harassment in the workplace based upon race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Such behavior is strictly prohibited. It is also prohibited for individuals to be discriminated against or harassed in retaliation for engaging in certain “protected activity” such as participating in a discrimination complaint process, opposing employment practices that the employee

reasonably believes to be in violation of anti-discrimination laws, or for reporting or refusing to participate in illegal activities. State law requires employees are free from coercion for partisan or political purposes in the workplace and shall receive fair treatment in all aspects of personnel administration without regard to political affiliation.

Harassing conduct can include, but is not limited to, offensive jokes, slurs, epithets, physical assaults or threats, intimidation, ridicule, insults, derogatory comments, offensive objects or pictures, and interference with work performance. Harassment can include electronic communication and in certain circumstances, behavior outside the workplace or after hours (for example, harassing behavior by an employee toward a co-worker while travelling to a meeting). A harasser can be a supervisor, agent of MLC, co-worker, or a non-employee. A victim of harassment does not have to be the person harassed but can include anyone affected by the offensive conduct. MLC is committed to preventing and promptly correcting any type of harassment, especially harassing behavior based on or motivated by an individual's membership in a protected group.

Sexual harassment is a form of discriminatory harassment and is strictly prohibited. No employee should be subjected to unwelcome sexual overtures or conduct, either verbal or physical. Such conduct is especially prohibited when the offending employee is in a supervisor position and MLC managers are strictly prohibited from using his or her supervisory role in a harassing manner.

Each employee should immediately report harassing behavior he or she experiences, witnesses or becomes aware of to his or her immediate supervisor. If the alleged harasser is in the employee's supervisory chain, the employee should report the harassing behavior to the next level of management in the agency. Harassing behavior may also be reported directly to the Human Resources Director at 601-432-4071. If the agency appointing authority is the source of the alleged harassment, he or she may report the behavior directly to the Executive Director of the Mississippi State Personnel Board ("MSPB") at statepersonneldirector@mspb.ms.gov. Pursuant to Section 5.7 of the State Employee Handbook, the MSPB Executive Director will promptly take reasonable steps to ensure the complaint is appropriately and effectively addressed by the responsible parties.

Any supervisor notified of alleged harassment, or who becomes aware of a possible violation of this policy shall immediately report the matter to the Human Resources Director (if unavailable then to the Administrative Services Director) to coordinate a prompt and effective response and investigation. All employees of MLC are required to cooperate in an investigation concerning alleged violations of this policy. At the conclusion of the investigation, effective and appropriate remedial measures will be taken, including necessary corrective or formal disciplinary action against agency staff.

MLC prohibits any retaliation for reporting alleged workplace harassment. Such behavior by a staff member of MLC is strictly prohibited. If an employee reports alleged incidents of harassment and believes that someone at MLC is retaliating against him or her for making the report, the employee should immediately notify the Human Resources Director (if unavailable then to the Administrative Services Director). Similarly, MLC prohibits retaliation against witnesses or any other employees who participate in investigations of complaints. All managers and Human Resources administrators of MLC shall communicate and demonstrate that any form of harassment will not be tolerated, and employee concerns will be promptly addressed, without fear of retaliation.

23.2 Policy Prohibiting Workplace Violence

The policy of the Library Commission is that its employees shall have a safe workplace environment that is free from violence. Acts of violence, intentional damage to property, and acts of aggression or intimidation by employees or non-employees is strictly prohibited. Any threat of violence to Library Commission employees or the public, direct or implied, is strictly prohibited.

Library Commission employees are to immediately report violations of this policy to any agency employee in a management position, regardless of the area the complainant is assigned. A Library Commission manager receiving such a complaint shall immediately report the alleged violation to the Human Resources Director for a swift and appropriate response. When necessary, managers should immediately call 911 for assistance from law enforcement. Retaliation in any form is forbidden against complainants, witnesses, or other employees participating in an investigation concerning the complaint.

24.0 HOLIDAYS

Mississippi Library Commission employees receive regular pay for ten (10) legal holidays and for any other day proclaimed as a holiday by the Governor of Mississippi (Mississippi Code, 1972, Annotated, Section 3-3-7) Part-time employees receive regular pay only for those holidays and designated number of hours as the part-time employee is regularly scheduled to work.

24.1 Official State Holidays

The following have been designated as official state/federal 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 Veteran's 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 President of the United States	Thanksgiving Day
December 25	Christmas Day

In the event any holiday hereinbefore declared legal shall fall on Sunday, then the next following day shall be a legal holiday. (Mississippi Code, 1972, Annotated, Section 3-3-7).

Commission employees who are directed to work holidays will accrue straight time as agency compensatory leave for each hour worked.

25.0 HOUSEKEEPING

The agency provides refrigerators and microwaves for employee use. The employee is responsible for cleaning up workroom and employee lounge areas used for snacks and food preparation. Dishes must be cleaned and placed in cabinets and drawers. Refrigerators will be emptied on a regular basis. Staff are to remove all personal items upon request, or they may be disposed of.

Staff are expected to keep office areas clean and accessible.

26.0 LEAVE

Each month employees of the Mississippi Library Commission are eligible to accrue two (2) types of leave - personal leave and major medical (sick) leave. Employees may be granted leave as provided in Mississippi Code, 1972, Annotated, Sections 25-3-91 et. Seq., 25-9-125, 33-1-21.

Both personal leave and major medical leave may be transferred between state agencies. However, compensatory leave is not transferable.

Upon transferring to the Library Commission from another state agency, leave accrual rates will reflect total continuous service. An employee transferring with a break in service must begin accruing at the rate established for new employees. (Lump sum payment for personal leave and/or lapse of one (1) eight-hour workday between the termination date with the original agency and effective date into a new agency denote a break in service.)

26.1 Tardiness

To maintain a safe and productive work environment, the Mississippi Library Commission expects employees to be reliable and punctual in reporting for scheduled work. Employees who are late in reporting to work must notify the immediate supervisor within fifteen (15) minutes of normal arrival time. In the supervisor's absence, the employee must notify the next level supervisor in the line of authority. Employees should complete a **Request for Authorized Leave** form documenting the leave taken and submit the form to the immediate supervisor.

Excessive tardiness is disruptive to the workplace and may lead to disciplinary action.

26.2 Administrative Leave

Per Mississippi Code Annotated Section 25-3-92 and the [7/1/23 State Employee Handbook](#), 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.

The Executive Director of the Mississippi Library Commission may grant administrative leave with pay to an employee for the following reasons:

- When an employee is 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.

- In the event of extreme weather conditions or in the event of a manmade, technological or natural disaster or emergency. Any employee on a previously approved leave during the affected period shall be eligible for such administrative leave, and shall not be charged for his previously approved leave during the affected period.
- When an employee serves as a certified disaster service volunteer of the American Red Cross who participates in specialized disaster relief services for the American Red Cross in this state and in contiguous states when the American Red Cross requests the employee's participation. Administrative leave granted pursuant to this section 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 purposes of workers' compensation or for purposes of claims against the state. The term "disaster" as used in this section includes disasters designated at level II and above in the ARC national regulations and procedures.

In the case of an agency closure the official notice from the Governor or appointing authority will be placed in the file.

26.3 Compensatory Leave

In certain circumstances, employees may be required by a designated supervisor to work after normal working hours or during a state holiday. Those employees will receive credit for agency compensatory leave, which is credited at the rate of an hour for each hour worked. OSA employees designated as non-exempt according to the Fair Labor Standards Act (FLSA) will receive compensatory time at the rate of one and one-half hours for each hour worked over forty (40) in a workweek. All employees of the Library Commission will be classified by the agency as exempt or non-exempt in compliance with the FLSA. Each employee will be notified of his or her FLSA status, including any FLSA classification changes.

