

## MISSISSIPPI DEPARTMENT OF EDUCATION EMPLOYEE PERSONNEL DATA FORM

Information listed below is necessary for the protection of you and your family. This will be a part of your permanent personnel file.

EMPLOYEE: \_\_\_\_\_ SSN: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ WORK PHONE: \_\_\_\_\_  
City State Zip

NEXT OF KIN: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
(Name)

NEXT OF KIN (PLACE OF EMPLOYMENT): \_\_\_\_\_

CLOSEST RELATIVE OR NEIGHBOR NOT LIVING WITH YOU:

_____	_____	_____
(Name)	(Relationship)	(Phone)

WHOM DO YOU WISH TO BE NOTIFIED IN CASE OF EMERGENCY:

NAME THREE:	PHONE NUMBER	RELATIONSHIP
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

If you are employed with another organization, please complete the following information:

EMPLOYER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ State Zip  
City

# Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

Give Form W-4 to your employer.

Your withholding is subject to review by the IRS.

**2025**

<b>Step 1:</b> <b>Enter Personal Information</b>	(a) First name and middle initial _____	Last name _____	(b) Social security number _____
	Address _____		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code _____		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

**TIP:** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to determine the most accurate withholding for the rest of the year if: you are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

**Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App).

**Step 2: Multiple Jobs or Spouse Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for the most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate

**Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

<b>Step 3:</b> <b>Claim Dependent and Other Credits</b>	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 \$ _____ Multiply the number of other dependents by \$500..... \$ _____ Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here . . . . .	<b>3</b>	\$
<b>Step 4 (optional): Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . .	<b>4(a)</b>	\$
	(b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .	<b>4(b)</b>	\$
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . .	<b>4(c)</b>	\$

<b>Step 5:</b> <b>Sign Here</b>	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	<b>Employee's signature</b> (This form is not valid unless you sign it.) _____	<b>Date</b> _____	

<b>Employers Only</b>	Employer's name and address _____	First date of employment _____	Employer identification number (EIN) _____
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

### Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to [www.irs.gov/FormW4](http://www.irs.gov/FormW4).

### Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

**Exemption from withholding.** You may claim exemption from withholding for 2025 if you meet both of the following conditions: you had no federal income tax liability in 2024 **and** you expect to have no federal income tax liability in 2025. You had no federal income tax liability in 2024 if (1) your total tax on line 24 on your 2024 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, and 29), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2025 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 17, 2026.

**Your privacy.** Steps 2(c) and 4(a) ask for information regarding income you received from sources other than the job associated with this Form W-4. If you have concerns with providing the information asked for in Step 2(c), you may choose Step 2(b) as an alternative; if you have concerns with providing the information asked for in Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c) as an alternative.

**When to use the estimator.** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) if you:

1. Are submitting this form after the beginning of the year;
2. Expect to work only part of the year;
3. Have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), or number of dependents, or changes in your deductions or credits;
4. Receive dividends, capital gains, social security, bonuses, or business income, or are subject to the Additional Medicare Tax or Net Investment Income Tax; or
5. Prefer the most accurate withholding for multiple job situations.

**TIP:** Have your most recent pay stub(s) from this year available when using the estimator to account for federal income tax that has already been withheld this year. At the beginning of next year, use the estimator again to recheck your withholding.

**Self-employment.** Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to figure the amount to have withheld.

**Nonresident alien.** If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

## Specific Instructions

**Step 1(c).** Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

**Step 2.** Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work. Submit a separate Form W-4 for each job.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

Instead, if you (and your spouse) have a total of only two jobs, you may check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



**Multiple jobs.** Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

**Step 3.** This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

### Step 4 (optional).

**Step 4(a).** Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

**Step 4(b).** Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2025 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

**Step 4(c).** Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b)—Multiple Jobs Worksheet (Keep for your records.)



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job. To be accurate, submit a new Form W-4 for all other jobs if you have not updated your withholding since 2019.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

- 1 Two jobs. If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3
2 Three jobs. If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a
b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b
c Add the amounts from lines 2a and 2b and enter the result on line 2c
3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc.
4 Divide the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in Step 4(c) of Form W-4 for the highest paying job (along with any other additional amount you want withheld)

Step 4(b)—Deductions Worksheet (Keep for your records.)



- 1 Enter an estimate of your 2025 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income
2 Enter: { \$30,000 if you're married filing jointly or a qualifying surviving spouse; \$22,500 if you're head of household; \$15,000 if you're single or married filing separately }
3 If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-"
4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information
5 Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.



**Married Filing Jointly or Qualifying Surviving Spouse**

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$0	\$700	\$850	\$910	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020
\$10,000 - 19,999	0	700	1,700	1,910	2,110	2,220	2,220	2,220	2,220	2,220	2,220	3,220
\$20,000 - 29,999	700	1,700	2,760	3,110	3,310	3,420	3,420	3,420	3,420	3,420	4,420	5,420
\$30,000 - 39,999	850	1,910	3,110	3,460	3,660	3,770	3,770	3,770	3,770	4,770	5,770	6,770
\$40,000 - 49,999	910	2,110	3,310	3,660	3,860	3,970	3,970	3,970	4,970	5,970	6,970	7,970
\$50,000 - 59,999	1,020	2,220	3,420	3,770	3,970	4,080	4,080	5,080	6,080	7,080	8,080	9,080
\$60,000 - 69,999	1,020	2,220	3,420	3,770	3,970	4,080	5,080	6,080	7,080	8,080	9,080	10,080
\$70,000 - 79,999	1,020	2,220	3,420	3,770	3,970	5,080	6,080	7,080	8,080	9,080	10,080	11,080
\$80,000 - 99,999	1,020	2,220	3,420	4,620	5,820	6,930	7,930	8,930	9,930	10,930	11,930	12,930
\$100,000 - 149,999	1,870	4,070	6,270	7,620	8,820	9,930	10,930	11,930	12,930	14,010	15,210	16,410
\$150,000 - 239,999	1,870	4,240	6,640	8,190	9,590	10,890	12,090	13,290	14,490	15,690	16,890	18,090
\$240,000 - 259,999	2,040	4,440	6,840	8,390	9,790	11,100	12,300	13,500	14,700	15,900	17,100	18,300
\$260,000 - 279,999	2,040	4,440	6,840	8,390	9,790	11,100	12,300	13,500	14,700	15,900	17,100	18,300
\$280,000 - 299,999	2,040	4,440	6,840	8,390	9,790	11,100	12,300	13,500	14,700	15,900	17,100	18,300
\$300,000 - 319,999	2,040	4,440	6,840	8,390	9,790	11,100	12,300	13,500	14,700	15,900	17,170	19,170
\$320,000 - 364,999	2,040	4,440	6,840	8,390	9,790	11,100	12,470	14,470	16,470	18,470	20,470	22,470
\$365,000 - 524,999	2,790	6,290	9,790	12,440	14,940	17,350	19,650	21,950	24,250	26,550	28,850	31,150
\$525,000 and over	3,140	6,840	10,540	13,390	16,090	18,700	21,200	23,700	26,200	28,700	31,200	33,700

**Single or Married Filing Separately**

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$200	\$850	\$1,020	\$1,020	\$1,020	\$1,370	\$1,870	\$1,870	\$1,870	\$1,870	\$1,870	\$2,040
\$10,000 - 19,999	850	1,700	1,870	1,870	2,220	3,220	3,720	3,720	3,720	3,720	3,890	4,090
\$20,000 - 29,999	1,020	1,870	2,040	2,390	3,390	4,390	4,890	4,890	4,890	5,060	5,260	5,460
\$30,000 - 39,999	1,020	1,870	2,390	3,390	4,390	5,390	5,890	5,890	6,060	6,260	6,460	6,660
\$40,000 - 59,999	1,220	3,070	4,240	5,240	6,240	7,240	7,880	8,080	8,280	8,480	8,680	8,880
\$60,000 - 79,999	1,870	3,720	4,890	5,890	7,030	8,230	8,930	9,130	9,330	9,530	9,730	9,930
\$80,000 - 99,999	1,870	3,720	5,030	6,230	7,430	8,630	9,330	9,530	9,730	9,930	10,130	10,580
\$100,000 - 124,999	2,040	4,090	5,460	6,660	7,860	9,060	9,760	9,960	10,160	10,950	11,950	12,950
\$125,000 - 149,999	2,040	4,090	5,460	6,660	7,860	9,060	9,950	10,950	11,950	12,950	13,950	14,950
\$150,000 - 174,999	2,040	4,090	5,460	6,660	8,450	10,450	11,950	12,950	13,950	15,080	16,380	17,680
\$175,000 - 199,999	2,040	4,290	6,450	8,450	10,450	12,450	13,950	15,230	16,530	17,830	19,130	20,430
\$200,000 - 249,999	2,720	5,570	7,900	10,200	12,500	14,800	16,600	17,900	19,200	20,500	21,800	23,100
\$250,000 - 399,999	2,970	6,120	8,590	10,890	13,190	15,490	17,290	18,590	19,890	21,190	22,490	23,790
\$400,000 - 449,999	2,970	6,120	8,590	10,890	13,190	15,490	17,290	18,590	19,890	21,190	22,490	23,790
\$450,000 and over	3,140	6,490	9,160	11,660	14,160	16,660	18,660	20,160	21,660	23,160	24,660	26,160

**Head of Household**

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$450	\$850	\$1,000	\$1,020	\$1,020	\$1,020	\$1,020	\$1,870	\$1,870	\$1,870	\$1,890
\$10,000 - 19,999	450	1,450	2,000	2,200	2,220	2,220	2,220	3,180	4,070	4,070	4,090	4,290
\$20,000 - 29,999	850	2,000	2,600	2,800	2,820	2,820	3,780	4,780	5,670	5,690	5,890	6,090
\$30,000 - 39,999	1,000	2,200	2,800	3,000	3,020	3,980	4,980	5,980	6,890	7,090	7,290	7,490
\$40,000 - 59,999	1,020	2,220	2,820	3,830	4,850	5,850	6,850	8,050	9,130	9,330	9,530	9,730
\$60,000 - 79,999	1,020	3,030	4,630	5,830	6,850	8,050	9,250	10,450	11,530	11,730	11,930	12,130
\$80,000 - 99,999	1,870	4,070	5,670	7,060	8,280	9,480	10,680	11,880	12,970	13,170	13,370	13,570
\$100,000 - 124,999	1,950	4,350	6,150	7,550	8,770	9,970	11,170	12,370	13,450	13,650	14,650	15,650
\$125,000 - 149,999	2,040	4,440	6,240	7,640	8,860	10,060	11,260	12,860	14,740	15,740	16,740	17,740
\$150,000 - 174,999	2,040	4,440	6,240	7,640	8,860	10,860	12,860	14,860	16,740	17,740	18,940	20,240
\$175,000 - 199,999	2,040	4,440	6,640	8,840	10,860	12,860	14,860	16,910	19,090	20,390	21,690	22,990
\$200,000 - 249,999	2,720	5,920	8,520	10,960	13,280	15,580	17,880	20,180	22,360	23,660	24,960	26,260
\$250,000 - 449,999	2,970	6,470	9,370	11,870	14,190	16,490	18,790	21,090	23,280	24,580	25,880	27,180
\$450,000 and over	3,140	6,840	9,940	12,640	15,160	17,660	20,160	22,660	25,050	26,550	28,050	29,550



**MISSISSIPPI EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE**

Employee's Name \_\_\_\_\_ SSN \_\_\_\_\_  
 Employee's Residence \_\_\_\_\_  
 Number and Street \_\_\_\_\_ City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**CLAIM YOUR WITHHOLDING PERSONAL EXEMPTION**

	Marital Status	Personal Exemption Allowed	Amount Claimed
<b>EMPLOYEE:</b> File this form with your employer. Otherwise, you must withhold Mississippi income tax from the full amount of your wages.	1. Single	<input type="checkbox"/> Enter \$6,000 as exemption . . . . ▶	\$
	2. Marital Status (Check One)	(a) <input type="checkbox"/> Spouse NOT employed: Enter \$12,000 ▶	\$
		(b) <input type="checkbox"/> Spouse IS employed: Enter that part of \$12,000 claimed by you in multiples of \$500. See instructions 2(b) below. ▶	\$
3. Head of Family	<input type="checkbox"/> Enter \$9,500 as exemption. To qualify as head of family, you must be single and have a dependent living in the home with you. See instructions 2(c) and 2(d) below . . . . . ▶	\$	
<b>EMPLOYER:</b> Keep this certificate with your records. If the employee is believed to have claimed excess exemption, the Department of Revenue should be advised.	4. Dependents  Number Claimed <input type="text"/>	You may claim \$1,500 for each dependent*, other than for taxpayer and spouse, who receives chief support from you and who qualifies as a dependent for Federal income tax purposes. * A head of family may claim \$1,500 for each dependent excluding the one which qualifies you as head of family. Multiply number of dependents claimed by you by \$1,500. Enter amount claimed... ▶	\$
	5. Age and blindness	• Age 65 or older <input type="checkbox"/> Husband <input type="checkbox"/> Wife <input type="checkbox"/> Single • Blind <input type="checkbox"/> Husband <input type="checkbox"/> Wife <input type="checkbox"/> Single Multiply the number of blocks checked by \$1,500. Enter the amount claimed . . . . . ▶ * Note: No exemption allowed for age or blindness for dependents.	\$
	6. TOTAL AMOUNT OF EXEMPTION CLAIMED - Lines 1 through 5... ▶		\$
	7. Additional dollar amount of withholding per pay period if agreed to by your employer . . . . . ▶		\$
<b>Military Spouses Residency Relief Act Exemption from Mississippi Withholding</b>	8. If you meet the conditions set forth under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act, and have no Mississippi tax liability, write "Exempt" on line 8. You must attach a copy of the Federal Form DD-2038 and a copy of your Military Spouse ID Card to this form so your employer can validate the exemption claim.. ▶		

I declare under the penalties imposed for filing false reports that the amount of exemption claimed on this certificate does not exceed the amount to which I am entitled or I am entitled to claim exempt status.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS**

- The personal exemptions allowed:**

(a) Single Individuals	\$6,000	(d) Dependents	\$1,500
(b) Married Individuals (Jointly)	\$12,000	(e) Age 65 and Over	\$1,500
(c) Head of family	\$9,500	(f) Blindness	\$1,500
  - Claiming personal exemptions:**
    - Single Individuals enter \$6,000 on Line 1.
    - Married individuals are allowed a joint exemption of \$12,000.  
If the spouse is not employed, enter \$12,000 on Line 2(a). If the spouse is employed, the exemption of \$12,000 may be divided between taxpayer and spouse in any manner they choose - in multiples of \$500. For example, the taxpayer may claim \$6,500 and the spouse claims \$5,500, or the taxpayer may claim \$8,000 and the spouse claims \$4,000. The total claimed by the taxpayer and spouse may not exceed \$12,000. Enter amount claimed by you on Line 2(b).
    - Head of Family  
A head of family is a single individual who maintains a home which is the principal place of abode for himself and at least one other dependent. Single individuals qualifying as a head of family enter \$9,500 on Line 3. If the taxpayer has more than one dependent, additional exemptions are applicable. See item (d).
    - An additional exemption of \$1,500 may generally be claimed for each dependent of the taxpayer. A dependent is any relative who receives chief support from the taxpayer and who qualifies as a dependent for Federal income tax purposes. Head of family individuals may claim an additional exemption for each dependent excluding the one which is required for head of family status. For example, a head of family taxpayer has 2 dependent children and his dependent mother living with him. The taxpayer may claim 2 additional exemptions. Married or single individuals may claim an additional exemption for each dependent, but should not include themselves or their spouse. Married taxpayers may divide the number of their dependents between them in any manner they choose; for example, a married couple has 3 children who qualify as dependents. The taxpayer may claim 2 dependents and the spouse 1; or the taxpayer may claim 3 dependents and the spouse none. Enter the amount of dependent exemption on Line 4.
    - An additional exemption of \$1,500 may be claimed by either taxpayer or spouse or both if either or both have reached the age of 65 before the close of the taxable year. No additional exemption is authorized for dependents by reason of age. Check applicable blocks on Line 5.
    - An additional exemption of \$1,500 may be claimed by either taxpayer or spouse or both if either or both are blind. No additional exemption is authorized for dependents by reason of blindness. Check applicable blocks on Line 5. Multiply number of blocks checked on Line 5 by \$1,500 and enter amount of exemption claimed.
  - Total Exemption Claimed:**  
Add the amount of exemptions claimed in each category and enter the total on Line 6. This amount will be used as a basis for withholding income tax under the appropriate withholding tables.
  - A NEW EXEMPTION CERTIFICATE MUST BE FILED WITH YOUR EMPLOYER WITHIN 30 DAYS AFTER ANY CHANGE IN YOUR EXEMPTION STATUS.**
  - PENALTIES ARE IMPOSED FOR WILLFULLY SUPPLYING FALSE INFORMATION.**
  - IF THE EMPLOYEE FAILS TO FILE AN EXEMPTION CERTIFICATE WITH HIS EMPLOYER, INCOME TAX MUST BE WITHHELD BY THE EMPLOYER ON TOTAL WAGES WITHOUT THE BENEFIT OF EXEMPTION.**
- To comply with the Military Spouse Residency Relief Act (PL 111-97) signed on November 11 2009.





# Employment Eligibility Verification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS

Form I-9

OMB No.1615-0047

Expires 07/31/2026

**START HERE:** Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

**ANTI-DISCRIMINATION NOTICE:** All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

**Section 1. Employee Information and Attestation:** Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	Other Last Names Used (if any)
-------------------------	-------------------------	-------------------------	--------------------------------

Address (Street Number and Name)	Apt. Number (if any)	City or Town	State	ZIP Code
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Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address	Employee's Telephone Number
----------------------------	-----------------------------	--------------------------	-----------------------------

**I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.**

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

1. A citizen of the United States

2. A noncitizen national of the United States (See Instructions.)

3. A lawful permanent resident (Enter USCIS or A-Number.)

4. A noncitizen (other than **Item Numbers 2.** and **3.** above) authorized to work until (exp. date, if any) \_\_\_\_\_

If you check **Item Number 4.**, enter one of these:

USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance
----------------	----	----------------------------	----	---

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

If a preparer and/or translator assisted you in completing Section 1, that person **MUST** complete the [Preparer and/or Translator Certification](#) on Page 3.

