


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES**

Subject: Disciplinary Actions		Policy Number: 6	
Number of Pages: 1		Section: III	
Attachments		Related Standards & References	
MS State Employee Handbook MDHS PER-239		MS State Employee Handbook MDHS PER 239	
Effective Date: 08/16/2011		Approved: 	
		Kathy Pittman, Director	

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services that any employee's violation of policy and procedures must be in accordance with the guidelines established by the State Personnel Board in the Mississippi State Employee Handbook.

II. PROCEDURE

The following forms must be completed when documenting employee incidents:

- A. Mississippi Form-MDHS-PER-239, Revised; 01/01/00 "Notice of Disciplinary Action".
- B. Copy of violated policy and procedure or written directive.
- C. Copy of incident report.
- D. Copies of any other relevant documentation.