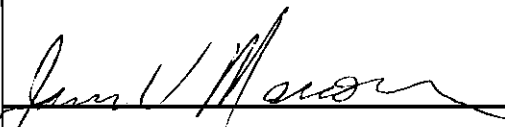


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES**

<b>Subject:</b>  <b>MDHS, Division of Youth Services Employment</b>	<b>Policy Number:</b>  <b>2</b>
<b>Number of Pages:</b>  <b>2</b>	<b>Section:</b>  <b>XIV</b>
<b>Attachments:</b> <b>A. Time Limited Acknowledgement B. Non-State Service Acknowledgment</b>	<b>Related Standards &amp; References:</b>  <b>AP-3</b>
<b>Effective Date:</b>  <b>June 1, 2012 Revised June 15, 2019</b>	<b>Approved:</b>   <b>James Maccarone, Director</b>

**I. POLICY**

It is the policy of the Mississippi Department of Human Services (MDHS), Division of Youth Services (DYS) to provide employment opportunities to as broad a range of candidates as possible. The best qualified person to meet program needs will be selected from the group. Selection, retention, and promotion will be based on policy set forth in directives from the parent agency and Mississippi State Personnel Board policies.

**II. Definitions**

None

**III. Procedures**

All applicants will be given fair and equal employment opportunity. Appointments will be made without regard to sex, age, race, religion, or national origin. All prospective applicants, upon request, must sign a Release of Information form and Child Abuse Registry form in order to conduct a criminal records check and Child Abuse Registry check. Certain positions may be time-limited, in which case a Time Limited Acknowledgement form (Attachment A) will be required. During periods identified as non-state service periods, a Non-State Service Acknowledgement form (Attachment B) will be required.

As a new Mississippi Department of Human Services, Division of Youth Services employee, Human Resources will need additional information with regards to benefits, payroll, personnel, and background data. With the assistance of the immediate supervisor, the new hire data should

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be completed as part of the onboarding process, and received by the Division of Human Resources.

Mississippi Department of Human Resources, Division of Youth Services employees will be instructed to read and become familiar with the following: Mississippi State Employee Handbook, latest version, and the MDHS, DYS online Policies and Procedure manual.

**Employees will be required to sign various Statements of Understanding.**

An employee may request a transfer, or be requested to transfer, from one position to another. Request for transfers must be made in writing and submitted through the appropriated administrative procedures. The requests are made effective only upon approval by the Division Director, at a minimum.

An employee who wished to terminate employment with the Mississippi Department of Human Services, Division of Youth services should submit a letter of resignation to the appropriated supervisor at least fourteen (14) calendar days before the last working day. Employment with MDHS, DYS can be terminated for a probationary status employee with cause. Termination of employment for a permanent status employee will be based on certain violations of policy, as outlined in the State Employee Handbook and related policies.