

MISSISSIPPI BOARD OF PHARMACY

MINUTES

NOVEMBER 20, 2024

The Mississippi Board of Pharmacy (Board) met at 9:00 a.m. on Thursday, November 20, 2024, at the Board offices, 6311 Ridgewood Road, Suite E 401, Jackson, MS 39211. The following members were present: Ronnie Bagwell – President, Tony Waits – Vice-President, Craig Sartin– Secretary, Jillian Foster, Ryan Harper, David Hudson, and Michael Gilbow.

CONSENT AGENDA

Motion by Board Member Tony Waits, 2nd by David Hudson to approve the Consent Agenda for this meeting and for the Consent Agenda and the Website Declaration of this meeting to be placed in the minutes. All in favor. See attached. The following items were reviewed by Board members and approved without objection. See attached.

- ❖ Minutes for October 24, 2024, Meeting of the Mississippi Board of Pharmacy.
- ❖ REQUESTS FOR APPROVAL OF THE FOLLOWING PHARMACY CONTINUING EDUCATION PROGRAMS:
 - PROGRAM NUMBER L/O 010-025-024-001, “**Pain Management**”, as requested by Nicholas Taylor for 1 clock hour of Live and Opioid pharmacist continuing education credit.
 - PROGRAM NUMBER L/O 011-012-024-001, “**Fentanyl: Affecting Everyone, Everywhere**”, as requested by Paula Broome for 1.25 clock hours of Live and Opioid pharmacist continuing education credit.
 - PROGRAM NUMBER L 011-013-024-001, “**Antibiotic Double Coverage of Persistent Staph Aureus Bacteremia**”, as requested by Emily-Kate Carter for 1 clock hours of Live pharmacist continuing education credit.
 - PROGRAM NUMBER L/O 011-013-024-002, “**Updates on Cannabis in Mississippi**”, as requested by Nicholas Taylor for 0.5 clock hours of Live and Opioid pharmacist continuing education credit.
- ❖ APPROVE ISSUANCE OF INITIAL LICENSES, REGISTRATIONS AND PERMITS
- ❖ CONSULTANT WAIVER REQUESTS
- ❖ TRAVEL REQUESTS
 - Rx & Illicit Drug Summitt, Nashville, TN, April 21-24, 2025, PMPMS

- **Nurses Practitioner Association Annual Conference, Gulf Shores, AL July 13-15, 2025, PMP**
- ❖ APPROVE UPDATED BOARD EMPLOYEE POLICIES AND PROCEDURES
- ❖ APPROVE BOARD MEETING AND IRC DATES
- **Board Meetings: December 19, 2024; January 23, 2025; March 27, 2025; May 8, 2025**
- **IRC: January 22, 2024; March 26, 2024; May 7, 2024**

Board Member Ronnie Bagwell moved to close the meeting to determine if the Board should declare an executive session. All Board Members voted in favor of the motion. Upon a motion by Board Member Mike Gilbow, 2nd by Board Member Craig Sartin the Board voted unanimously to go into executive session in accordance with Section 25-41-7(4)(b) and (d) for the purposes of discussing potential litigation stemming from the adoption of a rule and to discuss investigative proceedings by the Board regarding an allegation of violations of the law. On a motion by Board Member Jillian Foster, 2nd by Board Member David Hudson, the Board voted unanimously to rise from executive session and enter open session. It was reported that no action was taken during the executive session.

GENERAL BUSINESS

- ❖ Todd Barrett-Discuss DSCSA Credentialing Program
- ❖ Dennis Smith with Medicaid, and the MS School of Pharmacy – Approval of UMSOP Manuscript

Motion by Board Member Craig Sartin, 2nd by Tony Waits, the Board unanimously approved entering into an MOU with the School of Pharmacy that shall authorize the use of PMP data, which is provided to the School of Pharmacy as a contractor for Medicaid pursuant to an MOU between the Board of Pharmacy and Medicaid, to publish a manuscript regarding the School of Pharmacy's findings relevant to opioid use and Medicaid participants. The manuscript will require approval from the Board prior to its publication.

Board Member Ronnie Bagwell moved to close the meeting to determine if the Board should declare an executive session. All Board Members voted in favor of the motion. Upon a motion by Board Member Tony Waits, 2nd by Jillian Foster, the Board voted unanimously to go into executive session in accordance with Section 25-41-7(4)(b) for the purposes of discussing potential litigation and to discuss the issuance of an appealable order by the Board regarding an allegation of violations of the law. On a motion by Board Member Tony Waits, 2nd by Board Member David Hudson, the Board voted unanimously to rise from executive session and enter open session. It was reported that no action was taken during the executive session.