**Section 2. Employer Review and Verification:** Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					

Document Title 2 (if any)	Additional Information
Issuing Authority	
Document Number (if any)	
Expiration Date (if any)	
Document Title 3 (if any)	Additional Information
Issuing Authority	
Document Number (if any)	
Expiration Date (if any)	

Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.	First Day of Employment (mm/dd/yyyy):
--	---------------------------------------

Last Name, First Name and Title of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
--	--	---------------------------

Employer's Business or Organization Name	Employer's Business or Organization Address, City or Town, State, ZIP Code
--	--

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.



## LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

\* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

**Examples of many of these documents appear in the Handbook for Employers (M-274).**

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:                             <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                                     <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	OR	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:                             <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security                             <p style="margin-left: 20px;">For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="http://uscis.gov/i-9-central">uscis.gov/i-9-central</a>.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, <b>Item Number 4.</b> document, not a List C document.</p> </li> </ol>
<p><b>Acceptable Receipts</b></p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List A document.</li> <li>• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.</li> <li>• Form I-94 with "RE" notation or refugee stamp issued to a refugee.</li> </ul>	OR	<p>Receipt for a replacement of a lost, stolen, or damaged List B document.</p>	AND	<p>Receipt for a replacement of a lost, stolen, or damaged List C document.</p>

\*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.



**Supplement A,  
Preparer and/or Translator Certification for Section 1**

Department of Homeland Security  
U.S. Citizenship and Immigration Services

**USCIS  
Form I-9  
Supplement A**  
OMB No. 1615-0047  
Expires 07/31/2026

Last Name ( <i>Family Name</i> ) from Section 1.	First Name ( <i>Given Name</i> ) from Section 1.	Middle initial (if any) from Section 1.
--	--	---

**Instructions:** This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

**I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

Signature of Preparer or Translator		Date ( <i>mm/dd/yyyy</i> )	
Last Name ( <i>Family Name</i> )	First Name ( <i>Given Name</i> )		Middle Initial ( <i>if any</i> )
Address ( <i>Street Number and Name</i> )	City or Town	State	ZIP Code

**I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

Signature of Preparer or Translator		Date ( <i>mm/dd/yyyy</i> )	
Last Name ( <i>Family Name</i> )	First Name ( <i>Given Name</i> )		Middle Initial ( <i>if any</i> )
Address ( <i>Street Number and Name</i> )	City or Town	State	ZIP Code

**I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

Signature of Preparer or Translator		Date ( <i>mm/dd/yyyy</i> )	
Last Name ( <i>Family Name</i> )	First Name ( <i>Given Name</i> )		Middle Initial ( <i>if any</i> )
Address ( <i>Street Number and Name</i> )	City or Town	State	ZIP Code

**I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

Signature of Preparer or Translator		Date ( <i>mm/dd/yyyy</i> )	
Last Name ( <i>Family Name</i> )	First Name ( <i>Given Name</i> )		Middle Initial ( <i>if any</i> )
Address ( <i>Street Number and Name</i> )	City or Town	State	ZIP Code





# Supplement B, Reverification and Rehire (formerly Section 3)

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
Supplement B  
OMB No. 1615-0047  
Expires 07/31/2026

Last Name ( <i>Family Name</i> ) from Section 1.	First Name ( <i>Given Name</i> ) from Section 1.	Middle initial (if any) from Section 1.
--	--	---

**Instructions:** This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#)

Date of Rehire ( <i>if applicable</i> )	New Name ( <i>if applicable</i> )		
Date ( <i>mm/dd/yyyy</i> )	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) ( <i>mm/dd/yyyy</i> )
----------------	--------------------------	--

**I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.**

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date ( <i>mm/dd/yyyy</i> )
---	--	------------------------------------

Additional Information (Initial and date each notation.)  Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire ( <i>if applicable</i> )	New Name ( <i>if applicable</i> )		
Date ( <i>mm/dd/yyyy</i> )	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) ( <i>mm/dd/yyyy</i> )
----------------	--------------------------	--

**I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.**

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date ( <i>mm/dd/yyyy</i> )
---	--	------------------------------------

Additional Information (Initial and date each notation.)  Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire ( <i>if applicable</i> )	New Name ( <i>if applicable</i> )		
Date ( <i>mm/dd/yyyy</i> )	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) ( <i>mm/dd/yyyy</i> )
----------------	--------------------------	--

**I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.**

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date ( <i>mm/dd/yyyy</i> )
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Additional Information (Initial and date each notation.)  Check here if you used an alternative procedure authorized by DHS to examine documents.

SELECTIVE SERVICE REGISTRATION  
VERIFICATION FORM

The 1999 Mississippi Legislature adopted House Bill 1136, to be effective July 1, 1999. The bill provides that every male between the ages of eighteen (18) and twenty-six (26) who is required to register under the Federal Military Selective Service Act, 50 USCS App. 453, and seeking employment with the State of Mississippi, shall submit to the person, commission, board or agency to which his application is submitted, satisfactory documentation of his compliance with the draft registration requirements of the Military Selective Service Act.

Beginning July 1, 1999, every male between the ages of eighteen (18) and twenty-six (26) who is required to register under the Federal Military Selective Service Act, 50 USCS App. 453, and who is an employee of the state, shall not be promoted to any higher position of employment with the state until he submits to the person, commission, board or agency by which he is employed, satisfactory documentation of his compliance with the draft registration requirement of the Military Selective Service Act.

=====  
CHECK (X) EITHER SECTION 1., SECTION 2. OR SECTION 3. AND COMPLETE THE INFORMATION AS REQUESTED. A SIGNATURE IS REQUIRED.

SECTION 1.

I am between the ages of 18-26.

I, \_\_\_\_\_, attest to the fact that I have complied  
(Print Name)  
with the registration requirements of the Selective Service System.

\_\_\_\_\_  
SIGNATURE SELECTIVE SERVICE DATE  
REGISTRATION NO.

=====  
SECTION 2.

I am between the ages of 18-26, but I attest to the fact that I am not required to register with Selective Service for the following reason: \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME SIGNATURE DATE

=====  
SECTION 3.

I am NOT between the ages of 18-26.

\_\_\_\_\_  
PRINT NAME SIGNATURE DATE





# Membership Application

Form 1 - Revised 07/01/2016

Please print or type in black ink. Completed form should be mailed or faxed to PERS. See bottom of form for contact information.

## 1 Member Information - Attach a copy of the member's Social Security card.

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_ Gender:  M  F

Provide previous name, if applicable. First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Birth Date mm/dd/ccyy: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  Cellular  Home  Work Phone: \_\_\_\_\_  Cellular  Home  Work

Have you previously served on active duty in the U.S. Armed Forces? If yes, attach Form(s) DD214 .....  Yes  No

Have you ever been a member of the Optional Retirement Plan (ORP) for Institutions of Higher Learning in the State of Mississippi? .....  Yes  No

## 2 Retirement Plan - Plans are governmental defined benefit plans qualified under Section 401(a) of the Internal Revenue Code. Select applicable plan.

Public Employees' Retirement System of Mississippi (PERS)  Mississippi Highway Safety Patrol Retirement System (MHSPRS)

Supplemental Legislative Retirement Plan (SLRP)

## 3 Family Information - Use additional Membership Applications if listing more than four dependent children. Information is for determining statutory benefits only. Use Form 1B, Beneficiary Designation, to officially designate any and all beneficiaries.

Marital Status - Select one. Add date for last three.  Single  Married  Divorced  Widowed Effective Date mm/dd/ccyy: \_\_\_\_\_

Spouse's Full Name	Social Security No.	Birth Date mm/dd/ccyy	Wedding Date mm/dd/ccyy	Gender
_____	_____	_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F

Dependent Child's Full Name - Up to age 19, or 23 if unmarried and a full-time student	Social Security No.	Birth Date mm/dd/ccyy	Relationship	Gender
_____	_____	_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F
_____	_____	_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F
_____	_____	_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F
_____	_____	_____	_____	<input type="checkbox"/> M <input type="checkbox"/> F

## 4 Member Certification - If an authorized representative signs this form, attach a copy of the durable power of attorney, conservatorship or guardianship papers, or other legal documents as proof of authority to sign this form.

Member's Signature: \_\_\_\_\_ Date mm/dd/ccyy: \_\_\_\_\_

## 5 Employer Certification - This section must be completed by an authorized employer representative, not the member.

Member's Position Held/Job Title: \_\_\_\_\_ Member's Hire Date mm/dd/ccyy: \_\_\_\_\_

Member's Status: Elected Official:  Yes  No Fee Paid Official:  Yes  No Public Safety Employee:  Yes  No

Employer Name: \_\_\_\_\_ Employer No.: \_\_\_\_\_

Employer Representative's Name: \_\_\_\_\_ Employer Representative's Title: \_\_\_\_\_

Employer Representative's Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

As employer representative, I certify that employment in this position meets the eligibility requirements of PERS Board of Trustees Regulation 25, Eligibility of Part-time Employees for State Retirement Annuity Service Credit, and PERS Board of Trustees Regulation 36, Eligibility for Membership in the Public Employees' Retirement System of Mississippi (PERS).

Employer Representative's Signature: \_\_\_\_\_ Date mm/dd/ccyy: \_\_\_\_\_





# Beneficiary Designation

Form 1B – Revised 08/30/2022

Please print or type in black ink. Completed form should be mailed or faxed to PERS. See bottom of form for contact information.

## 1 Member/Retiree Information

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_  Member  Retiree  
Social Security No.: \_\_\_\_\_ Birth Date mm/dd/ccyy: \_\_\_\_\_ Gender:  M  F

## 2 Retirement Plan – Plans are governmental defined benefit plans qualified under Section 401(a) of the Internal Revenue Code. Select applicable plan.

- Public Employees' Retirement System of Mississippi (PERS)       Mississippi Highway Safety Patrol Retirement System (MHSPRS)
- Supplemental Legislative Retirement Plan (SLRP)

## 3 Beneficiary Information – Use additional Form 1B, Beneficiary Designation, to designate additional beneficiaries. If more than one primary beneficiary is named, the primary beneficiaries shall share equally unless otherwise indicated. Likewise, if more than one secondary beneficiary is named, the secondary beneficiaries shall share equally unless otherwise indicated. Total primary beneficiaries must equal 100 percent, and total secondary beneficiaries must equal 100 percent. Secondary beneficiaries will only receive payment if all listed primary beneficiaries are deceased.

Beneficiary Name	Social Security No.	Birth Date mm/dd/ccyy	Relationship	Beneficiary Percentage P=Primary, S=Secondary Use whole numbers	Gender
_____	_____	_____	_____	<input type="checkbox"/> P <input type="checkbox"/> S _____ %	<input type="checkbox"/> M <input type="checkbox"/> F
_____	_____	_____	_____	<input type="checkbox"/> P <input type="checkbox"/> S _____ %	<input type="checkbox"/> M <input type="checkbox"/> F
_____	_____	_____	_____	<input type="checkbox"/> P <input type="checkbox"/> S _____ %	<input type="checkbox"/> M <input type="checkbox"/> F
_____	_____	_____	_____	<input type="checkbox"/> P <input type="checkbox"/> S _____ %	<input type="checkbox"/> M <input type="checkbox"/> F
_____	_____	_____	_____	<input type="checkbox"/> P <input type="checkbox"/> S _____ %	<input type="checkbox"/> M <input type="checkbox"/> F

## 4 Member/Retiree Certification – Check applicable acknowledgement then sign. If an authorized representative signs this form, attach a copy of the durable power of attorney, conservatorship or guardianship papers, or other legal documents as proof of authority to sign this form.

- Member** – I acknowledge and understand that the PERS Board of Trustees is authorized to pay benefits in accordance with the statutory provisions that govern the retirement system in which I am a member. To the extent permitted by such statutory provisions at the time of my death prior to retirement, I hereby designate the above beneficiary(ies) to receive the payment of my accumulated contributions and any interest relating thereto. I further acknowledge and understand that certain benefits may be required by law to be paid that may limit, partially or totally, any payment to my designated beneficiary(ies).
- Retiree** – I hereby designate the above beneficiary(ies) to receive any residual amount payable by reason of my death and the death of my joint annuitant(s), if applicable.

Member/Retiree's Signature: \_\_\_\_\_ Date mm/dd/ccyy: \_\_\_\_\_

## 5 Employer Certification – This section must be completed by an authorized employer representative, not the member. Only complete for active members.

Employer Name: \_\_\_\_\_ Employer No.: \_\_\_\_\_ - \_\_\_\_\_  
Employer Representative's Name: \_\_\_\_\_ Employer Representative's Title: \_\_\_\_\_  
Employer Representative's Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Employer Representative's Signature: \_\_\_\_\_ Date mm/dd/ccyy: \_\_\_\_\_

**STATE AND SCHOOL EMPLOYEES' HEALTH INSURANCE PLAN**  
**MONTHLY PREMIUM RATES**  
**Effective January 1, 2025**

Legacy - Initially hired before 1/1/2006

Horizon - Initially hired on or after 1/1/2006

ACTIVE EMPLOYEE	LEGACY EMPLOYEES				HORIZON EMPLOYEES			
	BASE		SELECT		BASE		SELECT	
	TOTAL PREMIUM	EMPLOYEE PORTION	TOTAL PREMIUM	EMPLOYEE PORTION	TOTAL PREMIUM	EMPLOYEE PORTION	TOTAL PREMIUM	EMPLOYEE PORTION
Employee*	\$482	\$0	\$502	\$20	\$482	\$0	\$532	\$50
Employee + Spouse	\$1,009	\$527	\$1,102	\$620	\$1,009	\$527	\$1,132	\$650
Employee + Spouse & Child(ren)	\$1,284	\$802	\$1,378	\$896	\$1,284	\$802	\$1,408	\$926
Employee + Child	\$619	\$137	\$713	\$231	\$619	\$137	\$743	\$261
Employee + Children	\$832	\$350	\$924	\$442	\$832	\$350	\$954	\$472

\*The State pays 100% of the employee's premium for Base Coverage. Active employees enrolling in Select Coverage must pay a portion of the employee premium.

RETIRED EMPLOYEE - NON-MEDICARE ELIGIBLE	LEGACY RETIREES		HORIZON RETIREES	
	BASE	SELECT	BASE	SELECT
Retiree	\$554	\$577	\$884	\$916
Retiree + Spouse (Non-Medicare)	\$1,160	\$1,267	\$1,772	\$1,888
Retiree + Spouse & Child(ren) (Non-Medicare)	\$1,476	\$1,584	\$1,981	\$2,098
Retiree + Child	\$712	\$788	\$1,042	\$1,127
Retiree + Children	\$955	\$999	\$1,285	\$1,338
Retiree + Spouse (Medicare)	N/A	\$812	N/A	\$1,151
Retiree + Spouse & Child(ren) (One or more Medicare)	N/A	\$1,023	N/A	\$1,362
RETIRED EMPLOYEE - MEDICARE ELIGIBLE	BASE	SELECT	BASE	SELECT
Retiree	N/A	\$235	N/A	\$235
Retiree + Spouse (Non-Medicare)	N/A	\$925	N/A	\$1,207
Retiree + Spouse & Child(ren) (Non-Medicare)	N/A	\$1,242	N/A	\$1,417
Retiree + Child	N/A	\$446	N/A	\$446
Retiree + Children	N/A	\$657	N/A	\$657
Retiree + Spouse (Medicare)	N/A	\$470	N/A	\$470
Retiree + Spouse & Child(ren) (One or more Medicare)	N/A	\$681	N/A	\$681

COBRA	LEGACY		HORIZON	
	BASE	SELECT	BASE	SELECT
Participant	\$491	\$512	\$491	\$542
Participant + Spouse	\$1,029	\$1,124	\$1,029	\$1,154
Participant + Spouse & Child(ren)	\$1,309	\$1,405	\$1,309	\$1,436
Participant + Child	\$631	\$727	\$631	\$757
Participant + Children	\$848	\$942	\$848	\$973
COBRA DISABILITY EXTENSION	BASE	SELECT	BASE	SELECT
Participant	\$723	\$753	\$723	\$798
Participant + Spouse	\$1,513	\$1,653	\$1,513	\$1,698
Participant + Spouse & Child(ren)	\$1,926	\$2,067	\$1,926	\$2,112
Participant + Child	\$928	\$1,069	\$928	\$1,114
Participant + Children	\$1,248	\$1,386	\$1,248	\$1,431

**MISSISSIPPI'S STATE AND SCHOOL EMPLOYEES' HEALTH  
INSURANCE PLAN APPLICATION FOR COVERAGE**

<b>PLEASE PRINT</b> Section A: Enrollee Information (all fields are required)		Employer Name		
Social Security Number	First Name	MI	Last Name	
Home Address		City	State	ZIP
Primary Telephone Number	Secondary Telephone Number	Personal Email Address		
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (mm/dd/yyyy)	Date of Employment/Retirement	
Were you ever a full-time employee of a covered entity under the Plan prior to 1/1/2006? <input type="checkbox"/> No (Horizon) <input type="checkbox"/> Yes (Legacy)				
If <u>yes</u> , please list your most recent (pre-1/1/06) employer and dates of employment: _____				
If married, is your spouse a Plan participant? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Spouse Name and SSN: _____				

**Section B: Health Insurance Membership Agreement Authorization (CHECK ONLY ONE BOX, SIGN AND DATE)**

I hereby apply to ADD, CONTINUE AND/OR CHANGE COVERAGE for myself and/or my dependents named on this Application For Coverage form through the State and School Employees' Health Insurance Plan (PLAN). I certify that all information provided by me on this application is complete and accurate, and is the basis for providing coverage herein. I understand that any misrepresentation by me or my dependents may result in the cancellation of my/our coverage under the PLAN. I understand that the coverage applied for is subject to all exclusions, provisions, and limitations set forth by the *Plan Document*. I agree to be bound by all terms and conditions of the PLAN. I understand and agree that if my application for coverage is approved, any requested coverage changes will be effective the date fixed by the PLAN or its Administrator. I understand that if the requested coverage is approved, I am responsible for payment of the appropriate premiums and hereby authorize for such payments to be payroll deducted, or as appropriate, withheld from my State of Mississippi retirement benefits.

