


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

Subject: DYS Employment		Policy Number: 2	
Number of Pages: 2		Section: III	
Attachments	Related Standards & References		
MDHS AP-12, MS State Employee Handbook, Form 800-3	MDHS AP-12, MS State Employee Handbook, Form 800-3		
Effective Date: 08/16/2011	Approved:  Kathy Pittman, Director		

I. POLICY

The MDHS, DYS is an equal employment opportunity employer for all individuals regardless of race, color, creed, sex, religion, national origin, age, physical handicap, disability, or political affiliation is the policy of the State Personnel Board. In order to assure non-discriminatory practices and procedures in all phases of state service personnel administration, the State Personnel Board's equal employment opportunity policy prohibits any form of unlawful discrimination based on the foregoing and other considerations made unlawful by federal or state laws.

II. PROCEDURE

1. All prospective applicants considered for employment must sign a Release of Information form or consent to Electronic Fingerprinting, in order for the agency to conduct a Criminal Records Check.
2. All prospective applicants must consent to both Drug and Alcohol Screening and the Child Abuse Central Registry Check.
3. DYS employees will be given a copy of the Job Content Questionnaire (JCQ) and SPB Form 800-3, Section 2 for the assigned position. In addition, each new employee will be instructed to read and become familiar with copies of the following: Mississippi State Employee Handbook, DYS Policies and Procedures Manual and Performance Appraisal Review Policy, AP-12 (Revised 06/01/96)
4. All institutional staff are required to complete a minimum number of job orientation training hours as specified by their job classification.

5. An employee who wishes to discontinue employment with DYS should submit a letter of resignation to his/her supervisor at least fourteen (14) calendar days before the last working day.

6. A probationary or time limited status employee may be terminated without cause. Termination of employment for a permanent status employee will be based upon certain violations of policy as outlined in the Mississippi State Employee Handbook.