Motion by Board Member Mike Gilbow, 2nd by Davis Hudson, the board unanimously voted that pursuant to Article III, the Board shall not allow an extension of a pharmacy extern/intern registration beyond a two-year time period after the date of graduation and pursuant to Article I, a student intern/extern desiring licensure as a pharmacist is authorized to take the NAPLEX a maximum of five (5) times during that two-year time period and does not have to appear before the Board to sit for the NAPLEX. The Board will not approve a request to take the NAPLEX more than five (5) times.

PETITIONERS

Ereyanna Magee, Expired Intern/Extern Registration Number IE-99995, withdrew her request.


Neil Patel, Expired Intern/Extern Registration Number IE-8789 withdrew his request.

Candace Jefferson, Expired Pharmacy Technician Registration Number PT-220771
After an administrative hearing on this matter, the Board issued the attached Order.

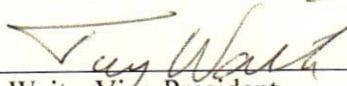
Jordan Rodenbaugh, Pharmacist Certificate of Registration Number T-101087
After an administrative hearing on this matter, the Board issued the attached Order.

The Board adjourned at 1:53 p.m.


These November 20, 2024, MINUTES of the Board are hereby approved this the 23rd day of January, 2025.



Ronnie Bagwell, President



Tony Waits, Vice-President



Jillian Foster, Secretary



Ryan Harper

Craig Sartin



David Hudson



Michael Gilbow

Mississippi Board of Pharmacy
November 20, 2024

AGENDA

I. CALL TO ORDER/ESTABLISH A QUORUM

- PRAYER AND PLEDGE
- WELCOME AND SPECIAL INTRODUCTIONS

II. CONSENT AGENDA & WEBSITE DECLARATION

- APPROVE AND SIGN MINUTES
- CONTINUING EDUCATION REQUEST
- APPROVE ISSUANCE OF INITIAL LICENSES, REGISTRATIONS AND PERMITS
- TRAVEL REQUESTS-
 - Rx & Illicit Drug Summit, Nashville, TN, April 21-24, 2025, PMP
 - MS Nurses Practitioner Association Annual Conference, Gulf Shores, AL July 13-15, 2025, PMP
- APPROVE UPDATED BOARD EMPLOYEE POLICIES AND PROCEDURES
- APPROVE BOARD MEETING AND IRC DATES
 - Board Meetings: December 19, 2024; January 23, 2025; March 27, 2025; May 8, 2025
 - IRC: January 22, 2024; March 26, 2024; May 7, 2024

III. GENERAL BUSINESS

- **Todd Barrett-Discuss DSCSA Credentialing Program**
- **Dennis Smith with Medicaid, and the MS School of Pharmacy – Discuss use of PMP data for research and educational purposes**

IV. PETITIONERS

- | | |
|----------------------------|-------------------|
| • Ereyanna Magee | Petitioner |
| • Neil Patel | Petitioner |
| • Candace Jefferson | Petitioner |
| • Jordan Rodenbaugh | Petitioner |

NAME
DESCRIPTION
DETAILS

Issued Licenses - People
List of people licenses (new and renewals) issued per date range
Criteria:
Input:
Sort:

Name	License #	Issue Date	Renewal Date	Expire Date
Aaron A Lee	T-12490	5/18/2012	10/28/2024	12/31/2025
Aaron R. Harnar	T-15211	10/24/2017	11/12/2024	12/31/2025
Abigail Jane Lawrence	PT-229635	11/5/2024	11/5/2024	3/31/2026
Adrienne L. Jones	E-010084	7/7/2006	11/1/2024	12/31/2025
Alberto Lopez	T-12520	7/30/2012	10/28/2024	12/31/2025
Alena Sukhovetsky	T-12281	2/16/2012	11/1/2024	12/31/2025
Alex G Lassard	T-101766	10/31/2024	10/31/2024	12/31/2025
Alexander M Knoefert	T-12202	1/30/2012	11/5/2024	12/31/2025
Alexandra Elizabeth Frazier	E-100842	8/16/2022	11/1/2024	12/31/2025
Alexandrea D Webb	E-010699	6/8/2010	11/7/2024	12/31/2025
Alexandria M Borden	E-11993	10/13/2011	11/6/2024	12/31/2025
Alexia A Brown	T-13959	3/25/2015	11/5/2024	12/31/2025
Alexia Elise Ware	PT-229612	10/31/2024	10/31/2024	3/31/2026
Alexis S Padgett	E-100017	11/30/2020	10/31/2024	12/31/2025
Alexis T Rountree	E-100432	10/7/2021	11/3/2024	12/31/2025
Alice A. Agnew	E-06994	10/22/1981	11/4/2024	12/31/2025
Alicia D Puckett	E-010769	7/15/2010	11/4/2024	12/31/2025
Alison L Franklin	T-12773	3/13/2013	10/25/2024	12/31/2025
Alison Lynn Smith	T-100966	11/15/2022	11/1/2024	12/31/2025
Alison S Weldon	T-15917	5/22/2019	11/9/2024	12/31/2025
Allie C. Bosworth	PT-212718	5/29/2012	11/5/2024	3/31/2025
Allison Havens	E-101191	7/17/2023	11/6/2024	12/31/2025
Allison W. Rather	E-07531	7/30/1986	11/5/2024	12/31/2025
Allyson J Brennan	E-010227	7/6/2007	11/3/2024	12/31/2025
Amanda Kimsey Shaw	D-12687	7/18/2012	10/24/2024	12/31/2025
Amanda M Khan	E-13124	7/16/2013	11/4/2024	12/31/2025
Amanda N Satcher	E-16171	10/3/2019	11/10/2024	12/31/2025
Amanda P. Shipman	E-09963	7/18/2005	10/30/2024	12/31/2025
Amanda Prince	T-15106	9/1/2017	10/24/2024	12/31/2025
Amanda R Williams	E-13012	6/18/2013	10/28/2024	12/31/2025
Amar B Patel	T-15320	4/20/2018	11/1/2024	12/31/2025
Amba S. Ogletree	E-06949	10/22/1981	11/12/2024	12/31/2025
Amber D Higgs	E-12970	7/17/2013	11/2/2024	12/31/2025
Amber Lynn Patwell	T-101374	12/4/2023	11/7/2024	12/31/2025
Amber-Nicole M Vu	E-16584	8/3/2020	11/4/2024	12/31/2025
Amelia M Davis	E-010763	7/13/2010	11/10/2024	12/31/2025

Amer H F Abdelmaksoud	T-100586	3/8/2022	10/26/2024	12/31/2025
Amy Hoang Ly-Ha	E-100822	8/3/2022	10/24/2024	12/31/2025
Amy Summers	T-12267	2/14/2012	11/9/2024	12/31/2025
Amy W. Cochran	E-07825	11/1/1988	10/28/2024	12/31/2025
Andrea Etta Bush	T-101326	10/18/2023	11/8/2024	12/31/2025
Andrea J Briscoe	E-101009	1/5/2023	11/6/2024	12/31/2025
Andrea J. Phang	E-15637	12/21/2018	10/27/2024	12/31/2025
Andrea L Washington	E-16563	7/2/2020	11/5/2024	12/31/2025
Andrea M Spooner	T-16230	8/19/2019	11/12/2024	12/31/2025
Andrew E. Stepp	E-06925	7/24/1981	10/30/2024	12/31/2025
Andrew J Wilhelm	T-12326	3/27/2013	11/12/2024	12/31/2025
Andrew Jay Schumacher	T-101541	6/4/2024	11/6/2024	12/31/2025
Andrew Joseph Cefalu	E-06364	9/15/1977	11/4/2024	12/31/2025
Andrew L Cooper	E-14589	8/26/2016	10/30/2024	12/31/2025
Andrew Michael Losh	T-101517	5/15/2024	11/5/2024	12/31/2025
Andrew P Lohrisch	E-010729	6/22/2010	11/4/2024	12/31/2025
Andrew W. Williams	E-06903	7/24/1981	10/28/2024	12/31/2025
Andrew William Ducote	T-100447	10/15/2021	11/4/2024	12/31/2025
Angel Monet Kendrick	PT-229615	10/31/2024	10/31/2024	3/31/2026
Angela G Foshee	E-08795	7/30/1996	11/2/2024	12/31/2025
Angela H Thompson	E-08300	3/25/1993	11/7/2024	12/31/2025
Angela J Collins	PT-216364	5/4/2015	11/4/2024	3/31/2025
Angela N. Hotard	E-09132	3/1/1999	11/8/2024	12/31/2025
Angela Northrop Hise	T-101456	3/15/2024	10/30/2024	12/31/2025
Angelia L. Rowsey	T-09067	7/23/1998	11/5/2024	12/31/2025
Anh N Vu	E-12647	6/13/2012	11/7/2024	12/31/2025
Ann H Dinh	T-101347	10/31/2023	11/4/2024	12/31/2025
Anna E Crane	PT-229618	10/31/2024	10/31/2024	3/31/2026
Anna J. Platt	E-08772	7/29/1996	10/23/2024	12/31/2025
Anna Shmayenik	T-14190	11/2/2015	11/7/2024	12/31/2025
Anna Smith Sublett	E-101778	11/7/2024	11/7/2024	12/31/2025
Anne B Taylor	E-101770	11/1/2024	11/1/2024	12/31/2025
Anne Marie Sherwood	T-15340	8/9/2018	11/3/2024	12/31/2025
Anne Michele Butera	T-101769	11/1/2024	11/1/2024	12/31/2025
Anthony E. Byrd	E-08350	8/2/1993	11/10/2024	12/31/2025
Anton S Tran	E-15671	7/25/2018	11/5/2024	12/31/2025
April N Gallagher	E-100178	5/27/2021	11/11/2024	12/31/2025
April S Matthews	E-010509	6/17/2009	11/7/2024	12/31/2025
Ariel Elexis Fairconnetue	PT-229617	10/31/2024	10/31/2024	3/31/2026
Arijit Aichbhaumik	T-11985	8/30/2011	10/28/2024	12/31/2025
Artis M Young	T-010299	10/30/2007	10/23/2024	12/31/2025
Ashleigh Luvelle McLeod	PT-229623	10/31/2024	10/31/2024	3/31/2026
Ashley E Bynum	E-010217	6/29/2007	11/2/2024	12/31/2025
Ashley Marie Hill	T-100598	3/17/2022	11/7/2024	12/31/2025