I hereby WAIVE COVERAGE in the State and School Employees' Health Insurance Plan. I have been offered coverage (or am eligible for continuation of coverage) through the PLAN, but I elect not to be covered. I understand that by waiving coverage at this time, I may only request coverage for myself or myself and eligible dependents at an Open Enrollment Period or during a Special Enrollment Period. I understand that if I am a retiree and I waive coverage, I will not be allowed to re-enroll or have my coverage reinstated at a later date. If you are waiving coverage because you are currently covered under another health insurance policy, please complete Section D.

Enrollee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section C: Coverage**

<b>Enrollee Type:</b> <input type="checkbox"/> Employee - Legacy <input type="checkbox"/> Employee - Horizon <input type="checkbox"/> Retiree <input type="checkbox"/> COBRA <input type="checkbox"/> Surviving Spouse	<b>Coverage Type:</b> <input type="checkbox"/> Enrollee Only <input type="checkbox"/> Enrollee + Spouse <input type="checkbox"/> Enrollee + Child <input type="checkbox"/> Enrollee + Children <input type="checkbox"/> Enrollee + Spouse & Child(ren)	<b>Coverage Option:</b> (Choose Only One) <input type="radio"/> Base <input type="radio"/> Select	Do you have Medicare? <input type="checkbox"/> Yes <input type="checkbox"/> No Medicare Number: _____ <input type="checkbox"/> "A" Effective Date: _____ <input type="checkbox"/> "B" Effective Date: _____ Reason for Entitlement: <input type="checkbox"/> Age <input type="checkbox"/> ESRD <input type="checkbox"/> Disability
Are you a tobacco user? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are you interested in participating in the Plan's free cessation program? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**Section D: Other Coverage Information**

Do any of the persons listed on this application have other health insurance coverage?  Yes  No If yes, please provide the following:

Name of Individual Covered: 1. _____	2. _____	3. _____	4. _____
<b>Policyholder's Name:</b> _____	_____	_____	_____
<b>Policyholder's Date of Birth:</b> _____	_____	_____	_____
<b>Policyholder's Insurance Effective Date:</b> _____	_____	_____	_____
<b>Policyholder's Insurance Policy Number:</b> _____	_____	_____	_____
<b>Policyholder's Employment Status:</b>	Active, Retiree or COBRA <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Active, Retiree or COBRA <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Active, Retiree or COBRA <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Insurance Company Name address &amp; phone #:</b> _____	_____	_____	_____
<b>Coverage Type:</b>	<input type="checkbox"/> Group <input type="checkbox"/> Non-Group	<input type="checkbox"/> Group <input type="checkbox"/> Non-Group	<input type="checkbox"/> Group <input type="checkbox"/> Non-Group

Enrollee Last Name:	First Name:	Enrollee SSN:
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**Section E: Dependents**

Dependents to be Covered (Last Name, First Name, MI)	Relation to Enrollee	Social Security Number	Date of Birth (mm/dd/yyyy)	Address (if different from Enrollee)	Current Status
1.	Spouse <input type="checkbox"/> Male <input type="checkbox"/> Female				<input type="checkbox"/> Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<input type="checkbox"/> Son <input type="checkbox"/> Daughter				<input type="checkbox"/> Child under 26 <input type="checkbox"/> Disabled
3.	<input type="checkbox"/> Son <input type="checkbox"/> Daughter				<input type="checkbox"/> Child under 26 <input type="checkbox"/> Disabled
4.	<input type="checkbox"/> Son <input type="checkbox"/> Daughter				<input type="checkbox"/> Child under 26 <input type="checkbox"/> Disabled

Are any of the dependents listed above covered by Medicare Part A or Part B?  Yes  No  
 If yes, please provide the following:

Name	Medicare Number	Part A Effective Date	Part B Effective Date	Medicare Reason
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Section F: Change Information**

Add Enrollee:  Open Enrollment  Marriage  Birth  Adoption  Loss of Coverage due to Divorce  
 Other: \_\_\_\_\_ Requested Effective Date: \_\_\_\_\_

Add Dependent(s):  Open Enrollment  Marriage  Birth  Adoption  Other: \_\_\_\_\_  
 (List all dependents in Section E.) Qualifying Event/ Effective Date: \_\_\_\_\_

Change Coverage:  Base Coverage  Select Coverage

Drop Dependent(s):  Divorce  Deceased  Other: \_\_\_\_\_

Provide information below for dependents to be dropped:

Name	Social Security Number	Requested Termination Date
_____	_____	_____

Other Changes (Explain):

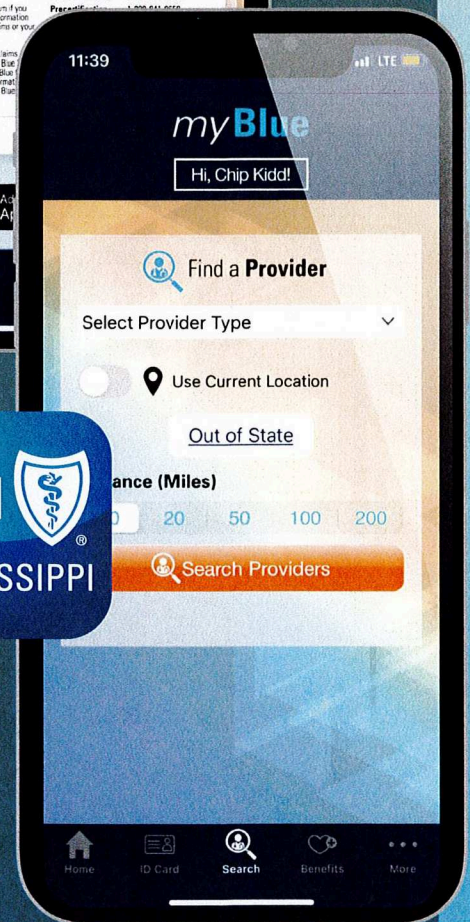
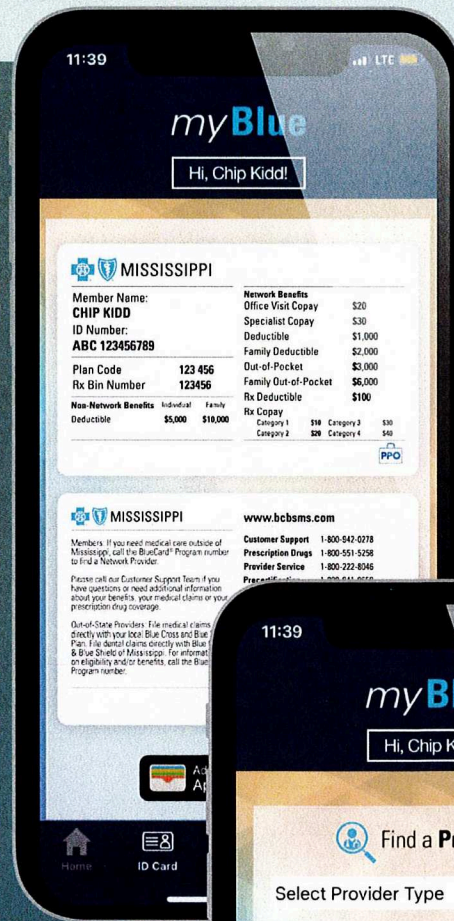
**FOR EMPLOYER / ADMINISTRATOR USE ONLY:** GROUP NUMBER: \_\_\_\_\_  
 New Legacy Employee, Requested Effective Date: \_\_\_\_\_  
 New Horizon Employee, Requested Effective Date: \_\_\_\_\_  
 Retiree, Requested Effective Date: \_\_\_\_\_  
 COBRA, Requested Effective Date: \_\_\_\_\_  
 Surviving Spouse, Requested Effective Date: \_\_\_\_\_  
 Change(s), Requested Effective Date: \_\_\_\_\_

ENTERED BY: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 VERIFIED BY: \_\_\_\_\_  
 DATE: \_\_\_\_\_



## Access your benefits 24/7 with *myBlue!*

- Instant access to your ID card.
- See your benefit details in real time.
- View claims as they are processed.
- View your latest health information.
- Search for lower cost Rx alternatives.
- Search for network providers and pharmacies, by specialty and location.
- View your EOBs.



Scan the QR code to download the *myBlue* mobile app from the Apple Store or Google Play.





**State & School Employees' Life Insurance Plan  
Active Employee Premiums Effective 1/1/23**

Insurance Amount	Employee Premium	Employer Premium	Total Premium	Insurance Amount	Employee Premium	Employer Premium	Total Premium
\$30,000	\$3.00	\$3.00	\$6.00	\$66,000	\$6.60	\$6.60	\$13.20
\$31,000	\$3.10	\$3.10	\$6.20	\$67,000	\$6.70	\$6.70	\$13.40
\$32,000	\$3.20	\$3.20	\$6.40	\$68,000	\$6.80	\$6.80	\$13.60
\$33,000	\$3.30	\$3.30	\$6.60	\$69,000	\$6.90	\$6.90	\$13.80
\$34,000	\$3.40	\$3.40	\$6.80	\$70,000	\$7.00	\$7.00	\$14.00
\$35,000	\$3.50	\$3.50	\$7.00	\$71,000	\$7.10	\$7.10	\$14.20
\$36,000	\$3.60	\$3.60	\$7.20	\$72,000	\$7.20	\$7.20	\$14.40
\$37,000	\$3.70	\$3.70	\$7.40	\$73,000	\$7.30	\$7.30	\$14.60
\$38,000	\$3.80	\$3.80	\$7.60	\$74,000	\$7.40	\$7.40	\$14.80
\$39,000	\$3.90	\$3.90	\$7.80	\$75,000	\$7.50	\$7.50	\$15.00
\$40,000	\$4.00	\$4.00	\$8.00	\$76,000	\$7.60	\$7.60	\$15.20
\$41,000	\$4.10	\$4.10	\$8.20	\$77,000	\$7.70	\$7.70	\$15.40
\$42,000	\$4.20	\$4.20	\$8.40	\$78,000	\$7.80	\$7.80	\$15.60
\$43,000	\$4.30	\$4.30	\$8.60	\$79,000	\$7.90	\$7.90	\$15.80
\$44,000	\$4.40	\$4.40	\$8.80	\$80,000	\$8.00	\$8.00	\$16.00
\$45,000	\$4.50	\$4.50	\$9.00	\$81,000	\$8.10	\$8.10	\$16.20
\$46,000	\$4.60	\$4.60	\$9.20	\$82,000	\$8.20	\$8.20	\$16.40
\$47,000	\$4.70	\$4.70	\$9.40	\$83,000	\$8.30	\$8.30	\$16.60
\$48,000	\$4.80	\$4.80	\$9.60	\$84,000	\$8.40	\$8.40	\$16.80
\$49,000	\$4.90	\$4.90	\$9.80	\$85,000	\$8.50	\$8.50	\$17.00
\$50,000	\$5.00	\$5.00	\$10.00	\$86,000	\$8.60	\$8.60	\$17.20
\$51,000	\$5.10	\$5.10	\$10.20	\$87,000	\$8.70	\$8.70	\$17.40
\$52,000	\$5.20	\$5.20	\$10.40	\$88,000	\$8.80	\$8.80	\$17.60
\$53,000	\$5.30	\$5.30	\$10.60	\$89,000	\$8.90	\$8.90	\$17.80
\$54,000	\$5.40	\$5.40	\$10.80	\$90,000	\$9.00	\$9.00	\$18.00
\$55,000	\$5.50	\$5.50	\$11.00	\$91,000	\$9.10	\$9.10	\$18.20
\$56,000	\$5.60	\$5.60	\$11.20	\$92,000	\$9.20	\$9.20	\$18.40
\$57,000	\$5.70	\$5.70	\$11.40	\$93,000	\$9.30	\$9.30	\$18.60
\$58,000	\$5.80	\$5.80	\$11.60	\$94,000	\$9.40	\$9.40	\$18.80
\$59,000	\$5.90	\$5.90	\$11.80	\$95,000	\$9.50	\$9.50	\$19.00
\$60,000	\$6.00	\$6.00	\$12.00	\$96,000	\$9.60	\$9.60	\$19.20
\$61,000	\$6.10	\$6.10	\$12.20	\$97,000	\$9.70	\$9.70	\$19.40
\$62,000	\$6.20	\$6.20	\$12.40	\$98,000	\$9.80	\$9.80	\$19.60
\$63,000	\$6.30	\$6.30	\$12.60	\$99,000	\$9.90	\$9.90	\$19.80
\$64,000	\$6.40	\$6.40	\$12.80	\$100,000	\$10.00	\$10.00	\$20.00
\$65,000	\$6.50	\$6.50	\$13.00				

# STATE AND SCHOOL EMPLOYEES' LIFE INSURANCE PLAN ENROLLMENT/CHANGE REQUEST FORM

Underwritten by Minnesota Life Insurance Company, an affiliate of Securian Financial Group, Inc.

**Policy 33683-G**

## SECTION A: Employee/Employer Information

Employee/Retiree Last Name:	First Name:	MI:	Social Security Number:	Birthdate: (MM/DD/YYYY):
Employee/Retiree Home Address:			Email Address:	Home Phone:
				Alternate Phone:
Employer Name:				Employer Phone:
Employer Address:				

## SECTION B: Coverage (NOTE: For more information on available coverage, contact Minnesota Life toll free at 877-348-9217)

**ACTIVE FULL-TIME EMPLOYEE:** Life benefits and Accidental Death and Dismemberment (AD&D) maximums are based on two times the employee's annual wage rounded to the next higher one thousand dollars, subject to a minimum of \$30,000 and a maximum of \$100,000. The employee and employer each pay 50 percent of the monthly premium.

- New Employee** – Applications made within initial 31 days of employment; coverage becomes effective on the first day of employment.
- Late Enrollee Applicant** – Applications made after initial 31 days of employment will be subject to medical evidence of insurability; coverage will become effective on the first day of the month after or coincident with date of approval by Minnesota Life. (Employee must also complete the Minnesota Life GROUP LIFE INSURANCE EVIDENCE OF INSURABILITY form.)

Date of Employment: \_\_\_\_\_

- RETIRED EMPLOYEE:** Life benefit amounts are limited to \$5,000, \$10,000 or \$20,000. Retired employees are not eligible for AD&D benefits. A retired employee should apply before, but no later than 31 days after the date active employee coverage terminates. A retiree pays 100 percent of the monthly premium.

Date of Retirement: \_\_\_\_\_ COVERAGE AMOUNT REQUESTED:  \$5,000  \$10,000  \$20,000

- DISABLED EMPLOYEE:** Life benefit amounts are equal to employee's current benefit level at the time coverage ceases as an active employee. Disabled employees must apply no later than 31 days from the date active employee coverage terminates. Minnesota Life is solely responsible for evaluating applications for coverage continuation. Premiums are waived after the first nine months. (Employee must also complete the Minnesota Life NOTICE OF DISABILITY and ATTENDING PHYSICIAN'S STATEMENT forms.)

Date of Disability: \_\_\_\_\_

## SECTION C: Beneficiary Information

**NOTE: You cannot designate your life insurance beneficiary on this form.** To designate your life insurance beneficiary, please follow the instructions below:

1. Log in to your myBlue site, <https://myblue.bcbsms.com>, and click on the My Benefits tab.
2. Scroll down to the Life Benefits section below Medical Benefits. This section will show you the effective date and amount of life insurance coverage you have.
3. Click the link in the Life Benefits section and you will be redirected to Minnesota Life's online beneficiary management tool. Follow the instructions on the site to submit your beneficiary designation.

Once you submit your beneficiary information, a confirmation statement will be mailed to you. You may view or update your beneficiary information any time by accessing Minnesota Life's website through the myBlue portal.

If you do not designate a life insurance beneficiary, any resulting life insurance benefits will be paid according to the defaults set forth in the policy.

If you do not have Internet access, contact Minnesota Life toll free at **877-348-9217** to request a paper beneficiary designation form.



Employee/Retiree Last Name	First Name	MI	Social Security Number	Daytime Phone
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**SECTION D: Authorization and Certification**

I am applying for group term life insurance for myself through the State and School Employees' Life Insurance Plan (Plan). I understand that if my application is approved, coverage will become effective on the date fixed by the Plan or Minnesota Life. I certify that all information on this form is true and complete to the best of my knowledge and belief. I understand that this insurance is subject to all of the terms of the Plan of Insurance contained in the Minnesota Life Insurance Company, Group Policy #33683-G, and summarized in the Certificate of Coverage provided to me. I understand that any misrepresentation by me may result in the cancellation or rescission of coverage under the Plan.

I understand that if I am a late enrollee applicant, any insurance subject to evidence of good health or medical information will not become effective until Minnesota Life gives its written consent. I understand that my eligibility may be affected in the event I fail to sign this form within 31 days of the effective date of eligibility, or if for any reason my employer does not receive the *Enrollment/Change Request Form* within a reasonable time following the event.

I understand and authorize that the appropriate premiums for the coverage requested will be deducted from my wages or retirement benefits, as appropriate, and authorize release of employment and payroll information or other such eligibility information to the Plan and/or Minnesota Life as needed to verify my eligibility, benefit amounts, or other such information necessary in the proper administration of the Plan.

Any person who knowingly and with intent to injure, defraud or deceive any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

\_\_\_\_\_  
Employee/Retiree Signature (Required)

\_\_\_\_\_  
Date

**SECTION E: Waiver/Request to Cancel Coverage (Only complete this section to waive or cancel coverage.)**

**Waiver of Coverage** – I hereby decline to apply for life insurance coverage in the State and School Employees' Life Insurance Plan. I understand that an active employee who waives coverage in the Plan may apply for coverage at a later date so long as he continues to qualify as an active employee. I further understand that late enrollee applicants are subject to medical evidence of insurability that may result in coverage being denied. I understand that a service retired employee or totally disabled employee who declines to apply for continuation of coverage in the Plan within 31 days of the date his coverage ceases as an active employee, forfeits his right to participate in the State and School Employees' Life Insurance Plan and will not be allowed to apply at a later date.

