MISSISSIPPI DEPARTMENT OF EDUCATION
Ensuring a bright future for every child

COMPLIANCE UPDATES AND USEFUL TIPS

CULTIVATING A CULTURE OF COMPLIANCE

Monthly updates from the MDE Office of Compliance

DECEMBER 2018

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Are policies and procedures viewed as an inconvenience or as information used to protect the agency? Policies and procedures are the backbone of the agency. They are the standards used to strengthen the agency's success. Because some policies and procedures are repetitive, routine processes, they can become susceptible to errors and omissions. The *Compliance Updates* for this month features tips and reminders concerning a few routine policies and procedures.

Personal/Medical/Compensatory Leave

- Leave keepers must enter leave in SPAHRS that match the employee's leave form. Upon receipt of leave forms, leave keepers must review forms for accuracy and return incorrect forms to supervisor/employee for corrections **prior to** entering any leave into SPAHRS.
- A back-up leave keeper should cross-check for accuracy all SPAHRS entries made by the leave keeper.
- Personal or compensatory leave must be used for the first day of an employee's illness requiring absence of more than one day. Major Medical Leave may be used for illness only after the employee has used one day of accrued personal or compensatory leave.
- In the event the employee has no accrued personal or compensatory leave, the first day of leave must be taken as Leave Without Pay. This is a requirement for each absence due to an illness.
- Major Medical Leave may be used, without prior use of personal or compensatory leave, to cover regularly scheduled visits to a doctor's office or a hospital for the continuing treatment of a chronic disease, as certified in advance by a physician. The certification form must be on file in the Office of Human Resources (HR) **prior to** the leave keeper entering Chronic Leave into SPAHRS.
- Supporting documentation must be on file for compensatory (comp) time earned. Any earned comp time must be **pre-approved** by employee's supervisor. All comp leave balances that will exceed 160 hours must have **prior approval** from the employee's Chief. Leave keeper will monitor compensatory balances and notify supervisor/employee of required approval **prior to** employee exceeding the threshold.

UPCOMING: 2018 MDE Property Audit – Monday, December 10, 2018
The Office of Accounting will be releasing details soon.

Fleet Management

- All fleet data must be properly maintained in MAGIC before any vehicle purchase request can be approved.
- All vehicle purchase requests must be in writing and must be certified by the agency head that the vehicle requested is the lowest cost option to carry out the intended use.
- Effective July 1, 2019, all agencies will be required to have at least one (1) Certified Fleet Manager on staff in order to purchase new vehicles for their respective agency.
- All fuel transactions and fleet services must be entered into the State of MS Fleet/Asset Reporting System by the MDE Fleet Manager.
- Most vehicles should be replaced when they reach 7 years (84 months) of service and 150,000 miles. However, there may be circumstances in which vehicles may be replaced sooner (such as excessive maintenance or repair costs) or retained longer (such as unusually low maintenance costs or low yearly mileage). Agencies may make this determination on a case-by-case basis, using these guidelines.
- The Office of Accounting will ensure that all new or replacement fuel cards are identified by vehicle when assigned to staff and issued in a timely manner.
- The Office of Accounting will conduct fleet management training annually.
- It is mandatory for all offices with assigned fleet to maintain supporting documentation of vehicle utilization records, activity request forms/logs, and receipts for fuel purchases.
- All MDE drivers are reminded to purchase only regular, unleaded gasoline or diesel from self-service pumps. No higher-octane gas is to be purchased.
- All MDE drivers must have an Activity Request form on file **prior to** the check-out of a vehicle.
- All MDE drivers must have a hard copy of fuel receipt to turn in with every fuel purchase.

PROCUREMENT REMINDER:

Initial (New Contracts) Solicitations for FY20 with an effective date of July 1, 2019*

- [ ] Solicitation DRAFT packet for procurements over $75,000 with a Petition for Relief
DUE TO PROCUREMENT NO LATER THAN: JANUARY 15, 2019

Petition for Relief Submission Deadline to PPRB – February
PPRB Board Approval – March
Advertisement and Posting – March/April
Evaluation and Intent to Award – April
SBE/PPRB Approvals – May & June (COO approval by April 16, 2019)
Contract Begins – July 1, 2019

*Please see Bid Checklist and Forms on Procurement's website for documents required for submission of initial solicitations.