APM 0206

Policy Memorandum No. 2 - FY 2006
Revised November 17, 2005

TO: Elected Officials, Agency Directors and Personnel Officers
State Government Agencies

FROM: Robert E. Bass, Jr.
State Personnel Director

DATE: June 16, 2005

SUBJECT: ADMINISTRATION OF THE VARIABLE COMPENSATION PLAN FOR FISCAL YEAR 2006

A. Statement of Purpose

Administration of the Variable Compensation Plan for Fiscal Year 2006 shall be governed by policies and procedures in this memorandum. These provisions shall supercede all conflicting policies and procedures for administration of salaries published in the Mississippi State Personnel Board Policy and Procedures Manual, any additional or replacement manuals, and all subsequent changes to the manual, effective close of business June 30, 2005, and shall become an official attachment to the Mississippi SPB Policy and Procedures Manual for Fiscal Year 2006.

The statutory increase or decrease of any salary under the salary setting authority of the State Personnel Board shall comply with the policies below, except where the Legislature may otherwise provide.

The development of the following policies is based upon implementation of legislative intent as expressed in the following language contained in each state service agency's appropriation act:

> With the funds herein appropriated, it is the intention of the Legislature that it shall be the agency's responsibility to make certain that funds required to be appropriated for "Personal Services" for Fiscal Year 2007 do not exceed Fiscal Year 2006 funds appropriated for that purpose, unless programs or positions are added to the agency's Fiscal Year 2007 budget by the Mississippi Legislature. Based on data provided by the Legislative Budget Office, the State Personnel Board shall determine and publish the projected annual cost to fully fund all appropriated positions in compliance with the provisions of this act. It shall be the responsibility of the agency head to insure that no single personnel action increases this projected annual cost and/or the Fiscal Year 2006 appropriation for "Personal Services" when annualized, with the exception of escalated funds. If, at the time the agency takes any action to change "Personal Services," the State Personnel Board determines that the agency has taken an action

which would cause the agency to exceed this projected annual cost or the Fiscal Year 2006 "Personal Services" appropriated level, when annualized, then only those actions which reduce the projected annual cost and/or the appropriation requirement will be processed by the State Personnel Board until such time as the requirements of this provision are met.

Any transfers or escalations shall be made in accordance with the terms, conditions and procedures established by law or allowable under the terms set forth within this act. The State Personnel Board shall not escalate positions without written approval from the Department of Finance and Administration. The Department of Finance and Administration shall not provide written approval to escalate any funds for salaries and/or positions without proof of availability of new or additional funds above the appropriated level.

No general funds authorized to be expended herein shall be used to replace federal funds and/or other special funds which are being used for salaries authorized under the provisions of this act and which are withdrawn and no longer available.

The agency shall not take any action to promote or otherwise award salary increases through reallocation, reclassification, realignment, educational benchmark, career ladder, or any other means to increase salaries of employees or positions unless specifically exempted by the following conditions: the award of teacher pay increases, the advancement of a trainee/cadet to the next level of a bona-fide career ladder, the award of an educational benchmark for the attainment of Certified Public Accountant License or higher level professional certification as determined by the State Personnel Board, the immediate replacement of a departing employee with an individual from within state service or a new hire at a salary level equivalent to that of the departing employee, and the emergency appointment of Nurses, Pharmacists or other health care professionals at a salary to be determined by the State Personnel Board, unless otherwise authorized in this act.

B. Coverage of these Policies

1. These policies shall govern employee salary increases and position changes for:

   a. State service employees and positions, and

   b. Non-state service employees and positions excluded from the state service by Mississippi Code of 1972, Annotated, Section 25-9-107(c) but subject to State Personnel Board salary setting authority as listed below:

      (1) Part-time employees and positions [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c)(xi)];

      (2) Persons appointed on an emergency basis [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c)(xii)];

(3) Time-limited employees and positions [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c)(xiv)];

(4) Administrative heads appointed by the Governor, board, commission or other authority, unless otherwise fixed by statute [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c)(xv)]; and

(5) Administrative officers, deputies, bureau chiefs, and directors and their positions [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c)(xvi)]; and

(6) Personnel employed by the Mississippi Department of Wildlife, Fisheries and Parks as law enforcement trainees (cadets) [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c)(xxi)].