**Cancellation of Coverage** – I hereby request that my life insurance coverage in the State and School Employees' Life Insurance Plan be cancelled. I understand that an active employee who cancels his coverage in the Plan may apply for coverage at a later date so long as he continues to qualify as an active employee. I further understand that late enrollee applicants are subject to medical evidence of insurability that may result in coverage being denied. I understand that a service retired employee or totally disabled employee who cancels his coverage in the Plan forfeits his right to participate in the State and School Employees' Life Insurance Plan and will not be allowed to apply at a later date.

**SIGN BELOW ONLY IF YOU DO NOT WANT LIFE INSURANCE COVERAGE.**

\_\_\_\_\_  
Employee/Retiree Signature

\_\_\_\_\_  
Date

FOR QUESTIONS REGARDING THE STATE AND SCHOOL EMPLOYEES' LIFE INSURANCE PLAN, VISIT THE PLAN'S WEBSITE AT <http://KnowYourBenefits.dfa.ms.gov/> OR CONTACT THE DFA-OFFICE OF INSURANCE AT 866-586-2781.

FOR PERSONNEL/PAYROLL USE ONLY			
COVERAGE AMOUNT:	REQUESTED EFFECTIVE DATE:	GROUP NUMBER:	INFORMATION VERIFIED: (INITIAL AND DATE)



**Mississippi State & School Employees'  
Life Insurance Plan**

Group term life and accidental death & dismemberment (AD&D) benefit

Active full-time employees

Insurance products issued by:  
Minnesota Life Insurance Company

# Designate your beneficiary today!



We strongly encourage you to designate your beneficiary as soon as possible, even if you believe the selected individual may receive the benefit by default. Designating a beneficiary speeds payment and ensures the proceeds from your policy will be distributed according to your wishes.

To designate your beneficiary online:

1. Log into Blue Cross & Blue Shield of Mississippi: [bcbsms.com](http://bcbsms.com)
2. Click on the "My Benefits" tab
3. Click on the "Life Benefits" section
4. Click on the link "Click here to update your beneficiary information"
5. Click "I agree" to go to Securian Financial's LifeBenefits to add, view or update your beneficiary
6. Click "View details or make changes"
7. Enter the name(s), address and the respective benefit percentages for each beneficiary
8. Securian will mail you a confirmation letter after you complete your designation

## Need assistance?

Instructions and/or forms for designating a beneficiary may be found on Securian Financial's website: [lifebenefits.com/plandesign/mississippi](http://lifebenefits.com/plandesign/mississippi) or call **877-348-9217**.

### Your basic coverage

#### Basic coverage (automatically enrolled)



**Basic term life and AD&D** 2x base annual pay

- Maximum coverage: **\$100,000**
- Includes matching AD&D benefit

This is a summary of plan provisions related to the insurance policy issued by Minnesota Life Insurance Company to Mississippi State and School Employees' Life Insurance Plan. In the event of a conflict between this summary and the policy and/or certificate, the policy and/or certificate shall dictate the insurance provisions, exclusions, all limitations, and terms of coverage. All elections or increases are subject to the "actively at work" requirement of the policy.

Insurance products are underwritten by Minnesota Life Insurance Company, an affiliate of Securian Financial Group, Inc. Products offered under policy form series MHC-96-13180.

Securian Financial is the marketing name for Securian Financial Group, Inc., and its affiliates.

**Securian Financial Group, Inc.**  
[securian.com](http://securian.com)

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F77223-66 Rev 6-2018 DOFU 6-2018  
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# New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved  
OMB No. 1210-0149  
(expires 6-30-2023)

## PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

### What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

### Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

### Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.<sup>1</sup>

**Note:** If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution - as well as your employee contribution to employer-offered coverage - is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

### How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact Office of Human Resources 601.359.3511

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](http://HealthCare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

<sup>1</sup> An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.



## PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name Mississippi Department of Education		4. Employer Identification Number (EIN) 64-6000758	
5. Employer address 359 North West Street		6. Employer phone number 601.359.3511	
7. City Jackson	8. State MS	9. ZIP code 39205	
10. Who can we contact about employee health coverage at this job? Angela Bailey			
11. Phone number (if different from above) 601.359.1733		12. Email address abailey@mdek12.org	

Here is some basic information about health coverage offered by this employer:

• As your employer, we offer a health plan to:

All employees. Eligible employees are:

All full-time employees and all part-time employees who work at least 39 hours per week.

Some employees. Eligible employees are:

• With respect to dependents:

We do offer coverage. Eligible dependents are:

Coverage for all full-time and 39 hour part-time employees includes dependent care coverage as well.

We do not offer coverage.

If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

\*\* Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, HealthCare.gov will guide you through the process. Here's the employer information you'll enter when you visit HealthCare.gov to find out if you can get a tax credit to lower your monthly premiums.

The information below corresponds to the Marketplace Employer Coverage Tool. Completing this section is optional for employers, but will help ensure employees understand their coverage choices.

**13. Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?**

**Yes** (Continue)

13a. If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage? \_\_\_\_\_ (mm/dd/yyyy) (Continue)

**No** (STOP and return this form to employee)

**14. Does the employer offer a health plan that meets the minimum value standard\*?**

Yes (Go to question 15)  No (STOP and return form to employee)

**15. For the lowest-cost plan that meets the minimum value standard\* offered only to the employee** (don't include family plans): If the employer has wellness programs, provide the premium that the employee would pay if he/ she received the maximum discount for any tobacco cessation programs, and didn't receive any other discounts based on wellness programs.

a. How much would the employee have to pay in premiums for this plan? \$ \_\_\_\_\_

b. How often?  Weekly  Every 2 weeks  Twice a month  Monthly  Quarterly  Yearly

If the plan year will end soon and you know that the health plans offered will change, go to question 16. If you don't know, STOP and return form to employee.

**16. What change will the employer make for the new plan year?** \_\_\_\_\_

Employer won't offer health coverage

Employer will start offering health coverage to employees or change the premium for the lowest-cost plan available only to the employee that meets the minimum value standard.\* (Premium should reflect the discount for wellness programs. See question 15.)

a. How much would the employee have to pay in premiums for this plan? \$ \_\_\_\_\_

b. How often?  Weekly  Every 2 weeks  Twice a month  Monthly  Quarterly  Yearly

\* An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs (Section 36B(c)(2)(C)(ii) of the Internal Revenue Code of 1986)



**MISSISSIPPI STATE AND SCHOOL EMPLOYEES' HEALTH INSURANCE PLAN  
Tobacco Use Attestation Form**

All sections of the form below must be completed in order for the form to be processed. Please print in blue or black ink.

LAST NAME:	FIRST NAME:	MI:	LAST FOUR OF SSN:	
HOME ADDRESS:		CITY:	STATE:	ZIP:
PERSONAL TELEPHONE NUMBER:		PERSONAL EMAIL ADDRESS:		

- Please initial the appropriate box below to indicate whether or not you use tobacco on a regular basis.
- If you are a regular user of tobacco, please indicate whether or not you are interested in receiving information about the Mississippi State and School Employees' Health Insurance Plan's (Plan) free tobacco cessation programs.

<b>NON-TOBACCO USER</b>	
<input type="checkbox"/>	I attest that I do not regularly use a tobacco product in any form (cigarettes, cigars, pipe, oral tobacco products, etc.).
I certify that all information provided by me on this form is complete and accurate.	
_____	_____
Signature	Date
<b>TOBACCO USER</b>	
<input type="checkbox"/>	I acknowledge that I regularly use a tobacco product in some form (cigarettes, cigars, pipe, oral tobacco products, etc.).
<input type="checkbox"/>	I am interested in receiving information about tobacco cessation programs offered by the Plan.
I certify that all information provided by me on this form is complete and accurate.	
_____	_____
Signature	Date

Form Submission:

- **If you are an active employee, please return your form to your employer's Human Resources Department.**
- If you are a non-Medicare retiree or COBRA participant, please mail or fax your form to:  
Blue Cross & Blue Shield of Mississippi  
P.O. Box 23734  
Jackson, MS 39225-3734  
Fax: (601) 664-5342

For more information visit [KnowYourBenefits.dfa.ms.gov](http://KnowYourBenefits.dfa.ms.gov)

# Keep smiling

## Delta Dental PPO™



### Save with PPO

Visit a dentist in the PPO<sup>1</sup> network to maximize your savings.<sup>2</sup> These dentists have agreed to reduced fees, and you won't get charged more than your expected share of the bill.<sup>3</sup> Find a PPO dentist at [deltadentalins.com](https://deltadentalins.com).

### Set up an online account

Get information about your plan, check benefits and eligibility information, find a network dentist and more. Sign up for an online account at [deltadentalins.com](https://deltadentalins.com).

### Check in without an ID card

You don't need a Delta Dental ID card when you visit the dentist. Just provide your name, birth date and enrollee ID or Social Security number. If your family members are covered under your plan, they'll need your information. Prefer to have an ID card? Simply log in to your account to view or print your card.

### Coordinate dual coverage

If you're covered under two plans, ask your dental office to include information about both plans with your claim — we'll handle the rest.

### Understand transition of care

Generally, multi-stage procedures are covered under your current plan only if treatment began after your plan's effective date of coverage.<sup>4</sup> Log in to your online account to find this date.

### Get LASIK and hearing aid discounts

With access to QualSight and Amplifon Hearing Health Care<sup>5</sup>, you can receive significant savings on LASIK procedures and hearing aids. To take advantage of these discounts, call QualSight at **855-248-2020** and Amplifon at **888-779-1429**.

## Save with a PPO dentist



PPO



NON-PPO

<sup>1</sup> In Texas, Delta Dental Insurance Company provides a dental provider organization (DPO) plan.

<sup>2</sup> You can still visit any licensed dentist, but your out-of-pocket costs may be higher if you choose a non-PPO dentist. Network dentists are paid contracted fees.

<sup>3</sup> You are responsible for any applicable deductibles, coinsurance, amounts over annual or lifetime maximums and charges for non-covered services. Out-of-network dentists may bill the difference between their usual fee and Delta Dental's maximum contract allowance.

<sup>4</sup> Applies only to procedures covered under your plan. If you began treatment prior to your effective date of coverage, you or your prior carrier is responsible for any costs. Group- and state-specific exceptions may apply. If you are currently undergoing active orthodontic treatment, you may be eligible to continue treatment under Delta Dental PPO. Review your Evidence of Coverage, Summary Plan Description or Group Dental Service Contract for specific details about your plan.

<sup>5</sup> Vision corrective services and Amplifon's hearing health care services are not insured benefits. Delta Dental makes the vision corrective services program and hearing health care services program available to you to provide access to the preferred pricing for LASIK surgery and for hearing aids and other hearing health services.

# Benefit Highlights: Delta Dental PPO <sup>TM</sup>

Plan Benefit Highlights for: Mississippi Department of Education

Group No: 22185

Effective Date: 2/1/2025

<b>Eligibility</b>	For eligibility details, refer to the plan's Evidence/Certificate of Coverage (on file with your benefits administrator, plan sponsor or employer).			
<b>Deductibles</b>  Deductibles waived for Diagnostic & Preventive (D & P) and Orthodontics, if applicable?	<b>Gold Plan:</b> \$50 per person each calendar year <b>Platinum Plan:</b> \$50 per person / \$150 per family each calendar year			
	Yes			
<b>Maximums</b>  D & P counts toward maximum?	<b>Gold Plan:</b> \$1,000 per person each calendar year <b>Platinum Plan:</b> \$2,000 per person each calendar year			
	Yes			
<b>Waiting Period(s)</b>	Basic Services None	Major Services Gold - N/A Platinum-12 Months	Prosthodontics Gold - N/A Platinum-12 Months	Orthodontics Gold - N/A Platinum-12 Months
	<b>Gold Plan</b>		<b>Platinum Plan</b>	
<b>Benefits and Covered Services*</b>	<b>Delta Dental PPO dentists<sup>†</sup></b>	<b>Non-Delta Dental PPO dentists<sup>†</sup></b>	<b>Delta Dental PPO dentists<sup>†</sup></b>	<b>Non-Delta Dental PPO dentists<sup>†</sup></b>
<b>Diagnostic &amp; Preventive Services (D &amp; P)</b> Exams, cleanings, x-rays and sealants	100 %	100 %	100 %	100 %
<b>Basic Services</b> Fillings	80 %	80 %	80 %	80 %
<b>Endodontics</b> (root canals)	0 %	0 %	50 %	50 %
<b>Periodontics</b> (gum treatment)	0 %	0 %	50 %	50 %
<b>Oral Surgery</b>	80 %	80 %	80 %	80 %
<b>Major Services</b> Crowns, onlays and cast restorations	0 %	0 %	50 %	50 %
<b>Prosthodontics</b> Bridges, dentures and implants	0 %	0 %	50 %	50 %
<b>Orthodontic Benefits</b> Dependent children to age 19	0 %	0 %	50 %	50 %
<b>Orthodontic Maximums</b>	N/A	N/A	\$1,000 Lifetime	\$1,000 Lifetime

\* Limitations or waiting periods may apply for some benefits; some services may be excluded from your plan. Reimbursement is based on Delta Dental contract allowances and not necessarily each dentist's actual fees.

† Reimbursement is based on PPO contracted fees for PPO dentists, Premier contracted fees for Premier dentists and program allowance for non-Delta Dental dentists.

<b>Rates</b>			
<b>Low Plan</b>		<b>High Plan</b>	
Enrollee only	\$21.86	Enrollee only	\$38.68
Enrollee + Spouse	\$43.70	Enrollee + Spouse	\$77.27
Enrollee + Children	\$48.07	Enrollee + Children	\$85.02
Family	\$71.01	Family	\$123.46

**Delta Dental Insurance Company**  
1130 Sanctuary Parkway, Suite 600  
Alpharetta, GA 30009

**Customer Service**  
800-521-2651

**Claims Address**  
P.O. Box 1809  
Alpharetta, GA 30023-1809

[deltadentalins.com](http://deltadentalins.com)

This benefit information is not intended or designed to replace or serve as the plan's Evidence of Coverage or Summary Plan Description. If you have specific questions regarding the benefits, limitations or exclusions for your plan, please consult your company's benefits representative.

HLT\_PPO\_2COL\_HILO\_DDIC (Rev. 9/10/2024)



# Stay Connected



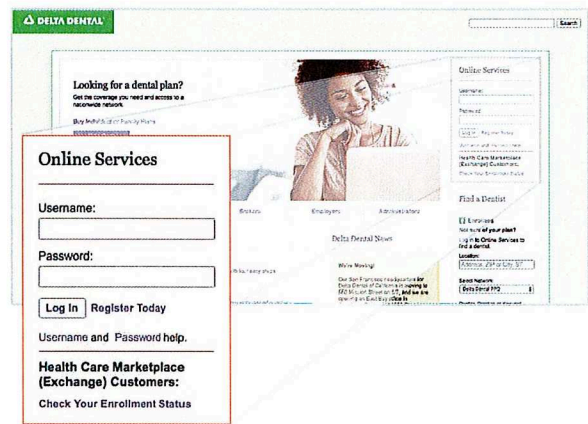
At [deltadentalins.com](http://deltadentalins.com), all the information you need is at your fingertips. You can check your plan details, find an in-network dentist and more.

## Create an account

1. Go to [deltadentalins.com](http://deltadentalins.com).
2. Click on **Register Today** in the **Online Services** section.

With an online account, you can:

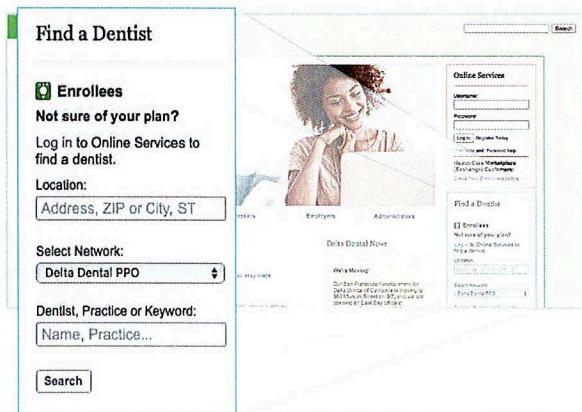
- Check your plan details and eligibility
- Review claim statements and plan documents
- View or print your ID card



## Find a dentist

1. Go to [deltadentalins.com](http://deltadentalins.com).
2. In the **Find a Dentist** section, enter your address and select your network from the drop-down menu.
3. Click **Search**.

Browse Yelp reviews, check office hours and see the address on a map.



For more online resources, turn the page.



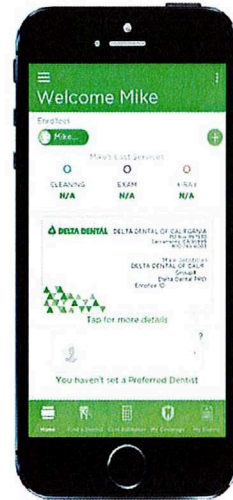
[deltadentalins.com/enrollees](http://deltadentalins.com/enrollees)



## Download the app

1. Open the **App Store** or **Google Play**.
2. Search for “**Delta Dental**.”
3. Download the free app titled **Delta Dental** by Delta Dental Plans Association.

Review your plan details, pull up your ID card and try out the musical toothbrush timer.



## Get answers

Got a question? We've got answers.