The accrual and use of compensatory time be kept to a minimum. It is the responsibility of supervisors to modify work schedules whenever possible to compensate for additional hours worked in lieu of compensatory time accrual.

The Mississippi Library Commission's policy for compensatory time applies to all non-exempt and exempt status employees of the agency, except for the Executive Director.

All compensatory time earned or taken by an employee (exempt or non-exempt) must be approved, in advance, by the immediate supervisor. A supervisor must provide compelling justification for approval of compensatory time accrual in lieu of a modified work schedule.

I Non-exempt Employees and Compensatory Leave

A non-exempt status employee accrues FLSA compensatory time at a rate of one and one-half hours for each hour worked over 40 hours in a given week and may accrue no more than 120 hours of compensatory time. Compensatory time earned must be used within ninety (90) working days of earning such time. Upon separation from the agency, a non-exempt status employee shall be compensated, either in time off or financially, for unused compensatory time.

II Exempt Employees Accrual of Straight Time

An exempt status employee accrues compensatory time on an hour-for-hour basis for each hour worked after normal working hours or during a state holiday. Compensatory time earned must be used within ninety (90) working days of earning such time. Upon separation from the agency, an exempt status employee shall lose unused compensatory leave. Such leave is not counted toward creditable service for retirement purposes and an employee's beneficiary is not paid for unused agency compensatory leave in the event of an employee's death.

III Prior Approval for Accrual of Compensatory Leave

To accrue and take compensatory time or straight time, an employee must receive prior approval from his/her immediate supervisor. As with any leave, compensatory time or straight time may be taken only if it will not unduly disrupt the operations of the agency.

Compelling justification for approval of accrual of compensatory time in lieu of a modified schedule must be noted on the **Request for Accrual of Compensatory Leave** form. The original form should be approved by the immediate supervisor and forwarded to the Human Resources Office.

Employees violating the Compensatory Leave Policy and Procedures are subject to disciplinary action. The supervisor and employee are equally accountable.

Employees must receive their immediate supervisor's approval prior to earning compensatory time by completing the **Request for Accrual of Compensatory Leave** form.

IV Use of Compensatory Leave

All staff are required to use earned compensatory time within ninety (90) working days from the date earned. Compensatory time will be in place of personal leave for all eligible requests.

26.4 FMLA

The Family and Medical Leave Act (FMLA) entitles eligible state employees to take up to twelve (12) weeks of unpaid, job-protected leave during a 12-month period for specified family and medical reasons and makes it unlawful for any state agency to discharge or discriminate against any person for opposing any practice made unlawful by the Act or for involvement in any proceeding under or relating to the Act. Further, the Library Commission shall not interfere with, restrain, or deny the exercise of, or the attempt to exercise any right provided under the Act.

To be eligible for FMLA benefits, an employee must have worked for the state for a total of at least twelve (12) months and rendered at least 1,250 hours worked - not counting paid or unpaid leave in the twelve (12) months period immediately preceding the commencement of the leave.

The agency will comply with all requirements of the FMLA and the guidelines stated in Section 3.2 (“Family and Medical Leave Act Leave”) of the 7/1/23 edition of the Mississippi State Employee Handbook. Employees are encouraged to review this section of the handbook and contact the HR office for further information concerning eligibility and required FMLA procedures.

I Reasons for FMLA 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:

- The birth of a child or placement of a child for adoption or foster care through formal placement by a state agency;
- To bond with the child (leave must be taken within one year of the child’s birth or placement);
- For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job;
- To care for the employee’s spouse, 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), or parent (not including in-laws) who has a serious health condition;
- For qualifying exigencies arising out of the fact that the employee’s spouse, child or parent is a military member on covered active duty or called to covered active duty status.

An eligible employee who is a covered service member’s spouse, child, parent or next of kin may also take up to 26 weeks of FMLA in a 12 month period to care for the service member with a serious injury or illness.

II Substitution of Paid Leave

An employee's use of earned paid leave may be for a reason that also qualifies for FMLA leave. In such circumstances, the use of earned paid leave will be designated by the Library Commission as FMLA leave and will count toward the employee's FMLA allotment. Library Commission employees are required to provide requested information within required deadlines in the designation process.

III Insurance Benefits

For the duration of the employee's FMLA leave, the State will maintain the employee's health insurance coverage under the State's Group Health Plan. The employee is responsible for maintaining dependent coverage and any supplemental policies. Upon the employee's return from FMLA leave, the employee will be restored to the original or equivalent position, with equivalent pay, benefits, and terms of employment. The use of FMLA leave will not result in the loss of any benefit accrued prior to the beginning of the employee's leave.

26.5 Major Medical

Major medical leave (sometimes referred to as sick leave) shall be administered as provided in *Mississippi Code 1972, Annotated*, Section 25-3-95 and 25-3-97. All full-time employees of the Mississippi Library Commission 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 earn and accumulate major medical leave after completing one month of continuous service. Major medical leave may be used for the illness or injury of an employee or member of the employee's immediate family which has been defined by the State Personnel Board in the [7/1/23 State Employee Handbook](#).

Major medical leave can be used in this manner only after the employee has used one (1) day of accrued personal or compensatory leave. In the event that the 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.

For each absence due to illness that requires absence from work for thirty-two (32) consecutive working hours (combined leave - compensatory / personal - and major medical leave), major medical leave can be authorized only when certified in writing by the attending physician.

26.6 Bereavement Leave

An employee of the Mississippi Library Commission may use up to three (3) 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 leave will be required prior to use of major medical leave for this purpose.

The immediate family is defined as only a spouse, parent, stepparent, sibling, child, stepchild, 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.

For more information pertaining to major medical leave, consult the [7/1/23 State Employee Handbook](#).

26.7 On-Going Medical Care

Staff experiencing on-going illness may provide documentation from a health care provider to use medical leave continuously for follow-up treatments after initial 8 hours of personal leave. Major medical leave may be used 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.

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 (8) hours of each absence for subsequent visits. Just as with major medical leave, the first day (or the first eight (8) hours) of leave taken for pregnancy must be personal leave or compensatory leave or unpaid leave (if the employee has no accrued personal or compensatory leave).

26.8 Military Leave

Employees requesting leave when ordered to military duty in excess of the fifteen (15) days allowed by law are entitled to leave of absences from their respective duties without loss of time, annual leave, or efficiency rating until relieved from duty.

For more information pertaining to military leave, consult the [7/1/23 State Employee Handbook](#).

26.9 Personal Leave

Each employee of the Mississippi Library Commission earns 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 earn and accumulate personal leave after completing one month of continuous service. All requests to use personal leave, except when taken due to an illness or injury, are approved at the agency's discretion. Personal or compensatory leave must be used for an illness or injury of the employee requiring an absence of one day or less. In addition, accrued personal or compensatory leave must be used for the first day of an employee's illness or injury requiring an absence of more than one day.

All requests for personal leave must be submitted to an employee's immediate supervisor on the agency's **Request for Authorized Leave** form.

For more information pertaining to personal leave, refer to the [7/1/23 State Employee Handbook](#).

