

Annual Notifications from HRM

Annual Employment Letters

The Board of Trustees of State Institutions of Higher Learning (IHL) has approved the FY 2016 operating budget.

In keeping with University policy, administrative departments should prepare and distribute pay notification letters to non-contract employees. Two sample form letters are available at <http://www.hrm.msstate.edu/forms/> for your reference.

- Sample Letter No. 1 should be distributed to those employees who hold non-contractual exempt positions.
- Sample Letter No. 2 should be distributed to employees who hold non-exempt positions.

In preparing the letters, please ensure that the official Banner title and correct rate of pay are used. Pay should be expressed as an annual amount for both exempt and non-exempt employees. Any special conditions of employment must be noted in the letter. Sample statements of special conditions are:

1. Statement of funding availability for positions paid from soft funding (externally funded projects):
Continued employment is contingent upon the availability of funding.
2. Statement of funding availability for time-limited positions:
Funding for this position is through a grant/contract from (name of funding agency) for the period beginning (date) and ending on or before (date). Employment is contingent upon external funding.
3. Ending date of employment, if temporary or time-limited:
This position is for the period beginning (date) and ending on or before (date).

Copies of letters should be retained in the department. The Department of Human Resources Management will prepare employment contracts for contractual employees according to Board guidelines.

Outside Employment

Approval forms for employees to engage in outside employment or practice of profession expires automatically at the end of each fiscal year. An *Application for Permission to Engage in Employment (Practice of Profession, Consulting or Business) Outside of Mississippi State University* form should be completed and processed through the appropriate administrative channels for each external employment activity or engagement. The application form is available as an e-form at the MyState Banner portal.

To review the Outside Employment policies links go to:

<http://www.policies.msstate.edu/policypdfs/60415.pdf> for University employees
<http://www.policies.msstate.edu/policypdfs/5602.pdf> for the Division of Agriculture, Forestry, and Veterinary Medicine employees

Rehired Retirees

The University is required to comply with the Public Employees' Retirement System's (PERS) Regulation 34 to employ or contract with state of Mississippi retirees. Departments are required each fiscal year to submit the PERS Form 4B, *Certification/Acknowledgment of Reemployment of PERS Service Retiree (Revised 12/01/2013)*, for returning retirees. (<http://www.pers.ms.gov/Content/Forms/Form4B.pdf>)

An *Employment Action Form* (EAF), along with the PERS Form 4B, is required for any new hires or when a returning state retiree's initial appointment changes. Also, prior to engaging the services of any state retiree as an independent contractor, departments must submit the *PERS Employee vs. Independent Contractor Form* to the Department of Human Resources Management for transmittal to PERS. (<http://www.hrm.msstate.edu/employment/eaf/>)

To complete the PERS Form 4B, the full-time annual salary authorized for the position must be listed. This authorized salary may be adjusted due to recent salary increases to positions at the University for the FY 2016 budget. Any increases as a result of an adjustment must be funded by the department.

As a statutory requirement, the Board of Trustees' approval is required prior to engaging retirees as independent contractors for contracts exceeding \$20,000 a year. IHL Board approval is also required for the remaining portion of current contracts which overlap or cover future fiscal years. Upon receipt of the determination letter from PERS, Human Resources Management will prepare and submit the agenda items for approval to the President's office. In addition, as an information item, the Board requires a listing of former employees who are receiving state of Mississippi retirement benefits and will be paid an amount exceeding \$20,000 a year, and who are **not** issued a contract.

Required Separation Period

A retiree must be retired for not less than **90 consecutive days from his or her effective date of retirement**, or such later date as established by the PERS Board of Trustees, before he or she may be reemployed on a limited basis.

Required Employer Contributions

The employer of any retired member who is working after retirement will pay the full amount of the employer's contributions on the wages actually received by the retiree for his or her post-retirement employment.

Please contact your HRM Generalist at 325-3713 if you have any questions regarding these annual notices.