### Learn how your dental plan works:

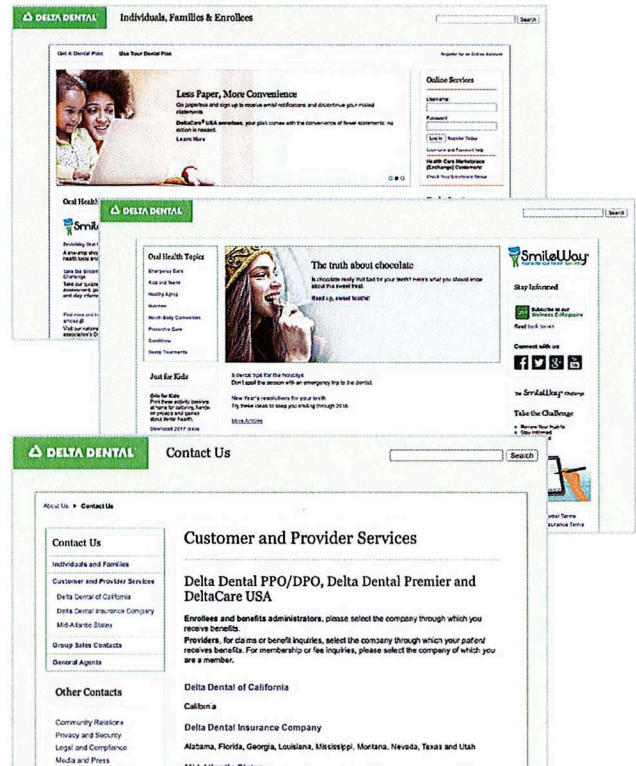
Visit [deltadentalins.com/enrollees](http://deltadentalins.com/enrollees) for the 101 on dental benefits.

### Improve your dental health:

Check out [mysmileway.com](http://mysmileway.com) for the latest recipes, articles and videos.

### Contact Customer Service:

Submit an online question at [deltadentalins.com/contact](http://deltadentalins.com/contact).



Website available on desktop, mobile and tablet

Our Delta Dental enterprise includes these companies in these states: Delta Dental of California — CA, Delta Dental of the District of Columbia — DC, Delta Dental of Pennsylvania — PA & MD, Delta Dental of West Virginia, Inc. — WV, Delta Dental of Delaware, Inc. — DE, Delta Dental of New York, Inc. — NY, Delta Dental Insurance Company — AL, DC, FL, GA, LA, MS, MT, NV, TX and UT. These enterprise companies are members, or affiliates of members, of the Delta Dental Plans Association, a network of 39 Delta Dental companies that together provide dental coverage to 78 million people in the U.S. The website [deltadentalins.com](http://deltadentalins.com) is the home of the Delta Dental companies listed above. For other Delta Dental companies, visit the Delta Dental Plans Association website at [deltadental.com](http://deltadental.com).

**Delta Dental Enrollment Form**  
**Mississippi Department of Education**  
**Group # 22185**

Effective Date: \_\_\_\_\_

**Please complete the following information.**

Social Security #	Last Name	First Name	MI	Date of Birth / /
Home Address		Home Phone # ( )		Sex M F
City	State	Zip Code	Business Phone # ( )	

**List all Eligible Dependents that are to be covered.**

First	Mi	Last	Sex	Date of Birth
Spouse:			M F	/ /
Child:			M F	/ /
Child:			M F	/ /
Child:			M F	/ /
Child:			M F	/ /

**Please Circle Your Choice-Monthly Rates**

	EE Only	EE+Spouse	EE+Child(ren)	Family
<b>Low Plan (Gold)</b>	<b>\$21.86</b>	<b>\$43.70</b>	<b>\$48.07</b>	<b>\$71.01</b>
<b>High Plan (Platinum)</b>	<b>\$38.68</b>	<b>\$77.27</b>	<b>\$85.02</b>	<b>\$123.46</b>

**Status Change Information**

Is this a qualifying -Please list qualifying event \_\_\_\_\_  
 Add the dependent(s) listed above - Effective date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Delete the dependent(s) listed above - Effective date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Terminate employee coverage Effective date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Name Change (From) \_\_\_\_\_ (To) \_\_\_\_\_  
 COBRA- Effective date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Transfer from sub. Loc # \_\_\_\_\_ to sub. Loc # \_\_\_\_\_ Effective date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Waive Coverage** \_\_\_\_\_ **Date** \_\_\_\_\_

I wish to enroll in the plan indicated above as offered through my employer. I hereby authorize my employer to deduct all applicable contribution amounts from my salary or other compensation for the plan year, and for future renewal period(s). I understand that such contribution rate is subject to change on the anniversary date of the plan. I hereby represent that all information furnished by me hereon is true and complete to the best of my knowledge.

Signature: X

Date:



Clear vision and healthy eyes are critically important to general wellness. With personalized, quality eye care and eyewear options that suit your lifestyle, welcome to...

## BrightVision Expanded

Powered by Superior Vision

# BrightBenefits.

### Log in to review benefits at any time

Visit [BrightBenefits.com](https://BrightBenefits.com) to register your account. Once logged in, you'll be able to review a summary of plan benefits, view and print ID cards, and find a network eye care professional.

### No ID card needed

You will need your name, birthdate and member ID number (or social security number). If you do want an ID card, provide an email address when you enroll, and we can email it to you at any time. You can also view and print IDs from your account at [BrightBenefits.com](https://BrightBenefits.com).

### If you need assistance...

If anyone on your plan has questions about how to access their vision benefits, visit [BrightBenefits.com/contact](https://BrightBenefits.com/contact) or call us at 1 (844) 549-2603 Monday - Friday 7 a.m.-8 p.m. CST and Saturday 10 a.m.-3:30 p.m. CST.

### What makes this plan popular?



Large network with 110,000 points of access across the U.S.<sup>1</sup>



Variety of in-network retail options

 [Find a participating provider at brightbenefits.com.](https://BrightBenefits.com)

1. BrightVision Expanded uses the Superior Vision network of providers. Access count from superiorvision.com, Oct. 2020. Products in the state of New York are underwritten by Commercial Travelers Life Insurance Company. Policy form number CVIGRP 2020. In all other states, they are underwritten by National Guardian Life Insurance Company. National Guardian Life Insurance Company is not affiliated with the Guardian Life Insurance Company of America, a/k/a The Guardian or Guardian Life. Policy form number NVIGRP 2020 or NVIGRP-SV 2019 OEBVEXP0321



# BrightVision Expanded 4

## Mississippi Department of Education

Benefit	Description	Copay <sup>1</sup>	Frequency		
<b>Eye Exam</b>	Focuses on your eyes, vision and wellness	\$10	Every 12 months		
<b>Prescription Glasses</b>	<i>Options below</i>	\$10	-		
<b>Frame</b>	\$130 frame allowance at network locations Plus 20% off any amount over your allowance <sup>2</sup>	included	Every 12 months		
<b>Lenses and enhancements</b>	Clear plastic single-vision, bifocal, trifocal or lenticular lenses Polycarbonate lenses for dependent children Scratch coat Ultraviolet coat Tinting - solid Tinting - gradients Polycarbonate Blue light filtering	included \$15 \$12 \$15 \$18 \$40 \$15	Every 12 months		
<b>Lens upgrades<sup>2</sup></b>	Digital single vision Progressive Lenses (Standard / Premium / Ultra / Ultimate) Anti-Reflective (AR) Coating (Standard / Premium / Ultra / Ultimate) Polarized Plastic photochromic lenses High Index (1.67 / 1.74)	\$30 \$55 / \$110 / \$150 / \$225 \$50 / \$70 / \$85 / \$120 \$75 \$80 \$80 / \$120	Every 12 months		
<b>Prescription contacts<sup>4</sup></b> <i>(in addition to glasses)</i>	Fully-covered fitting, evaluation and follow-up <sup>4</sup> or \$50 allowance for specialty contact lens fitting <sup>5</sup> \$130 allowance for contacts Plus 20% off any amount over your allowance on conventional contacts or 10% off any amount over your allowance on disposables <sup>2</sup>	\$10	Every 12 months		
<b>Extra member savings<sup>2</sup></b>					
Complimentary Everplans subscription (worth \$75/yr) to organize life's most important details so they're safe and easy to get to in an emergency.					
15% off standard laser vision correction or 5% off promotional prices at LasikPlus@ locations nationwide					
Save over 40% on premium hearing aids through Your Hearing Network, plus other offers and promotions <sup>6</sup>					
No more than \$39 on routine retinal imaging as an enhancement to an eye exam.					
After initial benefit use: 30% off additional exams and eyeglasses; 20% off lens options, contacts, misc. options; 10% off disposable contacts					
<b>Out-of-network coverage<sup>1</sup></b>					
Exam - ophthalmologist	up to \$34	Single vision lenses	up to \$32	Progressive lenses	up to \$57
Exam - optometrist	up to \$26	Bifocal lenses	up to \$46	Lenticular lenses	up to \$90
Frames	up to \$65	Trifocal lenses	up to \$57	Contacts	up to \$100
<b>Coverage</b>			<b>Monthly premium</b>		
Employee			\$8.38		
Employee & spouse			\$17.12		
Employee & child(ren)			\$15.10		
Employee & family			\$23.48		

1. Co-pays apply to in-network benefits; co-pays for out-of-network visits are deducted from reimbursements. 2. Not insured benefits - prices listed reflect discounts, in which some network providers may not participate. 3. Visually required contacts are covered in full in-network and up to \$210 out-of-network. 4. Applies to a current contact lens user who wears disposable, daily wear, or extended wear lenses only. 5. Applies to new contact wearers and/or a member who wears toric, gas permeable, or multi-focal lenses. 6. Over 40% off pricing as referenced in the Consumer Guide to Hearing Aids. Discount varies depending on product. This offer is only good at participating Your Hearing Network provider locations and cannot be combined with any other offer or discount. If differences exist between this document and the plan contract, the contract will prevail. Products in the state of New York are underwritten by Commercial Travelers Life Insurance Company. Policy form number CVIGRP 2020. In all other states, they are underwritten by National Guardian Life Insurance Company. National Guardian Life Insurance Company is not affiliated with the Guardian Life Insurance Company of America, a/k/a The Guardian or Guardian Life. Policy form number NVIGRP 2020 or NVIGRP-SV 2019. OEBVEXP4RATES21



**LasikPlus** 

*No need to worry about  
contacts and glasses.*

**Get LASIK Now!**



**LasikPlus, the featured provider,  
has locations nationwide and offers  
extra value to you, such as:**

- Free LASIK exam (over \$100 value)
- All LASIK procedures are 100% bladeless
- Guaranteed Financing†

*All other in-network providers extend 15% off  
standard price or 5% off promotional price.*



**TO SCHEDULE YOUR FREE LASIK EXAM,  
Call 1-833-983-2020 or visit  
BrightBenefitsLasik.com**

**BrightBenefits™**

Not an insured benefit.

Copyright © 2020 ICA-Vision, Inc. dba LasikPlus. ^ Savings is \$400 per eye on a VISION Custom LASIK or WaveLight Wavefront-Optimized with Lifetime Advantage Plan. Limited time offer. Discount may not be combined with any other discount. † Financing Options Guaranteed. Excludes Ft. Lauderdale, Northville and Oklahoma City LasikPlus locations. Certain conditions apply. Down payment varies based on FICO score. Interest rate varies by length of term selected. See website for details.





FOCUS ON HEARING HEALTH

# What to Know about Hearing Loss



## Recognizing the signs of hearing loss

Signs of hearing loss can develop slowly over time, or they can begin suddenly. Struggling to hear certain sounds or syllables is a telltale sign of hearing loss.

An estimated 30 million Americans suffer from hearing loss and could benefit from using hearing aids.<sup>1</sup> Left untreated, hearing loss can have significant effects on communication abilities, quality of life, social participation and overall health.

## If you think you're experiencing hearing loss...

Schedule a hearing exam to find out if you have hearing loss. Call Your Hearing Network at 1-833-826-4705 to connect with a local hearing provider and obtain your free, no obligation hearing examination.

## What to expect at a hearing exam...

Your hearing provider will examine your ears, conduct a comprehensive hearing test, and provide an explanation of your results. You will learn about your type and degree of hearing loss and have the opportunity to talk with your provider about your hearing concerns.

## How is hearing loss treated?

Most hearing loss conditions in adults are treated with hearing aids. The type and style of hearing aid depend on the level of hearing loss, lifestyle and personal preferences of the individual. Talk with your provider about treatment options, and find out how today's discreet Bluetooth and smartphone enabled hearing aids can improve your hearing and wellness.



Our nationwide network of highly skilled and licensed hearing healthcare professionals provides patients with access to quality care and service. Schedule an appointment today with a local provider in your area.



BrightBenefits members receive up to a **\$200** mail-in rebate after purchase of select devices<sup>2</sup>

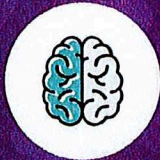


## Impact of Hearing Loss

Studies have shown that hearing loss affects emotional, psychological and financial well-being. In fact, when untreated, hearing loss can lead to:

- Impaired memory and ability to learn new tasks
- Reduced alertness and increased risk to personal safety
- Reduced job performance and earning power
- Irritability, negativism, and anger
- Fatigue, tension, stress, and depression
- Avoiding social events

Hearing loss is linked to serious and costly health issues such as:



### DEMENTIA AND ALZHEIMER'S

Moderate hearing loss triples the risk for dementia, while individuals with severe hearing loss are 5 times more likely to develop dementia. Caring for those with Alzheimer's and other dementias totaled an estimated \$277 billion in 2018, making it the most expensive disease in America.<sup>4</sup>

### DEPRESSION

Untreated hearing loss is associated with an increased risk of depression, especially between the ages of 18 and 69. Major depressive disorder (MDD) affects 15 million adults and costs more than \$210 billion per year.<sup>4</sup>

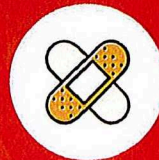


### INJURY-CAUSING FALLS

Even mild hearing loss triples the risk of an injury-causing fall, with the risk increasing by 140% for every additional 10 decibels of hearing loss. Falls are the leading cause of accidental death of Americans over the age of 65. Medical costs from falls are \$30-\$50 billion a year.<sup>4</sup>

### WORKPLACE INJURIES

Hearing loss can inhibit or prevent your ability to recognize hazards, which poses a risk to your safety. It is also the most common work-related injury, with over 20 million workers exposed annually to hazardous levels of occupational noise.<sup>4</sup>



**Contact Your Hearing Network today!**

Call 1-833-826-4705 to schedule an appointment with a provider in your area.

In partnership with  
**BrightBenefits.**

A discount program for BrightBenefits members featuring...



A FREE annual hearing exam for members 21 and older.



Up to 40% off national prices on high-performing hearing devices and 10% off accessories.<sup>3</sup>



3-year manufacturer's warranty, including loss and damage coverage.



1-year supply of batteries for FREE with each hearing aid purchased.



1 year of follow-up care at no additional cost.



Interest-free financing available.<sup>5</sup>

<sup>1</sup>Representatives are available to take your call Monday - Friday between 8:30 am - 8:00 pm eastern time. <sup>2</sup>National Institute on Deafness and Other Communication Disorders ([www.nidcd.nih.gov/health/statistics/quick-statistics-hearing](http://www.nidcd.nih.gov/health/statistics/quick-statistics-hearing)). <sup>3</sup>Rebates are valid only on product technology levels 3, 4, 5 and may not be used with any federal or state funded reimbursement programs. Rebates are not valid on returned hearing aids, please allow 60 days for receipt of the mail-in-rebate. <sup>4</sup>Over 40% off pricing as referenced in the Consumer Guide to Hearing Aids, details available on request. Discount varies depending on product. This offer is only good at participating Your Hearing Network provider locations and cannot be combined with any other offer or discount. <sup>5</sup>As referenced in America's Benefit Specialist, June 2020 issue. <sup>6</sup>Approval based on credit. This is a discount offering for Bright Benefits members. It is not an insured benefit.





**Enrollment/Change Form**  
**VISION INSURANCE**

Underwritten by National Guardian Life Insurance Company

P.O. Box 1424 Milwaukee, WI 53201

Please print and complete all sections.

**GROUP/EMPLOYEE INFORMATION    A: Add (enroll)    T: Terminate    C: Change (change of name or coverage)**

Group/Policyholder Name <b>MS Department of Education</b>		Group Number	Location	Effective Date	Date of Hire	
<input type="checkbox"/> A <input type="checkbox"/> T <input type="checkbox"/> C	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Last Name	First Name	M.I.	Date of Birth	Social Security Number
Home Street Address		City/State/Zip		Home Phone (    )	Work Phone (    )	
E-mail Address					Cell Phone (    )	

**FAMILY INFORMATION (Only those eligible may be enrolled.)    A: Add (Enroll)    T: Terminate    C: Change (Change of name or coverage)**

<input type="checkbox"/> A <input type="checkbox"/> T <input type="checkbox"/> C	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Last Name (Spouse)	First Name	M.I.	Date of Birth	
<input type="checkbox"/> A <input type="checkbox"/> T <input type="checkbox"/> C	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Last Name (Dependent)	First Name	M.I.	Date of Birth	Child handicapped? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> A <input type="checkbox"/> T <input type="checkbox"/> C	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Last Name (Dependent)	First Name	M.I.	Date of Birth	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> A <input type="checkbox"/> T <input type="checkbox"/> C	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Last Name (Dependent)	First Name	M.I.	Date of Birth	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> A <input type="checkbox"/> T <input type="checkbox"/> C	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Last Name (Dependent)	First Name	M.I.	Date of Birth	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> A <input type="checkbox"/> T <input type="checkbox"/> C	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Last Name (Dependent)	First Name	M.I.	Date of Birth	<input type="checkbox"/> Yes <input type="checkbox"/> No

NOTE for Vision: Members that waive coverage at initial enrollment or in the new eligibility period and/or terminate coverage, may be subject to additional benefit limitations, upon enrolling.

**I elect the following coverage(s):**

- Vision
  - Employee Only                    \$            \$ 8.38
  - Employee + Spouse                \$            \$17.12
  - Employee + Child(ren)            \$            \$15.10
  - Employee Family                    \$            \$23.48
  - Waived due to other coverage
  - Waive

**Do you or any of your dependents have other vision insurance?**                     Yes     No

If yes, please give: Policyholder \_\_\_\_\_ and Insurance Company: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION TO OBTAIN INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON.