26.10 Policy for Leave Without Pay

Employees of the Mississippi Library Commission are required to take leave without pay when the employee has taken leave (personal, major medical, administrative, compensatory)

in excess of his/her leave balance(s). The employee's monthly salary and monthly accruals will be adjusted based on the hours worked for which compensation is due.

To avoid a delay and a reduction in a monthly paycheck, employees are encouraged to closely monitor their leave balances.

26.11 Leave of Absence

An employee of the Mississippi Library Commission can, upon written application to and in the discretion of the appointing authority, be granted leave of absence not to exceed twelve (12) months without forfeiting previously accumulated continuous service (Mississippi Code 1972, Annotated, Section 25-3-93(2)).

Leave of absence should not be confused with leave without pay. A leave of absence is for the purpose of accepting an assignment in the non-state service for a period not to exceed one (1) year (Mississippi Code 1972, Annotated, Section 25-9-125). Leave without pay is leave granted to the employee, at the discretion of the appointing authority, in the absence of paid leave. Information regarding a leave of absence may be obtained from the Human Resources Office.

For more information pertaining to personal leave, refer to the [7/1/23 State Employee Handbook](#).

26.12 Donated Leave

Any employee may donate a portion of his or her earned personal leave or major medical leave to another employee who is suffering from a catastrophic injury or illness, or to another employee who has a member of his or her immediate family who is suffering from a catastrophic injury or illness.

“Catastrophic injury or illness” means a life-threatening injury or illness of an employee, or a member of an employee's immediate family, 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 from the state 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.

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. All donated leave shall be in increments of not less than twenty-four (24) hours.

Further details of Donated Leave maybe found on pages 11-12 of the [7/1/23 State Employee Handbook](#) or by contacting the Human Resources Office. Also information on the Mississippi Living Organ Donor Leave may be found in the [7/1/23 State Employee Handbook](#).

27.0 SOCIAL MEDIA

Employees should be mindful of separating their professional and personal lives when utilizing social media and social networking tools. Only individuals authorized by the Library Commission may post or publish official content on behalf of the agency.

Library Commission employees are permitted to have personal social media and personal social networking sites. Any personal social media activity shall not be represented as official Library Commission social media activity and agency email addresses, phone numbers, or any contact information shall not be used in conjunction with a personal social media or social networking site. It is considered to be protected expression for state employees to engage in social media activity concerning issues of public concern, while on personal time and in a personal capacity; however, employees should consider whether published personal content may be misunderstood as expressing a position of the Library Commission. Agency employees must make clear that any views concerning issues of public concern are those of the individual and do not reflect the views of the Library Commission. Any speech or expression by employees, even in a personal capacity, causing disruption or that undermines the effectiveness and/or operation of the workplace is prohibited.

The following social media activity, comments, expression or posts by any Library Commission employee in his or her professional or personal capacity are prohibited:

- Content that is discriminatory, harassing or physically threatening toward Library Commission staff or the public;
- Content that demonstrates unlawful conduct;
- Content that is considered confidential or proprietary;
- Content that is in violation of agency and Mississippi State Personnel Board conflict of interest regulations or prohibited political activity.

28.0 LINES OF AUTHORITY

The Mississippi Library Commission's organizational chart delineates appropriate supervisory lines of authority for employees of the agency. To ensure orderly work flow, these lines of authority should be followed at all times.

By state statute, the Executive Director is the agency head of the Mississippi Library Commission and is elected by the five-member Board of Commissioners. The Executive Director reports to the Board. When the Executive Director has to be physically absent from the agency, he/she may authorize a designated employee.

29.0 LUNCH HOUR

All employees are provided one (1) 60-minute lunch period for each eight-hour day. Supervisors should schedule lunch hours between 11:00 a.m. and 2:00 p.m., ensuring that service areas are covered.

30.0 MEMBERSHIP DUES

The Mississippi Library Commission encourages participation in professional organizations that will provide direct benefit to the agency.

Approval for agency payment of organization membership dues and conference/workshop registration fees by the Bureau Director will be based on availability of funds and benefit to agency/relevance to job.

Membership approval and payment of dues by the Mississippi Library Commission does not mean automatic conference/workshop attendance approval.

Employees interested in seeking memberships should inform their immediate supervisors and the Bureau Director a month in advance. Employees seeking membership must submit to the Bureau Director the documentation on the organization and justification as to why such membership is beneficial to the agency. Employees who join organizations at their own expense do so in their individual capacities and not as representatives of this agency.

31.0 PARKING

Parking facilities are located in close proximity of the Mississippi Library Commission. Employees are encouraged to lock their vehicles and take every precaution when entering and exiting the building through the approved entrances.

32.0 PAYROLL ADMINISTRATION

Salaries for all employees of the Mississippi Library Commission are governed by the Mississippi State Personnel Board (MSPB).

32.1 Mandatory Deductions

Several mandatory deductions are made from an employee's paycheck each month:

- **Federal Income Tax:** The amount withheld is determined by the employee's salary and the information provided on his/her W-4 form.
- **Retirement:** A 9% deduction for the employee's contribution to the Public Employees' Retirement System (PERS) is tax deferred - federal income taxes are paid when benefits are withdrawn.
 - * **Special note:** The employee and employer contribution is set by the PERS Board and subject to change. Currently the employer rate is 17.40%.
- **State Taxes:** The amount withheld is determined by the employee's salary and the information provided on his/her State Tax form.
- **Social Security/ Medicare:** Federal law mandates that the employee contribute a 4.20% deduction and for Social Security and 1.45% for Medicare. The employer pays 6.20% for Social Security and matches the Medicare portion on behalf of the employee.
- **Garnishments:** When court-ordered garnishments (i.e., child support, debt-related issues, IRS/State tax levies, etc.) are mandated, an employee's paycheck will be garnished. The Human Resources Office will notify the employee when orders are received.

32.2 Optional Deductions

Several optional deductions can be made from an employee's paycheck each month:

- **Life insurance:** Employees contribute fifty percent (50%) of the cost for life insurance coverage with the State contributing the other fifty percent (50%) of the costs.
- **Health Insurance:** Any insurance coverage for an employee's family members is optional and the cost is incurred by the employee. The state pays for base

coverage for all employees. As of January 1, 2011 an employee may choose the select plan and pay a portion of the premiums.

- **Flexible Benefit Cafeteria Plan:** Employees have the option of participating in the Library Commission's Flexible Benefit Cafeteria Plan. Each employee must sign an election and salary reduction agreement (SRA) indicating election or waiver of one or more benefits available under the Plan as pre-tax or taxable.
- **Deferred Compensation:** The state retirement system offers a deferred compensation program for increased retirement benefits which are paid for by the employee with no match from the State.
- **Credit Union:** Employees may make contributions to the State Employees' Credit Union. The amount to be contributed is determined by the employee.
- **Charitable Organizations:** Employees may make contributions to charitable organizations (i.e., United Way, etc.). The amount to be contributed is determined by the employee.
- **Miscellaneous:** Employees may make contributions to employee organizations (i.e., MASE, SEAM, etc.). The amount to be contributed is determined by the employee.

For more information regarding these deductions, contact the Human Resources Office.

32.3 Payday

Employees who receive a monthly paper paycheck will receive it on the last working day of the month. Employees who have electronic direct deposit will have their monthly paycheck deposited in their designated account by 12:01 a.m. on the last working day of the month and will receive a pay stub through the ACE electronic system.

Any employee who does not have electronic direct deposit or is not present on payday must complete, in advance, the **Authorization/Discontinuation to Mail or Pick Up Employee's Paycheck** form. If an employee does not have this form completed, their paycheck will be held in the Human Resources Office until the employee picks it up.