2. Agencies or positions with statutory exclusion (not under the salary setting authority of the State Personnel Board and not subject to the compensation policies of this memorandum) are listed below. Please note, however, that the restrictive appropriations language is applicable to all agencies where the language has been included in FY 2006 appropriations and applies to state and non-state service positions, unless otherwise specifically excepted in law.

a. Non-state service agencies [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c)(i) (ii) (iii) (iv) (vii) (viii) (xvii)];

b. Non-state service occupations [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c) (v) (vi) (ix) (xiii)];

c. Non-state service positions of associate director, deputy directors and bureau directors within the Department of Agriculture and Commerce [Refer, Mississippi Code of 1972, Annotated, Section 25-9-107(c)(xix)];

d. Non-state service positions of deputy superintendents, associate superintendents and divisional directors within the State Department of Education [Refer, Mississippi Code of 1972, Annotated, Section 37-3-13(2)]; and

e. Non-state service positions of associate directors, deputy directors and bureau directors within the Mississippi Development Authority [Refer, Mississippi Code of 1972, Annotated, Section 57-1-5(3)(c)(xi)].

3. Salaries set by statute shall be implemented strictly in accordance with legislative intent [Refer, Mississippi Code of 1972, Annotated, Sections 25-3-31 and 25-3-35].

C. Policy Provisions for Implementation of Legislative Intent

1. Realignment

No funds were appropriated for this component of the Variable Compensation Plan for Fiscal Year 2006.

2. In-service COLA

No funds were appropriated for this component of the Variable Compensation Plan for Fiscal Year 2006.

3. Reallocations

No funds were appropriated for this component of the Variable Compensation Plan for Fiscal Year 2006.

4. Longevity

No funds were appropriated for this component of the Variable Compensation Plan for Fiscal Year 2006.

5. Productivity

No funds were appropriated for this component of the Variable Compensation Plan for Fiscal Year 2006.

6. No Increase to Appropriated Dollars or Projected Annual Cost

On or about July 1, 2005, the State Personnel Board shall publish the projected annual cost to fully fund all appropriated positions in compliance with the provisions of this act.

a. It shall be the responsibility of the agency head to ensure that no single personnel action increases this projected annual cost and/or the Fiscal Year 2006 appropriation for "Personal Services" when annualized.
b. At the end of each day, the SPB will publish a report indicating the flexibility available to each agency with regard to the projected annual cost or the appropriated dollars.

c. If the SPB determines that the agency has taken an action which would cause the agency to exceed this projected annual cost or the Fiscal Year 2006 "Personal Services" appropriated level, when annualized, then the action will

not be processed until such time as the agency has sufficiently reduced the projected annual cost and/or the appropriation requirement

d. If it is determined that through administrative error an agency is out of compliance at any time, SPB staff will reverse all necessary actions on a last processed, first reversed basis, unless otherwise promptly directed in writing by the agency.

e. This language is not intended to stop the escalation of time-limited positions. Escalations shall not be considered to cause an agency to exceed the established limits, and will not be accounted for in the monthly reports relative to this language.

D. Scope of State Personnel Director's Authority

1. Requests for State Personnel Board Action

All requests for State Personnel Board action under the Variable Compensation Plan Policy Memorandum No. 2 - Fiscal Year 2006 shall cite the section of the policy memorandum which authorizes such requests and action by the State Personnel Board. The State Personnel Director shall implement only those salary increases provided for in the appropriation bills for Fiscal Year 2006, which are identified in Section C above, and which are appropriately submitted.

2. Limitations on Reallocations

All requests for reallocations must be justified and submitted by the requesting agency as outlined in the Mississippi SPB Policy and Procedures Manual for approval by the State Personnel Director.

Agencies with misclassified positions may include requests for upward reallocations in their Fiscal Year 2006 Budget Request. However, each agency head shall have the opportunity to document the need for downward or lateral reallocations by demonstrating that a bona fide staffing need exists.

a. Reallocations should be accompanied by **detailed** on-line justification. The agency should also submit to SPB staff, the appropriate Job Content Questionnaire(s) and organizational chart(s), with a screen print of the "Reallocation/Reclassification" attached.

b. If an employee who has received a reallocation returns to his/her previous classification within twenty-four (24) months, the employee shall return to his/her salary before the reallocation, except as may be adjusted by legislative increases.

c. The authorized salary for the lateral reallocation of a filled position is no more than the current salary before the reallocation.

d. The authorized salary for the downward reallocation of a filled position shall be no greater than the difference between the old and the new starting salaries, subtracted from the current salary. However, at agency head discretion, the authorized salary may be reduced to a lower salary within the new job class pay range to ensure equitable compensation with other employees in the same classification. A written acknowledgement signed by the affected employee shall accompany all downward reallocations.

