

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

Subject: MDHS DIVISION OF YOUTH SERVICES EMPLOYMENT	Policy Number: 2
Number of Pages: 2	Section:
Attachments: A. Statement of Understanding B. Release of Information C. Child Abuse Central Registry D. Time Limited Acknowledgement	Related Standards & References: AP-3
Effective Date: June 1, 2012	Approved:  <hr/> James Maccarone, Director

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 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 being considered for employment must sign a Release of Information form in order to conduct a criminal records and Child Abuse Central Registry check (see forms attached).

As a new Mississippi Department of Human Services, Division of Youth Services employee the Personnel Office 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 be completed and forwarded to the Office of Personnel.

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Mississippi Department of Human Services, Division of Youth Services employees will be given a copy of the Job Content Questionnaire (JCQ) and the Performance Standards for the assigned position. All forms will be explained verbally. In addition, each new employee will be instructed to read and become familiar with copies of the following: MS State Employee Handbook dated March 1, 2010 and the Mississippi Department of Human Services, Division of Youth Services Policies and Procedures Manual. Each new supervisor will be instructed to read and become familiar with copies of the following: MS State Employee Handbook dated March 1, 2010 and the Mississippi Department of Human Services, Division of Youth Services Policies and Procedures Manual.

As a stipulation of employment, the employee will be required to sign a Statement of Understanding.

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

An employee who wishes 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 handbooks previously described.

NOTE: To be used in conjunction with the MDHS Administrative Policy AP-3 Revised February 1, 2011, on interview and selection guidelines and MDHS Memorandum Number 6155 dated, February 1, 2011 RE: Notifying Applicant of Recommendation for Employment.