**BENEFITS AVAILABLE THROUGH PAYROLL DEDUCTION**  
**Calendar Year 2023**

**CANCER-INTENSIVE CARE**

AFLAC- Kent or Julie Tullos	(601)925-9963
Colonial - Beverly Sparks	(601)594-1184
AIG - Glynn Griffing & Associates	(601)982-0331

**HOSPITAL INCOME**

AFLAC- Kent or Julie Tullos	(601)925-9963
Colonial - Beverly Sparks	(601)594-1184

**DENTAL/VISION**

*Delta Dental – Debbie Whittington	(601)982-0331
*Bright Benefits – Debbie Whittington	(601)982-0331

\*Open Enrollment period applies if you decline coverage at initial employment/eligibility which is the first 31 days of employment

**SALARY PROTECTION (Short-Term Disability)**

AFLAC- Kent or Julie Tullos	(601)925-9963
Colonial- Beverly Sparks	(601)594-1184
USABLE – Debbie Whittington	(601)982-0331

**LONG-TERM CARE**

AFLAC- Kent or Julie Tullos	(601)925-9963
USABLE – Glynn Griffing & Associates	(601)982-0331

**BURIAL INSURANCE**

Transamerica Life – Elizabeth Veal	(601)355-7489
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**LIFE INSURANCE**

AFLAC- Kent or Julie Tullos	(601)925-9963
Colonial - Beverly Sparks	(601) 594-1184
New York Life (term and whole life) Cindy McBride	(601)607-1600

**PRE-PAID LEGAL SERVICE- Beverly Sparks**

(601)594-1184

**TAX-SHELTERED ANNUITIES**

Deferred Compensation - LaTaura Wilson	(769)610-5753
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**FLEXIBLE SPENDING MEDICAL & CHILD CARE BENEFITS**

Glynn Griffing & Associates Debbie Whittington	(601)982-0331
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**IMPACT & AFFORDABLE COLLEGE SAVINGS PLAN**

State Treasurer's Office	(601)359-5258
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**CREDIT UNIONS**

MS Public Employees Credit Union	(601)948-8191
Statewide Federal Credit Union	(601)420-5535

**FLOWER AND GIFT FUND** This fund was established to pay for flowers and gifts for employees/family member by voluntary contributions of a fixed amount monthly through payroll deduction.

**DIRECT DEPOSIT** Once an employee accumulates and maintains a balance of forty (40) hours of personal leave, they may choose to have their paycheck direct deposited into their bank account.

# Mississippi Department of Education

## PARTICIPATION AGREEMENT FOR CAFETERIA PLAN

Effective Date: 1/1/2025

Name:	_____		
SSN:	DOB:	Pay Cycle:	Department:
Address:	City:	State:	Zip:
Phone:	Email Address: _____		

### NEW Elections: 1/1/2025 to 12/31/2025

#### Option 1. Medical Reimbursement Account

**YES** I elect to contribute \$ \_\_\_\_\_ for the Plan Year, which is \$ \_\_\_\_\_ per pay period to fund my account that pays qualified Out of pocket healthcare expenses that are not covered by my employer's health plan or any other health plan.

**NO** I decline this option this year.

(Initial) **Debit Card Agreement.** I understand that the Benefits debit card is available to pay only qualified expenses and that qualified expenses paid with the card cannot be reimbursed by any other plan, and that I will not seek reimbursement for expenses paid with the card from any other source. I understand that when using the Benefits debit card, I must keep all receipts and that, on occasion, I may be asked for documentation of charges made with my card. I also understand that if a payment is made that is not for qualified expenses, I will repay my employer. For any expenses not repaid by me, I authorize my employer to deduct the amount from my paycheck.

#### Option 2. Dependent Care Account

This pays for daycare expenses for a dependent child, adult, or elder, so that you may work. eligible services include: nursery school, nanny and/or before/after school care, and day camp through age 12, day care for a disabled adult or child, Elder daycare for parent or dependent.

**YES** I elect to contribute \$ \_\_\_\_\_ for the Plan Year, which is \$ \_\_\_\_\_ per pay period to fund my account that pays qualified dependent day care or elder care expenses

**NO** I decline this option for this plan year.

#### Option 3. Agreement to save taxes on Insurance Premiums

**No change. Keep same selection as last year.**

**YES** On the appropriate benefit enrollment form, I have enrolled in certain employer-sponsored insurance benefits (i.e. health insurance). I understand that my share of the premium for these employee benefits will automatically be paid with pre-tax dollars. I also understand that if my required contributions for these insurance benefits are increased or decreased while this agreement is in effect, my taxable income will automatically be adjusted to reflect that change.

**NO** I decline this option for this plan year.

**IMPORTANT:** Please read the following before signing this enrollment form. My employer and I agree that my taxable income will be reduced each pay period during the year by an equal portion of the benefit elections (selected above) set forth above and that qualified expenses will be paid on a tax-free basis. I understand that I may change my election in the event of certain changes in my status and that, prior to the first day of each plan year, I will be offered the opportunity to change my benefit election for the upcoming plan year. I understand that the take care flex benefits card is available to pay only qualified expenses and that qualified expenses paid with the card can not be reimbursed by any other plan and that I will not seek reimbursement for expenses paid with the card from any other source. I understand that when using the flex benefits card I must keep all receipts and that, on occasion, I may be asked for documentation of charges made with my card. I also understand that if a payment is made that is not for qualified expenses, I will repay my employer. For any expenses not repaid by me, I authorize my employer to deduct the amount from my paycheck (if permitted by state law).

Employee Signature \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

## **Mississippi Department of Education Employee Activities Committee Fund**

An Employee Activities Committee (EAC) fund has been established to pay for funding activities for participating employees. The fund will be supported by voluntary employee contributions of a fixed amount on a monthly basis. Only those employees who choose to participate by regular contributions will be eligible for the benefits of the program.

Each participating employee will make a monthly contribution of \$1.00. The monthly contribution will be collected through payroll deductions.

**Mississippi Department of Education  
Employee Activities Committee Fund  
EAC FUND**

**Name:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Office Name:** \_\_\_\_\_

**I authorize my employer to deduct a total of \$1.00 from my salary each payroll period and make payment of this amount to the Mississippi Department of Education Employee Activities Fund. This authorization may be terminated after 12 months by written notice to my employer.**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

OR

-----  
**I do not wish to participate in the Mississippi Department of Education Employee Activities Fund.**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Completed forms should be return to Human Resources Office.**



**Mississippi Department of Education  
Employee Courtesy Fund Policy  
(Revisions Effective July 1, 2018)**

An Employee Courtesy Fund (formerly the Flower and Gift fund) has been established for participating members of the Mississippi Department of Education to show support during a time of bereavement, hospitalization and upon retirement of the contributing member. The fund is supported by voluntary employee contributions of a fixed amount on a monthly basis. Only those employees who choose to participate by regular contributions will be eligible for the benefits of the program.

The Employee Courtesy Fund committee will be composed of an eight-person team participating in the governance of the fund. The committee shall be charged with reviewing the policies and making necessary changes, overseeing the finances of the fund and other duties as situations arise. The Chief of Staff will serve as the chairperson of the committee and the executive assistant to the Chief of Staff will serve as secretary/treasurer. The other six members will be designees from the four deputy areas and two recommendations from the State Superintendent.

The committee will meet as requested by the chairperson. A quorum of members will be required to conduct business of the fund.

Each participating employee will make a monthly contribution of \$1.00. The monthly contribution will be collected through payroll deductions and turned over to the secretary-treasurer no later than the fifth working day of the succeeding month. Any changes regarding the payroll deduction for the Employee Fund must be submitted in writing to MDE payroll office on or before the 12<sup>th</sup> of each month in order for the change to be effective for that month. Employees wishing to make a change will do so in the Office of Human Resources.

To request a benefit, the participating employee must complete the Employee Benefit Request Form, available on the Office of Human Resources' web page under forms and submit to HR along with supporting documentation (hospital statement, bill, obituary, leave form, etc.). Participating members have 60 days from time of qualifying event to submit a request, complete with supporting documentation. If the request is not submitted within 60 days of the qualifying event, the request will not be approved. The maximum hospital benefit per Courtesy Fund member is four (4) claims within a one-year period, with the one year beginning with the first occurrence.

Hospitalization is a monetary benefit of (\$50.00). The benefit covers the contributing employee and family members listed below:

- Spouse
- Child or Stepchild
- Parent or Stepparent

Memorial is a monetary benefit of (\$75.00). The benefit covers the contributing employee and family as listed below:

- Spouse
- Child or Stepchild
- Parent or Stepparent
- Sibling
- Grandparent
- Grandchild

**Mississippi Department of Education  
Employee Courtesy Fund Policy  
(Revisions Effective July 1, 2018)**

In the event that the memorial is for a contributing employee, the monetary gift will be provided to the beneficiary listed on the contributing employee's PERS form.

Retirement is a monetary benefit for a contributing employee of \$10 per year of membership with a max of (30) years participation in the fund.

A verification of years of participation in the fund from the Office of Human Resources or Accounting must be attached to the Employee Fund Benefit Request form.

Mississippi Department of Education  
Employee Courtesy Fund Policy  
(Revisions Effective July 1, 2018)

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office \_\_\_\_\_ Bureau \_\_\_\_\_

PLEASE COMPLETE ONE OF THE FOLLOWING:

I have read the attached Employee Courtesy Fund policy and hereby authorize my employee to deduct a total of \$1.00 from my salary each payroll period and make payment of this amount to the Mississippi Department of Education Employee Fund. This authorization may be terminated after one (1) year of full participation, by written notice to my employer.

Date \_\_\_\_\_ Signature \_\_\_\_\_

\*\*\*\*\* OR \*\*\*\*\*

---

I have read the attached Employee Courtesy Fund policy and do not wish to participate in this fund.

Date \_\_\_\_\_ Signature \_\_\_\_\_



**MISSISSIPPI DEPARTMENT OF EDUCATION  
EMPLOYEE BENEFITS REVIEW**

In addition to your pay, you receive the following benefits:

**Paid Time-Off**

**Holidays** - Guaranteed 10 paid holidays per year. Additional days may be allowed as designated by the Governor. The holidays are as follows:

New Year's Day	Independence Day
Robert E. Lee's/Dr. Martin L. King Day	Labor Day
Presidents' Day	Veteran's Day
Confederate Memorial Day	Thanksgiving Day
Memorial Day	Christmas Day

**Vacation** - Personal leave which can be used for vacations, physician appointments, days off for personal business, or for the first day of an illness and is accrued on a monthly basis beginning with the first month of employment. Accrual rates are based on years of continuous service as follows:

1 month to 3 years - 12 hours per month  
37 months to 8 years - 14 hours per month  
97 months to 15 years - 16 hours per month  
Over 15 years - 18 hours per month

**Medical** - Major medical leave which is used beginning the second consecutive day of illness is also accrued on a monthly basis beginning with the first month of employment. Accrual rates are based on years of continuous service as follows:

1 month to 3 years - 8 hours per month  
37 months to 8 years - 7 hours per month  
97 months to 15 years - 6 hours per month  
Over 15 years - 5 hours per month

Part-time employees earn personal and major medical leave hours each month on a pro-rated basis based on the number of hours worked each month.

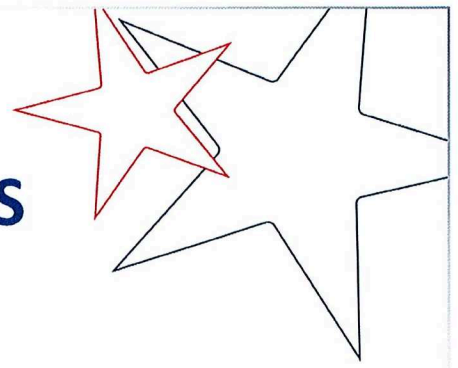
**Retirement Related**

**Social Security (FICA/Medicare)** - State puts in 7.65% of the employee's pay to match the contribution of the employee.

**Retirement** - Each month a set percentage is deducted from employee's pay for retirement purposes.

# OFFICE OF COMMUNICATION AND GOVERNMENT RELATIONS

## New Hire Information



### Emergency Text Alert System

MDE employees are encouraged to sign up for MDE's emergency alert texting system to receive announcements about closures due to severe weather or other emergencies. To sign up, text **mdek12** to **877-876-8686**.

### Official Email Signature

All employees are required to use the official MDE email signature. Use this format when adding your email signature to your email account:

YOUR NAME, *Your Title*

Office Name

601-359-3513 | [mdek12.org](http://mdek12.org)



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

1. Use your mouse to select the signature above, right-click and select "Copy." If you are unable to copy the MDE logo, download it from this page: [mdek12.org/OCGR/brand/logos](http://mdek12.org/OCGR/brand/logos).
2. Create a new email message.
3. On the Message tab, choose Signature > Signatures.
4. Paste copied email signature in signature area. Customize signature with your name, title and name and phone number for your office or division.
5. Enter a name for the signature profile, such as "Official," and click OK.
6. Under Choose default signature, select the newly created email signature for "new messages" and "replies/forwards." Click OK to save your signature.

Note: Contact OTSS at [mdenet@mdek12.org](mailto:mdenet@mdek12.org) for assistance with setting up your email signature on your computer or mobile device.

### Professional Photo in Microsoft 365

All employees must upload a professional photo of themselves to Microsoft 365 for use in MDE's communication platforms (i.e., email, Teams). Contact OTSS at [mdenet@mdek12.org](mailto:mdenet@mdek12.org) for assistance if needed.



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

Office of Communication and Government Relations  
New Hire Information • January 2023 • [mdek12.org](http://mdek12.org)



## Brand Guidelines

Preserving the integrity of the Mississippi Department of Education brand is vital to maintaining a strong reputation and identity for our organization. MDE brand guidelines and best practices ensure the agency is represented consistently. Visit [mdek12.org/OCGR/brand/logos](https://mdek12.org/OCGR/brand/logos) to find instructions for the proper use of the MDE logo and for formatting documents.

## Official MDE PowerPoint Template and Other Documents

The official MDE PowerPoint template must be used for all MDE presentations. You may download it from the MDE Brand Guidelines page: [mdek12.org/OCGR/brand](https://mdek12.org/OCGR/brand). Refer to this webpage for instructions for formatting other documents.

## Upcoming Events Calendar

All major MDE public events should be listed in the “Upcoming Events” calendar that is accessible from the MDE home page: [mdek12.org/events](https://mdek12.org/events). This includes Commission, Board and Task Force meetings as well as major MDE conferences (Literacy Summit, Elevate Teachers Conference, etc.). Please submit event details to [mdenet@mdek12.org](mailto:mdenet@mdek12.org) to have your event listed in this calendar. Staff should consult this calendar before scheduling public events.

## Holiday Proclamations

The list of state holidays is accessible from the MDE Human Resources webpage: [mdek12.org/OHR](https://mdek12.org/OHR). To help keep track of state holidays, add them to your calendar. Legal holidays that fall on a Sunday will be observed the following day. The Governor may proclaim additional days in observance of Thanksgiving and the Christmas season. MDE employees will receive notice of any such proclamations by email.

## Other

Instructions about other communications services are available on the webpage, How to Access Communications Services: [mdek12.org/ocgr/hacs](https://mdek12.org/ocgr/hacs).



**MISSISSIPPI DEPARTMENT OF EDUCATION  
DRESS, APPEARANCE AND OFFICE ETIQUETTE  
POLICY**

The Mississippi Department of Education (MDE) takes pride in providing quality services to the public, as well as to local and state entities. In doing so, our employees come in contact with a wide circle of individuals. We must be conscientious in matters of our conduct, clothing choices and grooming during office hours as well as while attending business-related functions held after hours. This policy is established in an effort to promote a professional image and provide a more positive work environment. MDE strives to represent excellence in service and performance.

To ensure that the impression we make reflects our commitment to excellence, the following are policies and guidelines for appropriate dress and grooming for the workplace.

**Office Etiquette**

- Decorate your office with taste and keep our workplace free of unnecessary clutter
- Conduct yourself in a professional manner at all times
- Respect co-workers personal and private spaces
- Use of personal cell phones/Blue-tooth devices should not interfere with department business

**Dress Etiquette**

Beginning July 1, 2013, these guidelines shall be followed throughout the year, except for those times when an exception to this policy has been granted by the employee's immediate supervisor and/or by declaration by the department head.

Attire to be worn Monday through Friday of each week will reflect a professional look. For men this will consist of slacks, khaki slacks, sweaters, polo-style shirts, vests/cardigans, button-up shirts with/without tie and coordinating shoes. A sports jacket and tie are recommended for meetings with an outside party. For women, the professional look will consist of dresses, suits, skirts and slacks with coordinating blouses, sweaters, vests, tops, and jackets. Cropped/ankle pants (length of the pant are below the calf) may be worn if they are tailored and reflect a professional look.

Dress shoes (heels, flats, boots, sandals, etc.) are appropriate. However, flat heeled "flip flops", rubber shoes, house slippers, moccasins, tennis shoes, "crocs" or other recreational shoes are not permitted. Capri pants may be worn with coordinating blouses, sweaters, vests, tops and/or jackets provided the length of the pants are not shorter than five (5) inches below the knee. Capri pants should not come above the knee when seated.



## Appearance Etiquette

For men: sideburns, mustaches and beards should be neatly maintained at all times. Hair styles for men and women should be neat and well-kept. Any body piercing, except women's earrings, should be covered. Garments which are **tight and/or ill-fitting** are inappropriate, as are **mini skirts, skirts with high slits, or visible undergarments**. Clothing for all staff should be clean, pressed. Men's and women's clothing should be tasteful and well-coordinated. **Employees should be careful not to apply too much fragrance (cologne or perfume) in the office. This restriction is necessary because some workers are hypersensitive to fragrance due to allergy conditions.**

## Exceptions

Exceptions to the Dress Etiquette policy are for those employee's whose primary work assignment requires them to move or maintain equipment or work outdoors (i.e., certain MIS technical staff, property managers, mailroom workers and building and grounds maintenance staff). Other exceptions include office cleaning/packing/moving days. These situations should be discussed with and approved by an employee's supervisor.