32.4 Direct Deposit

Direct deposit is an electronic funds transfer system which allows employees to have their monthly paychecks transferred directly to a designated bank account. An employee may apply for direct deposit when the employee has accumulated a minimum of forty (40) hours of personal leave at the time the application is made.

Forty (40) hours must be maintained after the initiation of direct deposit. If the employee's personal leave balance falls below forty (40) hours, direct deposit may be suspended with the earliest possible check and HR will notify the staff.

32.5 Supplemental Payroll

Under certain circumstances, employees may be placed on the Mississippi Library Commission's supplemental payroll:

- If they are leaving employment at the Library Commission and do not have ample paid leave to carry them to the date of termination;
- If they are going on long-term leave and do not have ample paid leave to carry them to the date of departure;
- If they fall into without pay leave status;
- When issues arise with deductions and payroll systems;
- If they do not have a minimum of forty (40) hours of accumulated leave (20 hours each of personal / major medical) eight (8) days prior to payday.

For more information, employees should contact the Human Resources Office.

33.0 PERFORMANCE REVIEW SYSTEM (PRS)

A performance review system serves several distinct purposes and functions, including aligns, corrects, and leverages the performance of each employee; allows managers to make effective decisions regarding workforce performance issues; and promotes quality services. The performance of each employee whose position is under the salary setting authority of MSPB must be reviewed at least annually.

Performance reviews must be administered in a fair manner and in compliance with state and federal laws. The Performance Review System (hereinafter referred to as "PRS") assesses an employee's performance at either the Outstanding (3.0) Performance Level, the

Successful (2.0 – 2.9) Performance Level, or the Improvement Needed (1.0 – 1.9) Performance Level.

33.1 Purpose of PRS

Every employee whose position is under the salary setting authority of MSPB must have their job performance assessed at least once annually. Assessments are based on the employee's performance in three areas:

1. Use of required systems/programs/equipment/instruments
2. Job knowledge/technical ability, and
3. Problem solving/decision making.

For employees who oversee a program or who have functional supervision of at least one employee, performance in a fourth area is included: project/people management and delegation.

In addition to providing a basis for awarding productivity funds, a performance review assessment serves a number of distinct purposes/functions:

- Improves quality/quantity of services;
- Develops employee skills;
- Motivates better performance;
- 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 promotion, retention on the basis of performance, correction of inadequate performance, and separation when inadequate performance cannot be corrected.

33.2 Employee Responsibilities

All employees of the Mississippi Library Commission are responsible for the following and shall:

- Cooperate with the rating supervisor in the selection and development of tasks/duties; sign and date completed forms.
- Notify the rating supervisor of any facts or circumstances which should be considered when selecting or developing tasks/duties or when appraising performance;

- Discuss with the rating supervisor current performance, ways to improve performance, and successfully perform the duties of the position at the Successful level, 2.0 or above;
- 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
- Meet with rating supervisor to discuss the documentation, written narrative, and rating. Provide employee comments if needed and sign acknowledging receipt of the initial setup and the final assessment rating.

33.3 Rating Supervisor Responsibilities

The direct supervisor is responsible for following procedures pertaining to the completion of the Performance Review System (PRS) forms and maintain a Supplemental Employee Performance Folder (SEPF) for each employee supervised with relevant documentation supporting the performance rating of each employee. Examples of such documentation include, but are not limited to:

1. Narrative statements about the employee's performance;
 2. Examples of work;
 3. Previous Performance Reviews or Performance Development Assessments;
 4. Informal Corrective Action
 5. Formal Disciplinary Action
- Update duties/performance standards as needed during the appraisal period, to reflect changes in position duties and responsibilities;
 - Advise and update the employee relating to his/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. With assistance from the employee, complete, sign and date MSPB Form. Provide the employee with a copy of the completed MSPB Form;
 - Within fourteen (14) days prior to the end of the appraisal period, review, evaluate and complete MSPB Form. Meet and discuss the narrative appraisal rating and documentation with the first level reviewer for his/her approval, signature and date. Next, meet and discuss the documentation, narrative appraisal and rating with employee for his/her information and comments. Ask the employee to sign and date.

Provide a copy of the completed MSPB Form to the employee, retain a copy and send the original to the Human Resources Office.

- 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; and

Failure to receive a Successful Performance Level rating at the conclusion of a review period is considered to be inefficiency or other good cause warranting possible corrective or disciplinary action. In addition, failure to perform job duties before the conclusion of a review period may warrant immediate corrective or disciplinary action at any time.

34.0 PERSONAL BUSINESS

Mississippi Library Commission employees are discouraged from attending to personal business during regular work hours.

34.1 Telephone Calls

Occasionally, a brief telephone call (via cell phone or agency hard line) may be necessary to conduct urgent personal business; however, unnecessary phone conversations between family, friends, and businesses on either the agency's telephone or the employee's personal cell phone during regular work hours should be avoided.

34.2 Mail Service

Employees should refrain from having their personal mail delivered to the Library Commission's address. Staff responsible for the agency's mail room services are not responsible for sorting, delivering, and mailing personal items for staff.

35.0 PERSONNEL RECORDS

Each employee of the Mississippi Library Commission is responsible for notifying the Human Resources Office of any changes in personnel data, including:

- Mailing address;
- Telephone number;
- Number and names of dependents;
- Individuals to be contacted in the event of an emergency;
- Educational accomplishments.

35.1 Access to Personnel Records

A personnel file is maintained on each employee of the Mississippi Library Commission and contains, but is not limited to:

- Employee's job application(s);
- Resume;
- Records of Training;
- Performance appraisals;
- Salary increases/decreases;
- Benefits – payroll deductions;
- Disciplinary records;
- Other employment records.

Personnel files are the property of the Mississippi Library Commission and access to the information is restricted.

Employees who wish to review their personnel file should complete a **Personnel Files Review Request** form and submit it to the Human Resources Office. A Human Resources representative will make an appointment for the staff member to review their file in the Human Resource Office in the presence of a Human Resources representative.

If the employee wishes to make copies of any information in his/her folder, the Human Resources representative will accompany the employee to the copier and oversee the production of said copies. Under no circumstances will the employee be given custody of their individual file. A completed copy of the **Personnel Files Review Request** form will be placed in the employee's personnel file.

All other employees such as supervisors will be granted access to personnel files only on a need-to-know basis and only in the course of performing their job functions.

Separate files will be maintained for medical records, workers' compensation claims, family or medical leave absences, and immigration records. These files may only be accessed in accordance with applicable law and on a need-to-know basis.

Personnel Records are moved to inactive after termination and destroyed ten years after separation in accordance with records management procedures.

36.0 EMPLOYEE CORRECTIVE and DISCIPLINARY ACTION

Mississippi Code Annotated § 25-9-127 requires that state service employees may only be dismissed or otherwise adversely affected as to compensation or employment status for inefficiency or other good cause. The statute also requires that such personnel action must be in accordance with policies and procedures promulgated by the Mississippi State Personnel Board, complying with due process of law. Chapter 7 of the Mississippi State Employee Handbook contains the policies and procedures concerning employee corrective and disciplinary action for state service employees. A non-state service employee may be dismissed or otherwise adversely affected as to compensation or employment status, with or without cause and is not entitled to due process of law.

Corrective and disciplinary action for Library Commission employees will be in accordance with applicable state and federal laws and the policies and procedures of the Mississippi State Personnel Board.