Ashley Renee Mann	E-16071	5/15/2020	11/12/2024	12/31/2025
Ashley W Ellis	T-010494	5/27/2009	11/7/2024	12/31/2025
Aubrey Cain Young	E-16015	7/11/2019	11/9/2024	12/31/2025
Aubrey James Price	PT-229627	11/4/2024	11/4/2024	3/31/2026
Audra R. Wright	E-07900	7/26/1989	11/8/2024	12/31/2025
Avery C Roberson	E-100969	11/17/2022	10/24/2024	12/31/2025
Barron K. Pitts	E-08140	9/5/1991	11/11/2024	12/31/2025
Beau L Haden	E-09681	6/18/2003	10/29/2024	12/31/2025
Belinda S. Ratcliff	E-07915	8/2/1989	11/7/2024	12/31/2025
Benjamin K. Luk	E-07150	11/12/1982	11/4/2024	12/31/2025
Beth W Jaeger	E-09706	7/1/2003	11/1/2024	12/31/2025
Betsy W. Lindsey	E-09148	5/3/1999	10/31/2024	12/31/2025
Bhavesh R Patel	T-100627	4/19/2022	11/4/2024	12/31/2025
Bianca M Briscese	T-101084	3/24/2023	10/30/2024	12/31/2025
Bianca P Brenk	T-16281	9/16/2019	11/10/2024	12/31/2025
Blake A Williams	E-15056	7/13/2017	10/29/2024	12/31/2025
Blake Anthony Apple	PT-229620	10/31/2024	10/31/2024	3/31/2026
Brad I Jobe	E-101224	8/2/2023	11/4/2024	12/31/2025
Bradford K Goodwin	E-13914	7/24/2015	11/4/2024	12/31/2025
Bradford L. Hill	E-09726	7/25/2003	11/11/2024	12/31/2025
Bradley D Wooldridge	T-11937	11/19/2011	11/4/2024	12/31/2025
Bradley S Hammons	E-13024	7/30/2013	10/25/2024	12/31/2025
Brandi H. Reed	E-010063	6/23/2006	11/8/2024	12/31/2025
Brandon B Pagel	T-15386	11/19/2018	11/7/2024	12/31/2025
Brandon C King	E-010304	11/16/2007	11/10/2024	12/31/2025
Brandon J Morel	PT-229646	11/7/2024	11/7/2024	3/31/2026
Brandy M Wrenn	E-13936	7/1/2015	11/7/2024	12/31/2025
Brenda Stokes	T-08595	3/23/1995	11/3/2024	12/31/2025
Brent W. Greer	E-08199	7/16/1992	11/8/2024	12/31/2025
Brian A Millikin	E-010555	7/13/2009	11/4/2024	12/31/2025
Brian T. Head	E-09935	6/28/2005	10/28/2024	12/31/2025
Briana C Fisher	T-100542	1/27/2022	11/6/2024	12/31/2025
Bridgett H. Chisolm	E-09054	7/23/1998	11/1/2024	12/31/2025
Brighton B. N. Abebe	T-15957	3/29/2019	11/5/2024	12/31/2025
Britney S Seals Beard	E-100616	4/5/2022	11/1/2024	12/31/2025
Brittany B Walley	E-100683	6/3/2022	11/4/2024	12/31/2025
Brittany C. Mallini	E-010430	9/5/2008	11/5/2024	12/31/2025
Brittany Carol Davis	PT-229644	11/6/2024	11/6/2024	3/31/2026
Brittany Danielle Bunting	PT-229603	10/24/2024	10/24/2024	3/31/2026
Brittney N Lager	T-15737	12/11/2018	11/11/2024	12/31/2025
Brittney N Snell	E-101265	8/21/2023	10/29/2024	12/31/2025
Bryan Richard Jones	T-100871	9/1/2022	11/12/2024	12/31/2025
Bryleigh Nichole Fields	PT-229630	11/4/2024	11/4/2024	3/31/2026
Callie D. Hughes	E-16307	9/24/2019	10/27/2024	12/31/2025