EXAMPLE

Current Salary:	$18,408.60
Old Start Salary:	$18,220.80
New Start Salary:	$12,648.12

$18,220.80 - $12,648.12 = $ 5,572.68
$18,408.60 - $ 5,572.68 = $12,835.92 MAX

In extraordinary circumstances, the agency may request the State Personnel Director to allow the employee to remain at his/her current salary as long as the current salary does not exceed the end salary of the new classification.

3. Reclassifications

Appropriations language, as included in Section A of this policy, suspends reclassifications for Fiscal Year 2006, with the exception of the advancement of a trainee/cadet to the next level of a bona-fide career ladder.

In certain limited circumstances, agency heads may be granted authority by the State Personnel Board to reclassify positions. Once reclassification authority is approved by the State Personnel Board, reclassification actions may be implemented at the discretion of the agency head. This authority shall expire at the end of each fiscal year unless continuation is adequately justified. Each year on a date prior to fiscal year conversion, the State Personnel Board allows each agency to submit requests for changes to, or continuation of, the authorized schedule of reclassifications. Only reclassifications of classes that are on the authorized reclassification list shall be implemented.

The maximum salary authorized for an individual receiving reclassification is the difference between the starting salaries of the two positions added to his/her current salary. The award of the maximum is at agency-head discretion.

4. Original Appointments

a. Standard New Hire Salary

The authorized salary for a new hire after June 30, 2005, is at or below the starting salary assigned the class in which employed. At the agency head's discretion, a request to increase an employee's salary to the starting salary may be submitted at any time. At no time will a new employee be hired below the federally mandated minimum wage of $5.15 per hour.

b. Recruitment Flexibility

Appropriations language, as included in Section A of this policy, suspends recruitment flexibility for Fiscal Year 2006, with the exception of emergency appointments of Nurses, Pharmacists and other health care professionals.

Currently approved recruitment flexibility includes:

Nurse I, II, III, IV, Chief (25%) – Department of Health
Pharmacist I, II, III, Director (20%) – All user agencies
Medical Technologist Senior (20%) – Mississippi State Hospital
Nurse Chief (35%) – Mississippi State Hospital
Nurse Chief (40%) – Veterans Affairs Board

(1) All requests to recruit applicants at a salary exceeding the assigned starting salary are to be submitted for State Personnel Board approval prior to a job offer or appointment of an applicant. Such a request shall be accompanied by a letter of justification from the agency head describing documented recruitment difficulties experienced by the agency.

The recruitment difficulties recognized by the Board include, but are not limited to:

(a) Documented recruitment difficulties for a job class which may be attributed to the established minimum or special qualifications of a job; and/or

(b) Insufficient labor market availability of qualified applicants and/or availability of a limited applicant pool complicated by a salary range for the job which is not competitive with the relevant labor market.

Misclassification of a position shall not be used as the basis for a recruitment flexibility request.

(2) Requests for recruitment flexibility approved by the State Personnel Board for an entire classification or for a specific position shall be valid for a period of twelve (12) months from the effective date of approval. If the agency is unable to fill the position within the twelve (12) month period, the State Personnel Director may authorize an extension of the recruitment flexibility for an additional twelve (12) months.

Should the agency fill the position within the initial twelve (12) months approved by the State Personnel Board and should the incumbent subsequently leave the position, the State Personnel Director may authorize the Recruitment Flexibility for a period of twenty-four (24) months from the original effective date approved by the State Personnel Board.

(3) If within twelve (12) months from the date of hire, the incumbent of a position which has been authorized for recruitment flexibility transfers to a position which has not been authorized for recruitment flexibility, the salary at transfer shall be established by calculating what the incumbent's salary would have been had the position from which he/she transferred not been authorized for recruitment flexibility.

(4) At the time of hire, the agency shall submit a written acknowledgment signed by the affected employee certifying that he/she has been notified of and fully understands the recruitment flexibility policies and salary calculations.

5. Appointment of New Hires from Agencies or Classifications Not Under the Purview of the State Personnel Board

The authorized salary for an individual hired from a State agency or classification not under the purview of the State Personnel Board into an agency/classification under the purview of the State Personnel Board shall be determined under the provisions for "Original Appointments," Section D.4.