## Unacceptable Clothing

The following is a list of clothing items that generally do not fall within the concept of professional dress etiquette and is by no means exhaustive. Sweat suits, wind suits, warm-up suits and other athletic attire; house shoes, slippers, shower shoes, plastic sandals, flip-flops, running shoes, walking shoes, cross trainers and other athletic shoes; denim, jeans, shorts and tee-shirts.

## Responsibility

Each supervisor will be responsible for maintaining the department's dress policy in his/her work area. Should the supervisor determine that an employee's dress or grooming and general appearance is inappropriate; the supervisor **will** require the employee to **leave** the worksite and **return** with more appropriate dress or grooming. The employee **must** take personal leave for the time away from the office. Violations of this policy **will** result in an issuance of a Group Two Offense reprimand of Insubordination.

## Accommodations

There may be instances where modifications to these guidelines are necessary. The department will work with any employee whose medical condition requires clothing that does not conform to the department's policy.

If you are **uncertain** if an article of clothing may be appropriate to wear to work, please ask yourself the following questions:

1. Does my appearance **instill confidence** to my clients that I am a professional?
2. Does my clothing **fit**? **For example, does the top or blouse reveal too much cleavage, or are the pants, slacks, skirts, dresses, etc., too tight to wear in the workplace?**
3. Is my clothing **distracting** to my clients and/or co-workers?
4. Is my clothing **clean and pressed**?
5. Do I look **successful**?



## Frequently Asked Questions about Office Etiquette

### *I'm freezing (or burning up). Can I bring a portable heater (or fan) to work?*

The Department of Finance and Administration (DFA) has a policy regarding electrical appliances. The policy states employees can bring fans to work as long as the fan contains a tag stating it was made in accordance with the Underwriter's Laboratory requirements (UL listing). However, DFA requires employees to submit a doctor's statement to the Office of Human Resources that a heater is needed for medical reasons. Once this is provided to Human Resources, the department will purchase a heater for the employee.

### *Is it appropriate for an employee to wear a blue tooth headset during the workday?*

Department-issued cell phones do not include a blue tooth headset, so an employee who is wearing a headset gives the appearance he/she is conducting personal business. Headsets should not be worn continually throughout the day; however, incidental use that does not interfere with department business is appropriate, with the permission of the employee's immediate supervisor.

### *Can an employee bring his/her children to work?*

Employees should provide care for their children away from work for the duration of the workday. Normally if there is an interruption in childcare, an employee uses personal leave and stays home with their children. *In an unplanned interruption of that care when the employee cannot be absent* (due to a project deadline or something of a similar nature), children may accompany their parent for brief periods of time. These occurrences should be brief and rare.

### *What is the department's opinion about visible tattoos or piercings?*

Employees are encouraged to use discretion concerning body tattoos and piercings, and in the presence of our customers tattoos and body piercings should not be visible.

### *I see some people wearing athletic shoes when they are working. Can I wear them too?*

There are times when an employee has a medical reason for wearing a certain type of shoe. These situations are a matter of discussion for the employee, their supervisor, and HR. Other than for a medical reason or for getting exercise during breaks and lunch, employees should wear shoes that reflect a professional image.

### *My work space is a cubicle. When the people around my office use speakerphones I can hear them. There are also times when someone walks into my office and immediately begins talking to me, and my concentration is broken at a critical point in my work. Help!*

Please realize employees who are working in cubicles have to block out "noise" on a daily basis. Be considerate of them as you interact within hearing distance of cubicle offices. The same courtesy should be extended to all employees, whether in walled offices or cubicles.





Adopted August 31, 2023

**MISSISSIPPI DEPARTMENT OF EDUCATION**

**Dress Down- Casual “Jean” Friday**

Effective September 1, 2023, the MDE is implementing an optional privilege of dress-down Fridays when MDE employees may wear casual “jean” attire. MDE employees are expected to dress appropriately while still maintaining a professional appearance. This shall not apply if MDE employees are meeting with external parties.

Casual jeans may be worn with an appropriate blouse/sweater, or collared shirt. Office acceptable jeans are defined as denim that is neat and clean and that is NOT distressed, cut-off, ripped, paint-splattered, ill fitting, excessively baggy, sequined, and/or does not contain cutouts or patchwork. Acceptable jeans may be worn with boots, athletic-type sneakers/shoes, loafers, sandals, flats, or pumps. House shoes, slippers, shower shoes, plastic sandals, and flip-flops, are strictly prohibited.

All employees shall continue to adhere to the Mississippi Department of Education’s Office, Dress and Appearance Etiquette Policy, in all other instances, Monday through Thursday.

\_\_\_\_\_  
Employee Signature:

\_\_\_\_\_  
Date:

# MISSISSIPPI DEPARTMENT OF EDUCATION (MDE)

## Outside Employment Procedures

### **PURPOSE:**

To avoid a Conflict of Interest, any outside employment of an employee of the Mississippi Department of Education (MDE) shall have specific written approval of the employee's Immediate Supervisor, Department Director, and Chief. The approval verifies no conflict of interest exists with the employees outside employment and current agency employment.

### **GENERAL:**

**Outside employment** is defined as any compensatory work secondary to your MDE employment. This excludes an assignment with a Reserve Component of the Military Forces.

The Approval of Outside Employment form shall be submitted by an employee at (1) the time of appointment; (2) when previously approved employment is being permanently discontinued or the nature and/or scope thereof are/is being changed; (3) when any outside employment has not been approved; or (4) when requested to do so by the Director of Human Resources or by any supervisor of an employee.

**Restrictions** – The outside employment of an employee may be approved, if, and only if, this outside employment is to be performed in accordance with the following restrictions:

1. On a day that an employee is scheduled to work for the MDE, the secondary employment can only be performed outside the employee's normal working hours unless, before performing the outside activities, the employee has obtained a signed and approved leave slip.
2. The outside work is not to be performed at a location where the employee will be reimbursed, in whole or in part, by the MDE for his/her travel to that location. For example, if the employee's post of duty is Jackson and because of his/her duties and responsibilities as a MDE employee, he/she must travel to Laurel and will therefore be reimbursed for his/her mileage from Jackson to Laurel, the employee cannot take advantage of this reimbursement and work his/her outside employment while in Laurel on that day.
3. Use of information to which an employee has access as a MDE employee for performing an approved outside employment is strictly prohibited.

**Advising Immediate Supervisor of Possible Conflict of Interest** -An employee has an on-going duty to report to his/her immediate supervisor any incident or occurrence where the performance of his/her duties and responsibilities as a MDE employee may result in a possible conflict of interest.

**Denial or Withdrawal of Approval of Outside Employment for Work Related Reason** - Nothing in the foregoing provisions shall guarantee an employee approval of outside employment. Discretion lies with the agency if outside employment is approved, such approval is subject to being withdrawn at any time for any work-related reason, including, but not limited to, the possibility of a conflict of interest.

Failure to comply with this policy may result in disciplinary action that may include termination of employment with this agency.



TO: Carol Hodge  
Human Resources Manager

FROM:

RE: Approval of Outside Employment

DATE:

In accordance with Section 15.5 of the *Mississippi State Employee's Handbook*, I am requesting approval for outside employment as described below:

Employer: \_\_\_\_\_  
Work Schedule: \_\_\_\_\_  
Total Weekly Hours: \_\_\_\_\_  
Title of Position: \_\_\_\_\_  
Description of Duties: \_\_\_\_\_  
\_\_\_\_\_

I understand that the use of the Mississippi Department of Education's (MDE) equipment, information, vehicles, and supplies in outside employment is prohibited, and that outside employment must not affect an employee's work hours, interfere, or conflict with an employee's regular duties, raise any ethics concerns, or necessitate long hours that may have an impact on an employee's working effectiveness.

I further understand that it is my responsibility to notify you of any change in the above-described employment including such time as I discontinue my outside employment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Bureau Director: \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

\_\_\_\_\_  
Chief

\_\_\_\_\_  
Date



## FRAUD, WASTE AND ABUSE

It is the policy of the Mississippi Department of Education to thoroughly investigate all suspected cases of fraud, waste, and abuse. All reports of suspected fraud, waste and abuse will be handled in the strictest confidence. Informants may remain anonymous but are encouraged to cooperate fully with investigators and provide as much detail and evidence of the suspected fraud, waste, or abuse as possible. State law grants certain protections to whistleblowers, and any retaliation against employees who report suspected fraud, waste and abuse is strictly prohibited (See Miss. Code Sec. 25-9-173).

Fraud is defined as the use of one's occupation for personal enrichment through the deliberate misuse or misapplication of the employing organization's resources or assets. Examples of fraud include breach of fiduciary duty, bribery, concealment of material facts, theft of money or physical property, theft of secrets or intellectual property, and other statutory offenses.

Waste is defined as the loss or misuse of State resources that results from deficient practices, system controls, or decisions. An example of waste is not taking advantage of an available prompt pay discount.

Abuse is defined as the intentional, wrongful, or improper use of resources or misuse of rank, position, or authority that causes the loss or misuse of resources, such as tools, vehicles, computers, copy machines, etc. Examples of abuse are receiving favors for awarding contracts to certain vendors, requesting employees to perform personal errands for a supervisor or manager, and misusing the employee's position for personal gain.

Any employee or contractor who receives a report of suspected fraudulent activity must report this information immediately upon discovery. The report of suspected fraud, waste or abuse should not be mere speculation, and should be made in good faith. Any employee who knowingly makes a false report will be subject to disciplinary action. Reports must include enough information to support an investigation. To report suspected fraudulent activity, go to the MDE Home webpage and click the "Report Fraud, Waste, and Abuse" link <https://internalaudit.mdek12.org/fraud>. Fill out and submit the electronic form. Your form will be directed to the Bureau of Internal Audit for review.

As appropriate, the Office of the State Auditor or appropriate law enforcement entity shall conduct investigations of potential fraud by MDE employees, vendors, contractors, sub-recipients or sub-allocants. If necessary, employees and others reporting fraudulent activity will be contacted for additional information.



Suspected fraud, waste and abuse may be reported directly to the Office of the State Auditor through their website at <http://www.osa.state.ms.us/>. The contact form is located at <http://www.osa.ms.gov/fraud/>.

**Acknowledgment of Receipt:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**



## CODE OF ETHICAL CONDUCT

The Mississippi Department of Education is committed to protecting the safety, health and wellbeing of all employees in our workplace. This commitment includes protecting those employees who make disclosures they reasonably believe evidence serious health or safety violations, policy violations, abuse of authority, fraud, waste, or gross mismanagement of the agency's resources or mission.

Employees should disclose questionable actions to the Director of Compliance or the Director of Human Resources and will not be subject to workplace reprisal or retaliatory action.

Personnel matters for which other remedies exist are excluded from this policy. This includes grievances, appointments, promotions, reprimands, suspensions, dismissals, harassment, and discrimination.

### **Mission**

The Mississippi Department of Education provides leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community.

### **Vision**

The vision of the Mississippi Department of Education is to create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens.

### **Public Service**

The employees of the Mississippi Department of Education are responsible for providing essential services for state government. No job is too large or too small for this agency in pursuit of its mission, and every job is important because we want to make sure government works for our citizens.

When you accepted employment with the Mississippi Department of Education, you accepted a job in public service. We are a public service agency. We expect our employees to be good stewards of Mississippi's financial and physical resources. We expect our employees to be respectful of their co-workers and customers. We also expect our employees to embody the public-sector competencies that have been adopted by the Mississippi State Personnel Board. These competencies are quoted directly from Mississippi State Personnel Board job



descriptions, and were agreed upon by subject matter experts. Below are characteristics or traits that should be exhibited by all MDE employees.

**Integrity and Honesty:** Demonstrates a sense of responsibility and commitment to the public trust through statements and actions. Models and demonstrates high standards of integrity, trust, openness and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal. Conscientiously abides by the rules, regulations, and procedures governing work.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions. Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

**Accountability:** Accepts responsibility for actions and results. Is productive and carries fair share of workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

**Self-Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude. Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships. Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively. Receives other cues such as body language in ways that are appropriate to listeners and situations. Considers the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles. Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training feedback, or other opportunities for self-

learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

**Confidentiality:** Limits the sharing of information to authorized individuals. Exercises good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information; uses confidential information solely for the purpose of performing services as a trustee or employee of the agency.

**Acknowledgment of Receipt:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**





## RELATED PARTY AND NEPOTISM

The Mississippi Department of Education recognizes that Related Party Transactions and Nepotism are in violation of State law, are not in the best interests of the public, and can present potential or actual conflicts of interest.

A related party is defined as a relationship in which one party has significant influence or control over another party. These relationships may lead to a conflict of interest, either implied or actual. Section 25-4-3, Miss. Code Ann. (1972), defines a public servant as any elected or appointed official of the government, officer, director, commissioner, supervisor, chief, head, agent, or employee of the State, political subdivision or any other body politic, or any individual who receives a salary, per diem, or expenses paid in whole or in part out of government funds. Section 25-4-105, Miss. Code Ann. (1972), prohibits a public servant from being involved in any related party transactions to obtain financial benefits for any relative or any business with which he is associated.

The following activities may indicate a related party transaction:

- Acting as a contractor, subcontractor, or vendor, or having a material interest in an entity serving as a contractor, subcontractor, or vendor, for the governmental entity the public servant is associated with;
- Acting as a purchaser at a government sale of the governmental entity the public servant is associated with;
- Accepting compensation to influence a decision of the governmental entity the public servant is associated with;
- Using or disclosing information gained in the course of employment as a public servant for financial benefit.

If an employee or contractor becomes aware that they or a family member may be involved in a related party transaction the employee or contractor should immediately complete the Related Party Questionnaire located under forms on the Human Resources webpage ([www.mdek12.org/Forms/RelatedParty](http://www.mdek12.org/Forms/RelatedParty)) and submit it to the Director of Procurement.

Nepotism is defined as favoritism or patronage granted to relatives without regard to merit. Section 25-1-53, Miss. Code Ann. (1972), prohibits the hiring of any person related by blood or marriage within the third degree as computed by civil law. These persons include parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, siblings, nieces and nephews, and aunts and uncles.

In accordance with this law, the Department of Education prohibits the hiring of such family members in the following situations:

- There is a direct reporting relationship;
- The immediate family member will be working in the same program area and in the same work site; or
- The immediate family members will occupy positions in the same "decision making" process which would compromise internal controls (i.e. decisions regarding approval of contract, payment of fees, or acceptance of proposals).

Any employee involved in the recruitment and selection process should not be an immediate family member of a prospective candidate. Any applicant who withholds or gives false information regarding personal relationships may be terminated, and any employee involved in the hiring process who knowingly violates this policy may be disciplined up to and including termination. Supervisors should not supervise immediate family members where there may be a conflict of interest arising from personal relationships.

**Acknowledgment of Receipt:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**



# MISSISSIPPI DEPARTMENT OF EDUCATION

## General Rules of Conduct

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Employees are to engage in the conduct listed below and may be disciplined or dismissed for excessive abuse. This list is not exhaustive.

Work Policies (Section 7.0 of Employee Procedure Manual)

### A. OFFICIAL DUTY STATION

- Each employee will be assigned on their employment date an official duty station. (An official duty station is defined as a location an employee reports to work at least 80% of the time. For most Department of Education employees, the official duty station is the town/city in which his/her office is located.) An employee's official duty station is subject to change based on the requirements of the job.

### B. EMPLOYEE WORK SCHEDULES

- State law requires that all state offices be available to the public for services from 8:00 a.m. to 5:00 p.m., Monday through Friday.
- All full-time employees are expected to work eight (8) hours per day, forty hours per week.
- All part-time/hourly employees shall be provided with a schedule of working hours.

### C. FLEXIBLE WORKING SCHEDULE (ONLY IF APPROVED AND APPLICABLE)

- The Department has implemented flexible working schedules between the hours of 7:30 a.m. and 5:30 p.m. each day. All employees are expected to work the core hours of 8:30a.m. - 4:00 p.m.
- To obtain a flex-time schedule, the employee must submit a written request to his/her immediate supervisor.
- The supervisor must submit the flex-time request to all approving levels and the appropriate MDE Management Team member (office director) must concur with the schedule. Supervisors will be responsible for ensuring that all branch and/or division functions will be carried out when they recommend authorizing flex-time for an employee.
- If an employee is absent, other office staff may be required to temporarily change their work schedules to assure proper staffing is sustained.

- Flexible work schedules must be approved in advance and must be in effect for a six (6) month period. Any alterations to a previously approved flex-time schedule must be requested in advance. These requests should follow the procedures established above.

#### **D. LUNCH PERIOD**

- Can only be taken between the hours of 11:00 a.m. – 2:00 p.m.
- Employees are allowed either 30 minutes or one hour for a lunch period depending on their daily scheduled time or flex-time schedule. The supervisor has the responsibility of scheduling the lunch period for employees so that work flow is not interrupted.
- Employees taking lunch breaks in excess of the allotted time will be charged with personal leave or leave without pay if the employee does not have accrued personal leave. Employees are not permitted to work during the lunch period in order to make up time for being late or to accumulate leave time.

#### **E. BREAKS**

- Can only be taken between the hours of 9:00 a.m. – 3:30 p.m.
- Employees are permitted to have one break in the morning and one break in the afternoon, neither of which is to exceed 15 minutes between the hours of 9:00 a.m. 3:30p.m. Breaks are a privilege rather than a right and should never interfere with deadlines or work schedules.
- The supervisor has the responsibility of scheduling these breaks for employees so that the work flow is not interrupted and each division is attended at all times.
- Employees cannot forego breaks for the purpose of accumulating this time for use at a later date, nor can employees arrive late for work and depart early and substitute this time for a break. If not taken at the authorized time, breaks are forfeited.
- Breaks cannot be tagged on to your lunchtime (i.e. if your lunch break starts at 11:30 a.m., you cannot take a break at 11:15 a.m.).

#### **F. ATTENDANCE AND TARDINESS**

- Employees are expected to report to work on time and to maintain regular attendance.
- Planned absences should be scheduled in advance (Section 8.0 of Employee Handbook).
- All unexpected absences and tardiness should be reported to the employee's immediate supervisor before or no later than the time employee is scheduled to report to work.
- Such notification should be made directly to the employee's supervisor or to other supervision personnel. Voicemail messages are unacceptable; however, a text message is acceptable to your immediate supervisor's personal cell phone.



