MISSISSIPPI DEPARTMENT OF EDUCATION
Ensuring a bright future for every child

COMPLIANCE UPDATES AND USEFUL TIPS
CULTIVATING A CULTURE OF COMPLIANCE
Monthly updates from the MDE Office of Compliance

JULY 2019

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The month of July is the start of a new fiscal year and a great time to review prior fiscal year tasks to ensure they are accurate and in compliance with policies and procedures. This month's *Compliance Updates* will provide helpful reminders to leave keepers and fleet coordinators to ensure all leave and fleet records are up-to-date and accurate. Also, a short survey is included soliciting feedback from MDE employees on the first year of *Compliance Updates*. Your comments will be used for enhancements and to integrate fresh, new ideas into upcoming issues.

Reminders for Leave Keepers

- Leave keepers must enter leave in SPAHRS that match the employee's leave form. Upon receipt of leave forms, leave keepers must review forms for accuracy and return incorrect forms to supervisor/employee for corrections **prior to** entering any leave into SPAHRS.

- A back-up leave keeper should cross-check for accuracy all SPAHRS entries made by the leave keeper.

- Personal or compensatory leave must be used for the first day of an employee's illness requiring absence of more than one day. Major Medical Leave may be used for illness only after the employee has used one day of accrued personal or compensatory leave.

- Major Medical Leave may be used, without prior use of personal or compensatory leave, to cover regularly scheduled visits to a doctor's office or a hospital for the continuing treatment of a chronic disease, as certified in advance by a physician. The certification form must be on file in the Office of Human Resources (HR) **prior to** the leave keeper entering Chronic Leave into SPAHRS.

- Supporting documentation must be on file for compensatory (comp) time earned. Any earned comp time must be **pre-approved** by employee's supervisor. All comp leave balances that will exceed 160 hours must have **prior approval** from the employee's Chief.

- Leave keepers must monitor compensatory balances and notify supervisor/employee of required approval **prior to** employee exceeding the threshold.

Reminders for Leave Keepers (cont.'d)

- Leave keepers **must** email the following documentation to **timereporting@mdek12.org**:

  ❑ Approved Certification of Leave Processing Form
  ❑ Certified Leave Balance Listing Report
  ❑ Monthly Time Reports
  ❑ Leave Forms

Reminders for Fleet Managers

- All fleet data must be properly maintained in MAGIC before any vehicle purchase request can be approved.

- It is mandatory for all offices with assigned fleet to maintain supporting documentation of vehicle utilization records, activity request forms/logs, and receipts for fuel purchases.

- All MDE drivers are reminded to purchase only regular, unleaded gasoline or diesel from self-service pumps. No higher-octane gas is to be purchased.

- All MDE drivers must have an Activity Request form on file **prior to** the check-out of a vehicle.

- All MDE drivers must have a hard copy of fuel receipts to turn in with every fuel purchase.

- The Office of Accounting will ensure that all new or replacement fuel cards are identified by vehicle when assigned to staff and issued in a timely manner.

Compliance Updates Survey

"We have completed the first fiscal year of the MDE Compliance Updates! As you're reading the Updates, I hope that you are finding them to be a great resource in your daily work activities. Certainly, I appreciate all the positive comments received via email and even while passing in the hallways. As MDE employees, we must continue to work together to ensure our agency stays in compliance with state and federal laws and all other policies and procedures that inform the work that we do."

MELISSA MAY, Compliance Officer
Office of Compliance

Please complete this short survey to provide feedback on the *MDE Compliance Updates*. The survey can be found at the following link:

https://mdek12.org/ComplianceUpdatesSurvey

Your feedback is very important.

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/)