6. Appointment of Executive Directors

For the purposes of this section, the supervisory authority is the individual, board or commission which may terminate an agency head either at will or through due process as specified by legislation. For agencies where no supervisory authority is specified, the State Personnel Board will set the salary of the agency head.

a. Initial Salary

The supervisory authority responsible for appointing each Executive Director shall have the flexibility at the time of hire to establish the salary of the appointed official up to mid-point within the appropriate range. If the individual being appointed has served as an executive director for another state agency for at least twelve (12) months, then the appointing authority may establish the salary up to the end salary of the appropriate range. The salary shall be based upon factors directly related to job performance such as previous work experience and educational attainment. The following documentation shall be submitted at the time of the appointment:

(1) A letter of appointment, signed by the Governor or the chairperson of the appointing board or commission;

(2) An Experience and Training Record completed by the employee; and

(3) A copy of the official minutes wherein the employment decision was reached.

b. Executive Salaries Set in Statute

If an Executive Director whose salary is set by statute is transferred or reallocated to an Executive Director position not set in statute, the salary of that individual may be established under the provisions of Section D.7 above.

7. Replacement of Departing Employees

a. In the event an employee transfers to another position within the master agency, the agency may replace that employee with an individual from within state service at current salary or starting salary, whichever is greater; or with a new hire at starting salary.

b. In the event an employee transfers to another master agency; or leaves state government through his/her own accord, by death, by dismissal or by retirement, the hiring agency may replace that employee with an individual from within state service or with a new hire at a salary level equivalent to that of the departing employee.

(1) Current employees and new hires are authorized a salary up to the salary of the departing employee. The agency has twelve (12) months from the date of appointment to award the maximum allowed under this provision.

(2) To qualify for the salary of departing employee, the agency must document in SPAHRS the exceptional education and experience of the individual and the critical nature of the position to which he/she is being appointed. The agency must also certify that the salary being awarded will not create any inequities among current employees in the same classification with similar or greater qualifications or state service.

(3) The salary awarded must also be based on sound personnel management practices and must be consistent with any applicable state or federal law.

(4) A SPAHRS screen print of the request attached to an Experience and Training Record must be forwarded to the State Personnel Board.

c. For the purposes of this section, the replacement of a departing employee must occur within one-hundred twenty (120) calendar days of departure.

d. If an employee who has been transferred to a higher job class returns to his/her previous classification within twenty-four (24) months, the employee shall return to his/her salary before the transfer, except as may be adjusted by legislative increases.

8. Transfers

a. Lateral Transfers

(1) The authorized salary for a lateral transfer is no more than the current salary before the transfer.

(2) If an employee who has been laterally transferred returns to his/her previous classification within twenty-four (24) months, the employee shall return to his/her salary before the transfer, except as may be adjusted by legislative increases.

c. Demotional Transfers

The authorized salary for any demotional transfer shall be no greater than the difference between the old and the new starting salaries, subtracted from the current salary. However, at agency head discretion, the authorized salary may be reduced to a lower salary within the new job class pay range to ensure equitable compensation with other employees in the same classification.

EXAMPLE

Current Salary:	$18,408.60
Old Start Salary:	$18,220.80
New Start Salary:	$12,648.12

$18,220.80 - $12,648.12 = $ 5,572.68
$18,408.60 - $ 5,572.68 = $12,835.92 MAX

(1) A written agreement signed by the affected employee shall accompany voluntary demotions.

(2) A written acknowledgment signed by the affected employee, or a statement from the appointing authority or his/her designee certifying that the employee has been notified of the demotion, shall accompany involuntary demotions.

(3) If an employee who has been promoted returns to his/her previous classification within twenty-four (24) months, the employee shall return to his/her salary before the promotion, except as may be adjusted by legislative increases.

(4) In extraordinary circumstances, the agency may request the State Personnel Director to allow the employee to remain at his/her current salary, as long as the current salary does not exceed the end salary of the new classification, and provided the employee is transferring between positions within the same sub-agency.

9. Policies and Procedures for the Award of Educational Benchmarks for Completion of Training and Development Programs

Appropriations language, as included in Section A of this policy, suspends educational benchmarks for Fiscal Year 2006, with the following exceptions:

Certified Public Accountant
Masters Degree
Specialist Degree
Doctoral Degree
Passage of the Mississippi Bar

It is the intent of the State Personnel Board to establish policies governing the award of monetary benchmarks for completion of employee training and development programs. These policies are for the purpose of providing employees opportunities to continue acquiring professional skills, knowledge, and expertise.