37.0 PUBLIC RECORDS

Employees of the Mississippi Library Commission do not have right to the public records of the agency by virtue of employment. If an employee of the Library Commission desires to have access to the public records of the agency, he/she is expected to follow the policy and procedures of the agency as outlined in the *Public Records Regulations and Procedures* which are on file with the Secretary of State's Office.

38.0 REFERENCES

38.1 Guidelines for Giving References

No supervisor shall provide a reference for a former and/or current employee without having written authorization from the employee. An employee must complete and submit an **Authorization to Release Information** form to the Human Resources Office before any reference information is provided by a supervisor. Authorized staff may give references for up to three years after an employee has separated from the agency. After three years the agency will only release work history information through the Human Resources Office.

38.2 Procedures for Giving References

- If a request for reference information is made by telephone, the requesting party must be informed of the agency's policy which requires a written authorization from the applicant before information can be released. In addition, the requesting party must be told that failure to provide a reference without written authorization should in no way be considered a bad reflection on the applicant; it is the agency's

policy. Documentation should be kept accordingly and copies forwarded to the Human Resources Office.

- All references must be submitted to the Human Resources Office for review before being disbursed.
- Supervisors cannot provide work references for employees who have never worked under his/her direct supervision.
- All information released as a part of a reference request is confidential.

All questions regarding these policies and procedures should be directed to the Human Resources Office.

39.0 RESIGNATION

Employees resigning from employment with the Mississippi Library Commission must give written notice **ten (10) working days** prior to the date of termination. Failure to give adequate notice may result in the delay in processing the employee’s final paycheck.

If an employee does not give proper notice or work until the resignation date, the final payroll will be docked for time not worked. Processing of all paperwork and payouts may be delayed.

40.0 RETIREMENT

Employees and officials of the state become a member of the Public Employees’ Retirement System (PERS) as a condition of employment.

When an employee is first employed, the Mississippi Library Commission will furnish the new employee with a member information form to establish a membership account. The employee’s social security number will serve as the membership number. A fiscal year membership statement will be sent to the employee each year containing data pertinent to contributions paid into the PERS.

	On or before June 30, 2007	July 1, 2007, to June 30, 2011	On or after July 1, 2011
If you were hired			
Vesting requires that...	You have 4 years of membership service to be vested.	You have 8 years of membership service to be vested.	You have 8 years of membership service to be vested.

Service Retirement eligibility requires that...	You can retire with 25 years of creditable service at any age or age 60 and vested.	You can retire with 25 years of creditable service at any age or age 60 and vested.	You can retire with 30 years of creditable service at any age or age 60 and vested.
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PERS requires a [Form 9A SRVC, Pre-Application for Service Retirement Benefits](#) be completed by the employee at least thirty (30) days to ninety (90) days before the specified date of retirement. The Human Resources Office must complete section 5 before it is forwarded to PERS.

Employees retiring from employment with the Mississippi Library Commission must give written notice no later than **ten (10) working days** prior to the date of retirement. Failure to give adequate notice may result in delay in processing the employee’s paperwork for PERS and the leave payouts may be delayed.

If an employee leaves state employment for reasons other than retirement, employees may request a full refund from PERS of their contribution and any interest accrued. The State’s contribution toward their retirement is not refundable. All refunds are subject to federal income tax.

41.0 SECURITY

All employees have been issued keys to the facility and are expected to safeguard the security of the staff and facility by carefully monitoring their key at all times. Should an employee lose his/her key to the facility, it should be reported immediately to a supervisor. Violation of this safeguard could place the agency and staff in jeopardy.

No employee should enter the facility on the weekend without notifying and receiving approval from a supervisor, Bureau Director, or the Executive Director.

The state grounds are monitored by Capital Police. The agency also has cameras outside the entrances and in the parking lots.

42.0 SMOKING

Section 29-5-161 of the Mississippi Code 1972, Annotated states that smoking is prohibited outside of designated smoking areas in state-owned or state-leased office space.

The Mississippi Library Commission facility has been designated as a smoke-free building. In keeping with the Library Commission’s intent to provide a safe and healthful work environment, smoking is restricted to the outside of the facility and away from entrances to

all doorways. Receptacles are available outside the building for use by employees and the public.

43.0 SOLICITATION

The Mississippi Library Commission recognizes that employees have interest in events and organizations outside the workplace. Employees may not solicit or distribute literature concerning these activities during work hours, except during lunch periods, break times, or any other periods of time in which employees are not on duty. Solicitations include, but are not limited to: raffles, contributions, sales of miscellaneous products, etc. Such activities may only be conducted in the staff lounge, or in the outside break areas.

In addition, Library Commission staff members may not solicit business or contributions for charity/other private organizations from state agencies, universities/community colleges, local governments, libraries, archives, professional associations, agency customers, etc. without prior approval from the Executive Director of the Mississippi Library Commission.

Supervisors may not solicit business or contributions for charity/other private organizations from subordinate employees without prior approval from the Executive Director of the Mississippi Library Commission.

44.0 STAFF DEVELOPMENT AND TRAINING

The primary purpose of staff development and training is to ensure high quality performance by employees in order to meet agency objectives. Training may be provided through in-service and out-service. The employee must complete the **Request for Travel and Training** form which will document the request and training activities.

In-service training is provided by the Mississippi Library Commission and its primary objective is to prepare an employee for new job assignments, improvement of skills and performance, orientation to agency policies, procedures, and programs. Participation in this training will be considered part of the employee's duties.

Out-service training includes formal course work offered by the Mississippi State Personnel Board's (MSPB) training division, educational institutions, workshops, conferences, correspondence courses, and seminars conducted by professional, private and public organizations. This can be interpreted to include basic educational courses required to obtain a degree in a field applicable to an employee's position.

Tuition or course-work assistance is at the discretion of the Executive Director based on recommendations by the employee's supervisor and the availability of funds. Permission to participate in such training will be granted by the employee's direct supervisor.

The Certified Public Manager's Program (CPM) has been developed by the MSPB in order to develop professional public managers. Participation in this program, as well as in-service and out-service training, is based upon the availability of funds during an individual fiscal year and will be based on the direct job relatedness of the employee with the agency's ability to meet goals and objectives.

45.0 STATE PROPERTY

State facilities and property, such as vehicles, automated information systems, equipment, photocopiers, offices, mail services, records, stationery, credit cards, supplies, etc. are to be utilized for state business by state employees and may not be used for personal, political, or recreational activities by Mississippi Library Commission employees.

Each piece of equipment and furniture belonging to the Library Commission is assigned a State of Mississippi inventory number and must be accounted for annually. The inventory number may not be removed by any employee of the Library Commission except the individual responsible for Inventory Control.

45.1 Policy for Property

To ensure all Mississippi Library Commission property is accounted for, it is the policy of the Library Commission to require its employees who are in possession of state-owned property to document this possession. It will also be the practice of the agency to require documentation of any and all state-owned property placed outside the confines of the agency's physical office location. The Library Commission has developed policies and procedures based on the following considerations:

- All policies, laws and regulations of the Office of the State Auditor's Property Division, and the Mississippi Code of 1972, Annotated, will be followed with regard to the use, care, accounting for, and disposal of state-owned property;
- The Library Commission will maintain appropriate documentation for use by the State Auditor's Office in identifying the holder of agency property;
- A signature on this document will signify acceptance of any and all policies regarding the use of that property;
- Employees who have been assigned property will be held liable for damage to, or theft of agency property occurring through evident negligence or willful misconduct;

- Restitution will be expected from employees who have been assigned agency property when said property has been damaged or stolen as a result of evident negligence or willful act;
- The policies set forth here do not diminish in any way, further obligations that might be attached to agency property. Those obligations, if any, will be provided in documentation signed by the holder of the agency property;
- Internal control issues will be addressed and procedures established to account for agency property.

