

COMPLIANCE UPDATES AND USEFUL TIPS

CULTIVATING A CULTURE OF COMPLIANCE

Monthly updates from the MDE Office of Compliance

JANUARY 2020

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Happy New Year 2020!! Did you know that compliance covers more than procurement and is the responsibility of every MDE employee? This month's *Compliance Updates* provides details of upcoming compliance and ethics training for all MDE employees and updates to MDE ethical policies and the mileage reimbursement rate.

Mandatory MDE Compliance & Ethics Training

All employees have a role in cultivating a culture of compliance at the MDE. The MDE, through the Office of Compliance, will provide **mandatory** compliance and ethics training—**Wednesday, January 29, 2020**, and **Tuesday, February 25, 2020**, in the Central High School (CHS) Auditorium. The purpose of this training is to educate employees on how compliance and ethics have a direct impact on daily decisions and behavior. Training will be held in the Central High School (CHS) Auditorium.

1. An alternate training will be scheduled for **the MS Schools for the Blind & Deaf employees** whose “school-day” schedules prevent attendance.
2. Online training will be scheduled for all **contract workers** and **school attendance officers**.
3. With the exception of *numbers 1 and 2* above, all other MDE employees must register to **attend one** of the scheduled trainings at [GoSignMeUp](#). Click Department of Education>MDE-Office of Compliance and select one of the trainings.
4. Registration begins at 8:45 a.m. Training is scheduled from 9:00 a.m. – 4:00 p.m.
 - **The morning session from 9:00 a.m. – 12:00 noon** will instruct on matters related to compliance and ethics at the MDE. During the morning session, Mr. Tom Hood, Executive Director and Chief Counsel of the MS Ethics Commission, will join us to discuss “Ethics in Government Law.” In addition, employees will meet the Executive Leadership Team (ELT); learn the role of legal, internal audit, and compliance; and understand the importance of compliance in areas often overlooked. **NOTE: This session will be mandatory for all MDE employees.**
 - **The afternoon session from 1:30 p.m. – 4:00 p.m.** will focus on common compliance violations and how to avoid them. **NOTE: This session will be mandatory for Bureau Directors/Managers and employees who request, generate, or approve contracts, grants, invoice payments, purchase order requests, and/or food and space requests.** However, all MDE employees are invited to attend this session for professional development and awareness.

Update to the MDE Ethical Policies

On January 1, 2020, [Section 11-Ethical Policies](#) of the *MDE Employee Policy and Procedures Manual (MEPPM)* was revised to clarify that employees or members of their immediate families may accept unsolicited advertising products or promotional materials of nominal value, such as pens, pencils, note pads, calendars, etc. Click the link above and see page 2 of the policy, “Accepting Gratuities.”

Effective January 1, 2020, the mileage reimbursement rate is \$0.575 per mile traveled in privately-owned vehicles.

REPORT FRAUD, WASTE, AND ABUSE:

To report suspected fraudulent activity, go to the MDE Home webpage and select the Report Fraud, Waste, and Abuse link. (<https://compliance.mdek12.org/Fraud/>)