The State Personnel Director is authorized to certify requests to award Educational Benchmark increases on a case by case basis. Employees may receive an educational benchmark for the possession or attainment of education, licensure, certification or registration, which exceed the level of minimum qualifications listed for the employee's assigned job class. ~~To be eligible for an Educational Benchmark salary increase, an employee must complete requirements which exceed the level of minimum qualifications for education, licensure, or certification listed for the employee's present job class which the employee possessed at the time of appointment into his or her present job class.~~

a. General Benchmark Policies

(1) Requests for Educational Benchmark awards are made at the discretion of the agency head.

(2) Educational benchmarks shall not be awarded for degrees, licenses, certifications or registrations obtained prior to July 1, 1999.

(3) No employee shall receive more than one educational benchmark increase during Fiscal Year 2006.

~~(4) No Educational Benchmark shall be awarded for degrees, licensure, certification or registration, which the incumbent possessed at the time of hire.~~

(5) If the employee being awarded an Educational Benchmark is currently at end salary of his or her classification, or should the benchmark cause an employee's salary to exceed end salary, that portion of the benchmark exceeding end salary shall be paid as a one-time lump-sum payment.

(6) Any recruitment flexibility~~,~~ or other discretionary compensation awarded for or in anticipation of future educational achievement, licensure, or certification shall not result in a subsequent award of an Educational Benchmark for the same achievement.

(7) Educational Benchmarks shall not be awarded for degrees, licensure, certifications or registrations, which are required by law for performance of job duties.

b. Degrees

Increases in increments of up to five percent (5%) **may** be awarded to employees obtaining the following degrees: Master's, Specialist and Doctoral.

c. Licensure or Certification

Increases of up to five percent (5%) **may** be awarded to employees acquiring licensure or certification **directly related** to their jobs.

Employees in information technology classifications may only receive increases related to the completion of educational degrees.

d. Educational Benchmarks for Executive Directors

In accordance with Section 25-3-34, Mississippi Code of 1972, Annotated, as amended, in addition to the salary established by the State Personnel Board for agency heads previously included in Section 25-3-33 (said section now repealed) agency heads may receive the award of an educational benchmark as defined in State Personnel Board rules for the possession or attainment of any of the following:

(1) The Certified Public Manager designation;

(2) A job-related PhD (Doctor of Philosophy) degree which is not required as a minimum qualification of the position;

(3) A job related certification, licensure, or registration requiring the passage of an examination, which is not required as a minimum qualification of the position.

No such official or employee may receive more than a total of three (3) eligible benchmarks, only one of which may be for a job related certification, licensure or registration.

The end salary may be extended to accommodate educational benchmark increases as provided for in Paragraph 25-3-34 of state law.

10. Special Compensation Plans

Appropriations language, as included in Section A of this policy, suspends special compensation plans for Fiscal Year 2006, with the exception of teacher pay increases and school attendance officers.

Further, to qualify for a teacher pay increase, agencies must complete Form SPC-0705 (Attached), which certifies that recipients of increases are performing duties directly related to the education of patients/clients.

Only special compensation plans reviewed **prior to the start of Fiscal Year 2006** and approved by the State Personnel Board for implementation or continuation during the fiscal year shall be certified.

11. Additional Compensation

Appropriations language, as included in Section A of this policy, suspends additional compensation for Fiscal Year 2006, with the exception of those positions currently authorized for additional compensation.

Further, all Detail to Special Duty Pay currently authorized shall expire as indicated in the agency's request, and shall not be recertified during Fiscal Year 2006.

Certification of additional compensation shall be limited to those forms of additional compensation previously approved by the State Personnel Board with the exception of call-back/overtime pay and any other form of compensation that may be subject to the Fair Labor Standards Act during Fiscal Year 2006. The State Personnel Board shall consider other requests for additional compensation where the request is justified by demonstrating that delayed implementation would seriously impair critical agency operations. The State Personnel Board shall not consider new requests to undertake additional compensation not currently authorized except as a bona fide staffing need or as a part of the Fiscal Year 2006 budget request.