This policy will be overseen by the Library Commission's Property Officer which is designated in accordance with Section 29-9-13 of Mississippi Code of 1972, Annotated. The Property Officer may be assisted by other personnel in the agency in the maintenance of this policy.

45.2 Definitions Relating to Property

Agency Property	Items in the possession of the agency that meet the criteria for inclusion as inventory and specified by the State Auditor's Office's Property Office described in the Property Guidelines or by verbal communication;
Employee	Any individual paid by the Mississippi Library Commission to provide service(s) directly linked to the functions of the agency;
Office Location	Office space and other appropriate space occupied on a long term basis by the Library Commission in support of the activities and functions of the agency.

45.3 Procedures Relating to Property

Permanent assignment of state-owned property to the Mississippi Library Commission occurs when:

- Property is acquired;
- **Assignment Form** is generated and lists all property being assigned to employees;

- The form is signed by the Executive Director, or agency's Property Officer, and staff being assigned property.

The process of checking out of agency property for use by employees of the Library Commission includes:

- Notification of the agency's Property Officer or designee of the property needed;
- Completion of the **property check out**, including signature for each piece of property requested.

Relocation of state-owned property within the confines of the Library Commission's office is permissible. This includes items such as tables, desk, computers, etc. However, the movement of property should be reported to the Property Officer so property records can be changed to reflect the new location.

State-owned property may be removed for repair. If property is removed by a service technician or taken in for repair by an employee, contact the agency's Property Officer or designee.

Employees of the Library Commission will be expected to maintain good and reasonable care of all assigned state-owned property. However, it is understood that some circumstances are beyond an employee's control. In general, if agency property was lost, stolen, or damaged while in the employee's care and it is shown that reasonable and good care was taken to ensure its safety, the employee will not be obligated to replace or repair the property. Each occurrence will be considered and the outcome will be based on its own merits and circumstances.

If agency property is lost, stolen, or damaged while in an employee's care, the employee should:

- Notify the agency's Property Officer, immediate supervisor, or appropriate local authorities (if necessary); and
- Provide a copy of the police report and any other documentation pertaining to the theft; or
- Take action to prevent further damage.

These are only guides and are not all inclusive of the rules and regulations regarding agency/state-owned property. If an employee has additional questions, contact the agency's Property Officer.

45.4 Policy for State Vehicles

The use of state-owned vehicles for personal, recreational or political use is expressly prohibited. The Mississippi Library Commission's vehicles shall only be used for official business of the agency.

The agency will follow the processes as outlined in the [7/1/23 State Employee Handbook](#).

Library Commission employees driving state-owned vehicles must have a valid Mississippi driver's license or a valid driver's license from a contiguous state during first year of employment. The Library Commission's Human Resources Office may verify the validity of the employee's driver's license by contacting the Mississippi Department of Public Safety. The employee will be required to complete a **Consent to Release Record(s)** form.

Any costs associated with a ticket for a traffic violation (i.e., speeding, failure to wear a seat belt, etc.) are the sole responsibility of the employee. State law requires the wearing of seat belts (Mississippi Code 1972, Annotated, Section 63-2-1). Mississippi Library Commission employees must wear seat belts while driving and riding in an agency vehicle.

An employee of the Mississippi Library Commission may be suspended from driving a state-owned vehicle and face disciplinary action for the following reasons:

- If it is determined that the employee is at fault when an accident happens causing personal injury or property damage;
- If an employee receives a moving violation - including in his/her personal vehicle while on agency business;
- If an employee fails to report any moving violation to his/her immediate supervisor upon receiving a citation;
- If an employee is guilty of a violation of safe driving practices.

45.5 Procedures for State Vehicles

How to obtain the use of a state-owned vehicle:

- Reservations for use of all state vehicles are on a first come, first served basis and are made with the Operations Department;
- A staff member should complete the reservation for state vehicle form and return it to the operations department with the name of driver, date to be used, destination, and return date;
- To make the best use of vehicles, priority will be given to trips with the greatest mileage and should it become necessary to change a reservation, all staff members involved will be consulted;
- If all state-owned vehicles are signed out, it will be at the discretion of the immediate supervisor to authorize and approve the use of a private vehicle;
- A vehicle log book has been placed in each automobile and all information pertaining to the trip should be recorded appropriately before leaving the vehicle (if there is no log book, this should be reported to Support Service's Director immediately);

Care and use of the vehicle:

- Agency vehicles must be operated in a safe manner at all times;
- Do not leave the vehicle unlocked or running while unattended;

Fuel:

- If the gas tank is less than one-half (1/2) full, fill the vehicle with gas before returning it;
- A gas/fuel card and directory of gas station locations are located in each vehicle (NOTE: gas/fuel cards are unique to each car and cannot be interchanged between vehicles);
- The employee's pin # is used in conjunction with the gas/fuel card;

Miscellaneous:

- Interior cleaning of the vehicle is the responsibility of the employee using the vehicle;

- If the vehicle is in need of extensive cleaning and washing, notify Operations Services upon returning the vehicle;
- Mechanical problems should be reported immediately to Operations Department.

45.6 Non-State Vehicles

An employee must complete a Vehicle Reservation form and submit it to the Operations Services for verification of access to a state vehicle. Mileage will be reimbursed to employee at the rate specified by DFA pending availability of state vehicle and approval of funding by supervisor.

Use of non-state or private vehicles is discouraged. The following criteria should be used when determining whether a non-state vehicle should be used:

- An agency vehicle is not available and travel cannot be scheduled for another day;
- Travel is within 25 miles of the agency and an agency vehicle is not available.

All travel incurred through the use of a private vehicle must be approved by the employee's immediate supervisor.

Employees will be reimbursed for travel at current mileage rates. These expenses should be claimed once a month, submitted for reimbursement on a travel voucher, and approved by the employee's immediate supervisor.

Any employee who chooses to use a private vehicle to conduct agency business, but does not receive approval from the appropriate supervisor will not be reimbursed for the expense.

46.0 TELEPHONE GREETING

To ensure effective telephone communications, employees should always use the following approved greeting and speak in a courteous and professional manner when answering the telephone:

(State the Name of the Branch, Department or Bureau). This is (State the Employee's Name).

May I help you?

47.0 TELEWORK PROGRAM**47.1 Policy Statement**

This policy is created to ensure effective internal controls and consistency for Mississippi Library Commission employees assigned to telework at an approved alternative worksite.

47.2 Purpose

Teleworking is an assignment that allows eligible Mississippi Library Commission employees to work in a designated area outside the office.

Teleworking benefits to employees, departments and the community can include:

- Ability to function when the regular worksite is inaccessible;
- Continuity of operations;
- Efficient use of agency resources, including office space;
- Recruitment and retention of highly qualified employees;
- Greater flexibility for employees and departments.

47.3 Scope

This policy applies to all agency offices, departments, divisions, and employees. The scope of implementing this policy will be directed by the Mississippi Library Commission and communicated through the department deputy directors and/or their designee.

47.4 Policy Details

Teleworking is a privilege, and this policy does not create an expectation of any right to telework. An employee's telework status may be revised at the sole discretion of the agency. All agency employees who telework shall have an approved telework assignment under this policy. An agency department may have additional telework requirements, guidelines, or procedures, provided they are consistent with the intent of this policy.