- » It is the employee's responsibility to secure approval from his or her supervisor before leaving the work site for any reason during the assigned work hours. If such absences become necessary, the employee shall give the reason and indicate an estimated time of return.

#### G. TIME REPORTING

- All Fair Labor Standards Act (FLSA) non-exempt employees (secretarial and support personnel) of the Mississippi Department of Education shall be required to complete a monthly time sheet.

#### H. ALCOHOL AND CONTROLLED SUBSTANCE USE (Drug-Free Workplace)

- It is the policy of the Mississippi Department of Education to maintain a drug and alcohol abuse-free workplace.
- The Department has adopted the policy that all areas it occupies will be tobacco-free.
- The following policies are related only to those employees, applicants, and contractual workers subject to 49 C.F.R. Part 40 and the Omnibus Transportation Employee Testing Act of 1991.

#### I. SAFETY PROGRAM

- It is the objective of the Mississippi Department of Education to conduct all operations as safely and efficiently as possible.
- Training activities coordinated by the safety officer will improve the safety of employees and visitors.
- All employees will report all accidents/incidents and health hazards as they occur.

#### J. WORKPLACE VIOLENCE POLICY

- The Mississippi Department of Education is committed to the prevention of workplace violence and the promotion of a safe environment for its employees and the public it serves.

#### K. LEAVE POLICIES

- All full-time employees of the Mississippi Department of Education shall be provided, in accordance with the policies established by the State Legislative and the Mississippi State Personnel Board, the following types of leave: personal, major medical, military, administrative, family and medical (FMLA), compensatory, and leave without pay.
- Chronic Leave can ONLY be used for doctor's appointment or hospital stay related to that particular illness. Chronic Leave can only be used for the length of time a staff

member is at the doctor (i.e. 8:00 a.m. – 10:00 a.m.) Chronic Leave cannot be used for a full eight (8) hour shift.

**L. LEAVE REQUESTS**

- Requests for any type of leave, except medical emergencies, must be made in advance utilizing the Leave Request form.
- The employee must receive prior approval of the leave request from his/her supervisor or their designee before being absent from the office.
- An employee may request accrued leave at any time; however, the granting of personal leave requested is at the discretion of the employee's supervisor.
- Supervisory personnel have both the authority and responsibility to review and/or question any leave request.
- The supervisor's decision to approve or not approve leave is final

**M. FIRE DRILLS**

- When the building fire alarm sounds or an evacuation order is issued everyone should immediately use the nearest exit to leave the building.
- The outside rally point for the Central High School building is the West Street sidewalk in the front of the building.
- All personnel are to remain at the rally point until the "all clear" is announced, thereafter, it is safe to reenter the building.
- All fire alarms will be treated as real emergencies and the building will be evacuated.

**N. ENTRANCE AND EXIT HOURS**

- Badges allow for entrance through the dock area and the double doors from 6:00 a.m. to 6:00 p.m.
- Employees can enter through the glass doors after 7:00 a.m. Monday – through Friday. On weekends employees must enter through the dock area or through the double doors.
- Each badge recipient is assigned an access code by their supervisor, which dictates when they will be able to enter the building.

**O. HOLIDAYS**

- Employees will receive ten (10) legal holidays and any other days proclaimed a holiday by the Governor or the President of the United States. (Certain state holidays do not apply to employees of the Schools for the Blind and Deaf and School Attendance Officers work on the basis of a school calendar)
- |   |                                    |
|---|------------------------------------|
| New Year's Day  | January 1 <sup>st</sup>            |
| Robert E. Lee's Birthday/<br>Martin Luther King Jr's Birthday | 3 <sup>rd</sup> Monday in January  |
| Washington Birthday   | 3 <sup>rd</sup> Monday in February |
| Confederate Memorial Day                                      | Last Monday in April               |
| Jefferson Davis' Birthday/                                    |                                    |



National Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Armistice or Veteran's Day	November 11 <sup>th</sup>
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Christmas Day	December 25 <sup>th</sup>

**P. DEFERRED LEAVE FOR A STATE HOLIDAY**

- Time off will be awarded at straight time when worked on an official state holiday for exempt and non-exempt employees. Prior approval must be received by completing a Compensatory Leave form. (This does not apply to employees of the Schools for the Blind and Deaf, School of the Arts and School Attendance Officers work on the basis of a school calendar).

**Q. HEALTH AND LIFE INSURANCE**

- As a benefit, employees are provided a life and health insurance plan.
- Employees can obtain a life insurance policy and 50% of the cost is paid by the State of Mississippi.
- The plan provides employees and their dependents with many options for health and life insurance coverage, all employees are provided a Summary Plan Description that describes in details the benefits, eligibility and how to use the Plan.

**R. COBRA COVERAGE**

- COBRA, know as (Consolidated Omnibus Budget Reconciliation Act) allow coverage to continue if the cost is paid by the individual.
- Under certain circumstances, an employee may continue coverage under the group health insurance plan after termination up to 18 months or for qualified dependents (i.e. a child who has not reached a certain age) up to 36 months

**S. WORKERS' COMPENSATION**

- Employees are covered by workers' compensation insurance.
- On the job injuries or while travel, employees are entitled to financial and medical aid under this insurance program.
- Injuries must be reported within one working day of the accident to assure maximum coverage.
- Injuries should be reported to supervisor and the Human Resources office, Suite 203 of the Central High School building.

**T. CAFETERIA PLAN**

- The cafeteria plan provides a tax benefit; payments are made prior to calculating the taxable monthly salary.
- Employees are provided a cafeteria plan; payroll deductions are made for any allowable insurance coverage elected by employees to procure through this plan.

- Flexible spending accounts are also available as part of this plan, these accounts are Dependent Care and Medical Reimbursement.

**U. SOCIAL SECURITY**

- Employees are provided old age, survivors and disability insurance (OASDI) coverage (Social Security) by the Federal Social Security Administration. Participation is mandatory for each employee and deductions are made through payroll.

**V. DEFERRED COMPENSATION**

- Employees are provided a supplemental, voluntary savings plan administered by the Public Employees' Retirement System (PERS) Board of Trustees offering tax advantages to participants.
- Employees may choose to participate in the plan to set aside part of their salary each year.

**W. FLOWER AND GIFT FUND**

- This fund was established in order to send flowers or gifts to its members or their appropriate family members.
- Employees may choose to participate in the flower and gift fund to which the employees voluntarily contribute.

**X. EMPLOYEE PARKING**

- Parking is available in the Robert E. Lee Building parking garage on Lamar Street.
- Employees must have a parking decal on their car.
- Decals are issued by the Office of Capitol Facilities, DFA through the Office of Human Resources.

**Y. ADDITIONAL INSURANCE , CREDIT UNIONS AND OTHER BENEFITS**

- Other types of insurances (cancer, dental, hospitalization, etc.) are available from various companies and payroll deductions is provided for these plan but the employees are responsible for contacting the companies in which he/she may be interested.
- Employees and their dependents may join Statewide Federal Credit Union and the Mississippi Public Employees' Credit Union. Payments to the Credit Unions can be made through payroll deductions.
- Employees and their families are provided comprehensive counseling services at no cost to use if and when the need arises.



Acknowledgement of Policy & Procedures Overview

General Rules of Conduct

As an employee of the Mississippi Department of Education, I have been provided an overview of the policy and procedures of the agency and I agree to abide by all policies and procedures.

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Employee Name (Print)

---

Employee Signature

---

Date

## Technology and Security Training Acknowledgement for New Employees

I acknowledge that I will be notified by the Office of Technology and Strategic Services (OTSS) regarding mandatory Technology and Security Training. I will complete these trainings within three (3) business days of receiving the notification. I understand that failure to do so may result in immediate suspension of my account and any necessary personnel action up to and including termination.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

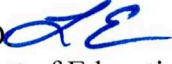


**STATE OF MISSISSIPPI  
DEPARTMENT OF EDUCATION**

Lance Evans, Ed.D.  
State Superintendent of Education

**MEMORANDUM**

**TO:** All MDE Employees

**FROM:** Lance Evans, Ed.D.   
State Superintendent of Education

**SUBJECT:** Drug Free Workplace Act of 1988

**DATE:** November 19, 2013

The purpose of this memorandum is to inform you of the Drug Free Workplace Act of 1988 which was signed into law by President Reagan on November 18, 1988. This law requires all direct federal grant recipients to maintain a drug-free workplace or risk losing their federal funding. This law became effective March 18, 1989.

The Department of Education is required to notify employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantees workplace. Employees may be suspended without pay for up to thirty (30) working days, demoted, or dismissed for the first occurrence of any of the above acts.

Each employee of the Department of Education must sign a statement acknowledging that the employee received a copy of this memorandum and is aware of actions that will be taken against the employee for violation of such prohibition. Each employee is herein notified that as a condition of employment with the Department of Education, he or she will abide by the terms of this policy statement and notify the Department of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

The Department of Education has established a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace. This program will restate the Department of Education's drug free workplace policies and penalties that may be imposed upon the employee for drug abuse violation occurring in the workplace. Information is available regarding the names of drug counselors, rehabilitation and assistance programs. You may call the Human Resources Office at 359-3511 to obtain this information.



**ACKNOWLEDGEMENT  
DRUG FREE WORKPLACE ACT OF 1988  
MEMORANDUM**

I have received a copy of the Drug-Free Workplace Act of 1988 Memorandum from the State Department of Education dated November 1, 2013. I am aware of actions that may be taken against me for the unlawful distribution, manufacture, dispensing, possession or use of a controlled substance at my workplace. I agree to abide by the policy terms set forth in the Drug-Free Workplace memorandum as a condition of my employment with the Mississippi Department of Education.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

**TO:** MDE Employees

**FROM:** Carol Hodge, Director *CH*  
Office of Human Resources

**DATE:** July 1, 2017

**RE:** Mississippi Department of Education Policies and Procedures

Please be advised that a copy of the Mississippi Department of Education's (MDE) Policy and Procedures Manual can be found on our website at [www.mdek12.org/HumanResources](http://www.mdek12.org/HumanResources). This Manual is designed to serve as a general guide and contains the rules, policies, and procedures of the MDE for all employees and contract workers.

The most up-to-date version of this manual is always located on the MDE website, and a copy is also maintained in each program office. It is your responsibility to read and become familiar with the contents of this manual. Any questions you have should be directed to your immediate supervisor.

.....

As an employee of the Mississippi Department of Education, this is to acknowledge that I have been informed of the MDE Policies and Procedures Manual, and I agree to abide by all policies and procedures contained therein.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Central High School Building  
359 North West Street  
P.O. Box 771  
Jackson, MS 39205-0771

Phone (601) 359-3511  
Fax (601) 576-2185  
**mdek12.org**

Mississippi Department of Education  
Confidentiality Agreement  
And  
State Agency Information

This Agreement is made this \_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the Mississippi Department of Education (MDE), an agency of the State of Mississippi, and \_\_\_\_\_(Employee).

WITNESSETH:

WHEREAS, Miss. Code Ann. § 25-1-100, provides that certain personnel records and other personnel information maintained by the MDE are exempt from the provisions of the Mississippi Publics Records Act of 1983; and

WHEREAS, Miss. Code Ann. §§ 25-61-9 and 25-61-11, specifically allows certain confidential or privileged information to be exempt from the requirements of public accessibility; and

WHEREAS, Miss. Code Ann. § 25-9-101, authorized the establishment in the State of Mississippi a system of personnel administration based on sound methods of personnel administration governing the establishment of employment positions, classification of positions and the employment conduct, movement and separation of state employees; and

WHEREAS, Miss. Code Ann. §73-52-1, provides that applications for licensure in the possession of a public body, such as the MDE, shall be exempt from the provisions of the Mississippi Public Records Act of 1983; and

WHEREAS, there are a number of federal and state laws that govern the protection of education records including the following: The Family Education Rights and Privacy Act (FERPA), (20 U.S.C. § 1232g, 34 C.F.R 99); Individuals with Disabilities Education Improvement Act or 2004 (IDEA) (20 U.S.C. § 1400 *et seq.*); the Richard B. Russell National School Lunch Act (42 U.S.C. § 1751 *et seq.*); the Mississippi Public Records Act of 1983 (Miss. Code Ann. § 25-61-1, *et seq.*), and Mississippi statutes which protect the confidentiality of education records such as permanent records, cumulative folders, disciplinary records and records of special education students (Miss. Code Ann. §§ 37-15-3, 37-15-6 and 37-23-137).

WHEREAS, Miss. Code Ann. § 37-1-9(2) authorizes the MDE to exempt from the provisions of the Mississippi Public Records Act of 1983, investigative reports compiled by the State Board of Education, the MDE, the Licensure Commission, or the Commission on School Accreditation in the process of investigating alleged misconduct; and



WHEREAS, the MDE treats personnel records and other related information including applications for employment as confidential information; and

WHEREAS, the MDE treats education records and other related information including, but not limited to, cumulative folders, disciplinary records, special education records, and free and Reduced Lunch records, as confidential information; and

WHEREAS, the MDE treats certain communications, documents, data, and records obtained during audits, including but not limited to, statewide assessment administration monitoring, accreditation audits, cyclical monitoring, as confidential information; and

WHEREAS, Employees of the MDE may collect and use information during their employment regarding applications for state employment, state Employees, independent contractors, student records, and other information the MDE considers as confidential or privileged information, including but not limited to, electronic and/or non-electronic correspondence, documentation and/or data; and

WHEREAS, unauthorized disclosure of said information by Employees may cause the MDE to be liable for civil remedies and criminal penalties; and

WHEREAS, unauthorized use or disclosure of said information by Employees for any purpose outside their intended use might be directly or indirectly detrimental to the MDE or any associated affiliates; and

Now THEREFORE, in consideration of employment with the MDE and the State of Mississippi, I agree to the following:

#### I. Agency Information

I understand that I am employed in a position of trust and confidence with the MDE by virtue of my access to personnel records, student records, licensure records, investigative records, communications, and/or other confidential or privileged agency information. I hereby pledge that I will use my best efforts and greatest diligence to protect and maintain the security of said records and other confidential or privileged information of the MDE.

I shall not, either during my employment with the MDE and/or State of Mississippi, *or thereafter*, directly or indirectly, use, make copies or notes of, destroy, or disclose to others for my own benefit or the benefit of another, any of the MDE's personnel records, student records, licensure applications and records, investigations records, communications, or other confidential or privileged information, whether the information is acquired, learned, attained, produced, or developed by myself alone or in conjunction with others, unless required by the MDE in connection with my employment in accordance with Agency procedures or any expressed written consent of the MDE. I make the same pledge with respect to all disclosures made to me by the MDE, or its agents, during my employment and regarding the personnel records, student records, licensure applications

and records, investigative records, and/or other confidential or privileged information of all State agencies or others with whom the MDE has a business relationship including independent contractors.

I also agree that all notes, memoranda, letters, forms, files, data, rubrics, records, contract papers, and other documents that are made or completed by me or which were available to me while employed at the MDE concerning any personnel record, student record, licensure application, investigative record, and/or other confidential or privileged information are to be kept private and not disclosed to others except as authorized by the MDE in writing or as necessitated by the duties, responsibilities and business of the MDE pursuant to established procedures. I understand, acknowledge and agree that such notes, memoranda, letters, forms, files, data, rubrics, research, records, contract papers, and other documents are the exclusive property of the MDE and MDE retains all rights, titles, and interest in said property, and I agree to deliver same to the MDE upon the termination of my employment or at any time at the MDE's request.

I understand that I shall be required to disclose such data and information as is publicly available. I understand that all such disclosure must be made in accordance with Agency policies and procedures.

## II. Miscellaneous

I understand that nothing in this agreement shall be construed and interpreted to impair my right or the right of the MDE to terminate the employment relationship. I also understand that my obligations under this agreement will continue whether my employment with the MDE is terminated on a voluntary or involuntary basis, or with, or without cause.

This agreement supersedes any and all prior understandings and agreements regarding the same or similar subject matter hereof, which I may have entered into with the MDE or other State Agencies with relation to my employment by the State of Mississippi.

This agreement may not be canceled, altered, modified, amended or waived, in whole or in part, in any way, by verbal statement, representation, or other agreement made by any other Agency employee, or by any written document signed by any Agency employee other than the State Superintendent of Education by an instrument in writing.

I understand that if any part of this agreement shall be held to be void, invalid, or unenforceable, it shall not affect the validity of the balance of the agreement. This agreement is made in the State of Mississippi, and its validity, construction, interpretation and effect shall be governed by the laws of the State of Mississippi, without regard to the place of performance.

In making this agreement, I acknowledge that if I breach this agreement, such conduct will constitute and be grounds for disciplinary action. I also acknowledge that I have been afforded the opportunity to seek separate and independent advice from counsel of my choosing.

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Employee Name (Please print)

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Employee Signature

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Date



## ENTRY and EXIT CHECKLIST

The Entry/Exit Checklist must be completed by the immediate supervisor and employee on the first day of employment and prior to the terminated or transferred employee's last work day. The employee and the immediate supervisor must account for all items and equipment listed below and the equipment listed on the attached inventory sheet(s). If all items and equipment are not accounted for, the immediate supervisor shall assume total responsibility for any unaccounted for items or equipment. Additionally, the immediate supervisor shall assume total responsibility and liability if this process is not completed.

**RECEIVED**

**RETURNED**

_____	_____	KEYS
_____	_____	I.D. Badges/Building Access Card
_____	_____	Telephone, Gas or other Credit Cards issued by MDE
_____	_____	Cell Phones
_____	_____	UNIFORMS
_____	_____	TOOLS
_____	_____	Assigned equipment, not on inventory (documentation attached)
_____	_____	Parking Decal

We certify and verify that all items listed above and the equipment listed on the attached inventory sheet has been issued to the employee on the date listed. (Entry)

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

We certify and verify that all items listed above and with the equipment listed on the attached inventory sheet are accounted for at the time of employee's last work day. (Exit)

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

OFFICE OF: \_\_\_\_\_