12. Salary Increases Which Exceed the Agency Head

In accordance with Section 25-3-39, Mississippi Code of 1972, Annotated, as amended:

a. No public officer, public employee, administrator or executive head of any arm or agency of the state, in the executive branch of government, shall be paid a salary or compensation, directly or indirectly, greater than one hundred fifty percent (150%) of the maximum salary fixed in section 25-3-31 Mississippi Code of 1972, Annotated, as amended, for the Governor. All academic officials, members of the teaching staffs and employees of the state institutions of higher learning, the State Board for Community and Junior Colleges, and community and junior colleges, and licensed physicians who are public employees, shall be exempt from this subsection. The Governor shall fix the annual salary of the Executive Director of the Mississippi Development Authority and the annual salary of the Chief of Staff of the Governor's Office, which salaries shall be completely paid by the state and may not be supplemented with any funds from any source, including federal or private funds. Provided, however, that the salary of the Executive Director of the Mississippi Development Authority and the Governor's Chief of Staff shall not be greater than one hundred fifty percent (150%) of the salary of the

Governor. Furthermore, all professional employees who hold a bachelor's degree or more advanced degree from an accredited four-year college or university or a certificate or license issued by a state licensing board, commission or agency and who are employed by the Department of Mental Health shall be exempt from this subsection if the State Personnel Board approves the exemption.

b. No public officer, employee or administrator shall be paid a salary or compensation, directly or indirectly, in excess of the salary of the executive head of the state agency or department in which he/she is employed. Provided, however, the State Personnel Board may, based upon its findings of fact, exempt **physicians and actuaries** from this subsection when the acquisition of such professional services is precluded based on the prevailing wage in the relevant labor market.

c. Compensation, for purposes of this section, is defined as the employee's base salary and any additional or special compensation, less paid fringe, authorized by state or federal law or as otherwise provided in State Personnel Board policy. Further, agencies are required to ensure that all employees subject to the overtime provisions of the Fair Labor Standards Act of 1938, as amended, are not scheduled to work hours that could cause the employee's total annual compensation to exceed that of the governor or the agency director.

d. In reference to the language contained in Section 13.a above, the State Personnel Board shall review requests for salary exemption from the Department of Mental Health for employees who hold a bachelor's degree or more advanced degree from an accredited four-year college or university or a certificate or license issued by a state licensing board, commission or agency on a case by case basis.

e. In reference to the language contained in Section 13.b above, the State Personnel Board has determined that the salaries of physicians and actuaries are exempt from Section 25-3-39, Mississippi Code of 1972, Annotated, as amended.

13. Reappointments for Employees Returning From an Authorized Leave of Absence without Pay

The authorized salary for an individual returning from an authorized leave of absence to the same job class from which the individual was separated, and within twelve (12) months of separation, is no more than the current salary at the time of the separation, except as may be adjusted by any salary increase authorized by the Legislature and/or through non-appropriated realignment.

14. Reemployment for Employees Returning to State Service after Separation in Good Standing

    a. The authorized salary for an individual returning to state service employment within the same job class from which the individual was separated is determined under the provisions for "Original Appointments," Section D.4.

    b. The authorized salary for an individual returning to state service employment but to another job classification is determined under provisions for "Original Appointments," Section D.4., without regard to the initial reasons for separation.

E. Performance Appraisal Review (PAR) Requirements

1. Each agency shall have the Performance Appraisal Review (PAR) system in place. All state service employees, and non-state service employees whose positions fall under the purview of the State Personnel Board's salary setting authority [Refer to Section B.1.b herein] shall be covered under the Performance Appraisal Review (PAR) policies certified by the State Personnel Board.

2. The Performance Appraisal Review system shall be incorporated in all aspects of personnel administration and shall be maintained for each employee on a continuous basis throughout each year. A current PAR rating shall be on file and be provided with, or submitted prior to, requests for processing personnel actions.

If you have any questions regarding Policy Memorandum No. 2, please contact the Office of Classification and Compensation at 359-2769.

Form SPC-0705

CERTIFICATION OF ACADEMIC TEACHER DUTIES

I acknowledge by my signature that I am acting in the capacity of an Academic Teacher in my respective position and have reviewed and understand the following guidelines for receipt of an increase as outlined in Section 37-19-7, Mississippi Code of 1972, Annotated, as amended, "Minimum Programs"

a. I understand that I am classified in an academic teacher classification, and thus possess a Class A, AA, AAA or AAAA teaching certificate;

b. I certify that I am directly responsible for the instruction of students in various academic courses offered in an institutional setting.

b. I understand that the salary determination procedures, and any other policy and procedure provisions, may change without prior notice; and

c. I understand that transfer, reallocation, demotion, agency reorganization or other action may result in the change of my academic teacher status, and the subsequent cessation of teacher pay increases.

Minimum Programs Recipient/Classification	Date	Increase Amount
		$
Agency Head	Date	