Teleworking does not change the job duties, obligations, responsibilities, or terms and conditions of agency employment. Teleworking employees must comply with all agency rules, policies, practices, and instructions. Department deputy directors or their designee shall

continually assess whether an employee's telework assignment is effective and accomplishing the responsibilities and mission of the department.

A teleworker must have a knowledge of both essential job functions and performance expectations and be an organized, highly disciplined, conscientious self-starter who needs little supervision. Each teleworker must independently set priorities, efficiently manage time, and effectively communicate with supervisors, co-workers, and others, while consistently maintaining high performance ratings.

An employee approved to telework may request to modify a telework assignment, but any modification to the assignment is at the sole discretion of the department deputy director and/or their designee. If notified that an employee's telework assignment has been terminated, the employee shall comply with applicable directives concerning reporting to the workplace.

A telework assignment is intended to be cost neutral. The agency is not required to provide teleworking employees with materials or supplies needed to establish an alternate worksite (i.e., desk, chair, computer, software, cell phone, fax, copier, etc.), and assumes no responsibility for set-up or operating costs at an alternate worksite (i.e., telephone, internet services, etc.).

Department deputy directors or their designee have the discretion to provide equipment, software, or supplies, or allow employees to use their personal devices and equipment while teleworking.

Department deputy directors or their designee providing equipment, software, or other supplies to teleworking employees must reasonably allocate those resources based on operational and workload needs.

The agency will not reimburse employees for the costs of using personal equipment while teleworking.

All agency policies, procedures and rules apply while an employee is teleworking, including policies and procedures regarding the use of computers, security standards and the Internet, regardless of whether the employee is using agency provided or personal equipment.

The agency head or appointing authority may waive the requirements of this policy as determined necessary to meet business needs.

47.5 Program Guidelines

Eligibility for teleworking is based on both the position and the employee. Telework suitability depends on job duties and not the job title. Because there are no hard and fast

criteria, department deputy directors must consider specific positions and duties on a case-by-case basis. Factors to consider can include, but not be limited to the following:

- Are the employee's duties independent in nature;
- Are the employee's duties primarily knowledge-based;
- Do the employee's duties allow for measurable deliverables;
- Do the employee's duties require in person interaction at the regular worksite with supervisors, colleagues, clients, or the public;
- Do the employee's duties require the need for his or her immediate presence at the regular worksite to address unscheduled events which cannot be managed by other means; and
- Are the employee's duties not essential to the management of on-site workflow.

Employees teleworking are expected to demonstrate and maintain:

- Dependability and responsibility;
- Effective communication with supervisors, co-workers, and clients;
- Motivation to ensure success of the teleworking assignment;
- The ability to work independently;
- A consistently high rate of productivity;
- A high level of skill and knowledge of the job;
- The ability to prioritize work effectively; and
- Good organizational and time management skills;
- An employee's telework assignment may be revised or terminated at the sole discretion of the department deputy director or his or her designee.

47.6 Work Hours

- Any deviations from the approved teleworking assignment must be pre-approved by the employee's department deputy director;
- Employees shall account for and report time spent teleworking as required according to the terms of the teleworking assignment.
- Employees shall work overtime only when directed to do so and must be pre-approved in advance by the supervisor;
- Employees must obtain approval to use accrued leave benefits in the same manner as employees not approved to telework;
- Employees unable to work due to illness shall use applicable accrued leave for hours not worked; and
- Employees approved for teleworking shall report to the worksite when directed by his or her supervisor.

47.7 Worksite

- A teleworking employee shall designate a work area suitable for performing his or her job duties and responsibilities. Requirements for the designated work area may vary depending on the nature of the work and resources needed.
- Teleworking employees shall work in an environment that allows them to perform their duties safely and efficiently.
- Employees are covered by workers' compensation laws when performing work duties at their designated alternate locations during scheduled work hours. Employees who suffer a work-related injury or illness while teleworking shall immediately notify their supervisor, follow established reporting protocols, complete any required forms and/or assist with any necessary worksite inspections as determined by the department deputy director or designee.
- The agency is not liable for damages to an employee's personal or real property while the employee is working at an alternate worksite.

47.8 Equipment and Supplies

- An employee approved for teleworking shall communicate with their department deputy director to identify necessary equipment, software, supplies, and support

required to perform his or her duties at the alternate work location. Availability and assignment of such needed support items will be considered in determining an employee's eligibility to telework.

- Teleworking should be accommodated with portable technology (e.g. laptop or tablet). The relocation of non-portable technology equipment such as desktop computers, monitors, printers, or other equipment is at the sole discretion of the department deputy director or designee.
- In the event that a department deputy director or designee chooses to relocate non-portable equipment under the authority of this policy, the Agency Asset Tag # must be identified in the telework assignment and the teleworking employee must do the following:
 - Take appropriate precautions to package and transport the agency-owned equipment safely; and
 - Set up must be performed by the employee or other department personnel.
- The teleworking employee must notify the Mississippi Library Commission Property Officer, in writing, of the change of any asset location. Notification should include at least the Agency Asset tag #, asset description (make, model, quantity), employee name and number who will have possession of the equipment, and physical location of the equipment.
- All equipment, software, and/or supplies provided by the agency shall be used for official agency business use only.
- A teleworking employee does not obtain any right to agency equipment, software, or supplies provided in connection with teleworking. The employee shall immediately return all agency equipment, software, and supplies at the conclusion of the telework assignment or at the department's direction.
- A teleworking employee shall take reasonable measures to protect agency equipment, software, and supplies from possible theft, loss, and damage. In such circumstances, the teleworking employee may be liable for replacement or repair of the equipment, software, or supplies consistent with Mississippi Library Commission and state property/equipment regulations.
- Any equipment, software files, and/or databases provided by the agency shall remain the property of the agency.

- A teleworking employee shall adhere to all software copyright laws and may not make unauthorized copies of any agency-owned software.
- Employees may not add hardware or software to any Agency equipment without prior written approval from the department deputy director and Technology Services.
- A teleworking employee, who uses personal equipment for teleworking, is responsible for the installation, repair, and maintenance of the equipment.
- A teleworking employee shall immediately contact his or her supervisor if equipment, connectivity, and/or other supply problems prevent them from working.

47.9 Security and Confidential Information

All files, records, papers, and/or other materials created while teleworking is agency property and designated Mississippi Library Commission officials may have access to any personal equipment used while teleworking, such as a personal computer, telephone and internet records. Teleworking employees shall cooperate fully to assist designated Mississippi Library Commission officials when access to such personal equipment is required. Teleworking employees and their supervisors shall identify any confidential, private, personal information, and/or records to be accessed and ensure appropriate safeguards are used to protect them. A department deputy director or designee should require employees to work in private locations when handling confidential and/or sensitive information. A department deputy director or designee may prohibit employees from printing confidential information in teleworking locations to avoid breaches of confidentiality.

Employees may not disclose confidential or private files, records, materials, or information, and may not allow access to agency networks or databases to anyone who is not authorized to have access.

47.10 State of Mississippi Public Information Act and Records Retention Requirements

The Mississippi Public Records Act and Records Retention requirements apply to information created by teleworking employees in the course of carrying out their job duties and responsibilities for the agency. Public records include all information relating to the conduct of agency business regardless of where the information is stored. Upon receipt of a request for access to information relating to Agency business, a teleworking employee must permit inspection and examination of any information in the employee's custody that relates to Agency business as directed by the department deputy director. This requirement exists

regardless of where the public record is located. Records created during teleworking are subject to all applicable record retention laws and Agency record retention policies.

47.11 Procedures

Employees assigned to telework should have the following:

- A fully executed and approved telework assignment form;
- Applicable Virtual Private Network (VPN) security agreement; if necessary;
- Applicable Mississippi Library Commission Property Office form(s).

48.0 TERMINATION OF EMPLOYMENT

Terminating employees will be asked to respond to an exit questionnaire and to be interviewed by the Human Resources Office to discuss such details as transfer/payment of accrued leave, continuation of health insurance, arrangement for final paycheck, refund of Retirement Accumulated Contributions, and other personnel-related items.

49.0 TIME SHEETS/RECORDS

All state service employees will be required to complete and submit bi-weekly time sheets to the Human Resources Office. All timesheets with any attachments are supposed to be turned in within 5 working days after the close of the time period with supervisor signatures.

50.0 TRAVEL

50.1 Policy for Travel

The Mississippi Library Commission will comply in all respects to the rules and regulations published and distributed by the Department of Finance and Administration (DFA) regarding travel. DFA establishes the reimbursement rates for travel, lodging and meals. Employees will receive reimbursement based on this information.

See the Mississippi Library Commission Travel Guidelines for further information.

50.2 Types of Travel

Rules and regulations may vary depending upon the type of travel involved. The following types of travel are most prevalent at the Mississippi Library Commission:

- Job Related / In-state

- Job Related / Out-of-state
- Conference / In-state
- Conference / Out-of-state

50.3 Modes of Travel

For Library Commission staff, the most common modes of travel will be land and air. Employees are urged to use agency vehicles when available. Private vehicles may be used when approved by the employee's supervisor and when agency vehicles are unavailable. Mileage may be a reimbursable expense. Rental cars may also be used; however, the use of these vehicles must be coordinated through the agency's Travel Coordinator. Costs incurred for rental cars are reimbursable.

Employees may only use airfare as a mode of transportation when flying out-of-state. The Travel Coordinator will coordinate and make flight arrangements with input from the employee. The agency will be billed directly; therefore, employees will not need to request reimbursement for this expense. If an employee chooses to pay for flight arrangement directly, they will be reimbursed once the Request for Reimbursement with receipts is sent to the Travel Coordinator.

50.4 Lodging

Employees are responsible for making in-state and out-of-state lodging arrangements. However, if needed, the Travel Coordinator will provide assistance in making these arrangements.

50.5 Meals

Employees of the Library Commission must adhere to the daily meal allowances approved by the Department of Finance and Administration (DFA).

50.6 Out of Pocket Expenses

Other expenses incurred by Library Commission staff which are reimbursable may include, but not be limited to:

- Phone charges relating to business calls;
- Small items related to agency business (i.e., fax charges, copies, office supplies, etc.);
- Items relating to agency vehicles (i.e., gas, repairs, parts, etc.);
- Registration fees;

- Parking fees:
- Tips;
- Local taxi, Uber/Lyft fares, train and bus fares.

50.7 Travel Advance

Travel advances are available for out-of-state and in-state travel. Employees requesting a travel advance must complete the **Request for Travel, Training, and/or Professional Development** form and obtain the appropriate signature(s).

A travel advance will be accounted for by the employee when processing a **Request for Reimbursement** form and must be submitted within ten (10) days after the end of the month in which the travel was completed. If the travel advance has not been accounted for within DFA's established time frame, the employee's paycheck will be held by DFA until the issue is resolved.

Any unused funds must be refunded to the agency.

50.8 Travel Trip Numbers

The Department of Finance and Administration (DFA) requires a trip number for each travel venture. Failure to obtain this information from the agency's Travel Coordinator will delay any requests for reimbursement being processed by DFA.

50.9 Expenses Paid for by Other Organizations

There are occasions when entities are willing to incur expenses for Mississippi Library Commission employees to attend training, conference, and convention events. Generally, these entities have guidelines and procedures that outline the terms and conditions of these payments. While the agency supports these opportunities, proper documentation and approval by appropriate supervisors must be in order for employees to participate.

Library Commission employees whose travel expenses are paid for by another entity (i.e., federal government, Gates Library Foundation, etc.) in order to conduct official duties of the Library Commission must complete the agency's **Request for Travel, Training, and/or Professional Development** form. The amount and the category of each expenditure to be paid by the entity must be completed. Each employee is responsible for acquiring the appropriate supervisory approval.

If the employee's expenses exceed the entity's reimbursable rate, the employee may seek reimbursement from the state; however, if the amount exceeds the state's reimbursable rate - no reimbursement will be made.

51.0 VISITORS

To provide for the safety and security of employees and the facilities of the Mississippi Library Commission, all visitors and guests must sign the guest register at the front desk before entering office and library areas. Visitors will be issued a *Visitor's Badge*. Visitors and guests may be directed or escorted to their destination. Employees of the Library Commission are responsible for the conduct and safety of their visitors and guests.

The ground floor entrance will be designated as a delivery entrance *only* and will be locked at all times. Visitors will not be permitted to enter the back entrance. Delivery personnel will be required to ring the bell for service.

Friends and relatives are always welcome to visit the Mississippi Library Commission; however, visitation should be kept to an absolute minimum. Employees may NOT bring their children or grandchildren to the workplace for any part of the workday.

If an individual is observed in the Library Commission's facility and is not wearing a *Visitor's Pass*, employees should immediately contact the front desk operator and ask for security.

52.0 VOTING

Federal, state, and local voting polls are open from 7:00 am - 7:00 pm. Employees are encouraged to vote before/after regularly scheduled working hours or during lunch breaks.

53.0 WORK SCHEDULES

State law requires that all state offices shall be available to the public for services 8:00 a.m. until 5:00 p.m., Monday through Friday. The State Personnel Board defines a normal work schedule as eight (8) hours per day, 40 hours per week, and 173.33 hours per month and 2,080 hours per year.

Each part-time employee shall be provided a schedule of working hours.

To provide for maximum flexibility in scheduling employees, the appointing authority may develop modified work schedules providing for flextime. Flextime is a schedule which offers agency management a choice, within limits, to vary employee arrival and departure times from work.

MLC Supervisor's Section

This section is still under review and is subject to be changed.

1.0 Counseling

The immediate supervisor is responsible for initiating all counseling of employees for corrective measures. Documentation of meetings should be maintained for records.

2.0 Record Keeping

Supervisors should keep documentation on all employee progress and performance.

3.0 Approving Leave Requests

All personal leave is subject to the agency approval and may be denied for cause. Prior to authorizing an employee to take extended vacation time, ensure that work has been completed or projects are current.

All leave of thirty-two (32) hours or more combined personal and major medical must be accompanied by a doctor's statement.

4.0 Interviewing and Selection

Review applicants for qualifications.
Compile interview questions and participate in interviews for department.
Assist in selection of best qualified candidate for open job classification.

5.0 New Hires

Supervisors will give all new staff orientation of the services provided by the agency.

6.0 PRA's and job duties

Additional useful links:

<https://www.pers.ms.gov/Pages/Home.aspx>

<https://www.mspb.ms.gov/>

<https://knowyourbenefits.dfa.ms.gov/>

<https://www.dfa.ms.gov/>

<https://www.ms.gov/my.policy> - ACE

<https://portal.magic.ms.gov/irj/portal>