Camille F Blank	T-100942	11/3/2022	11/7/2024	12/31/2025
Camir M. Ortiz Rodriguez	E-16252	11/5/2019	11/3/2024	12/31/2025
Candace H. Vasilyev	E-09671	6/10/2003	10/30/2024	12/31/2025
Candace M Sanders	E-010734	6/25/2010	11/6/2024	12/31/2025
Candace M Young	E-100408	9/23/2021	11/11/2024	12/31/2025
Cara M Piaggese	T-100932	10/21/2022	11/7/2024	12/31/2025
Carl G. Shirley	E-07617	7/23/1987	10/28/2024	12/31/2025
Carla Johnson Mettetal	PT-229648	11/7/2024	11/7/2024	3/31/2026
Carlasia Zanielle Walker	PT-229611	10/31/2024	10/31/2024	3/31/2026
Carlos L Magana	E-100232	7/1/2021	11/5/2024	12/31/2025
Carly B Rasmussen	E-010529	6/25/2009	11/6/2024	12/31/2025
Carol Anne Kennedy	E-09933	6/28/2005	11/6/2024	12/31/2025
Carol P. Thaggard	E-07635	7/23/1987	11/5/2024	12/31/2025
Carole A. Montgomery	E-07594	11/7/1986	11/9/2024	12/31/2025
Carole L. Bradley	E-08381	9/20/1993	10/24/2024	12/31/2025
Carri T. DuBravec	T-010323	4/17/2008	11/4/2024	12/31/2025
Carrie H. Miley	E-09857	7/28/2004	10/26/2024	12/31/2025
Carrie L. Harding	E-09373	7/31/2000	11/4/2024	12/31/2025
Carroll B. Callicott	E-07937	8/31/1989	10/28/2024	12/31/2025
Casey Conrad	T-15696	9/14/2018	11/3/2024	12/31/2025
Catherine J. Prather	T-09258	9/8/1999	11/4/2024	12/31/2025
Catherine L. Mallette	E-07936	8/22/1989	11/2/2024	12/31/2025
Catherine W. Hudson	E-08101	7/25/1991	11/1/2024	12/31/2025
Catherine Williams Huemmer	T-101016	1/12/2023	11/4/2024	12/31/2025
Chad J. Braddock	E-09330	6/21/2000	11/8/2024	12/31/2025
Chad M Burch	E-16079	7/3/2019	11/7/2024	12/31/2025
Chance Xavion Latiker	PT-229649	11/12/2024	11/12/2024	3/31/2026
Charles C Clifton	T-15837	6/11/2019	10/30/2024	12/31/2025
Charles D. Ancell	E-09177	6/23/1999	10/25/2024	12/31/2025
Charles J. Chataignier	R-05285	8/14/1969	11/11/2024	12/31/2025
Charlie C. Sneed	D-07524	5/10/1986	11/7/2024	12/31/2025
Charlie Lance Noel	E-09824	6/22/2004	11/4/2024	12/31/2025
Charlotte P McArdle	E-14508	7/12/2016	10/23/2024	12/31/2025
Charmaine Y. Sanders	E-08017	7/26/1990	11/7/2024	12/31/2025
Chelsea Sharelle Alexander	PT-229605	10/25/2024	10/25/2024	3/31/2026
Cheri B Gilliam	T-010403	7/23/2008	11/4/2024	12/31/2025
Cheryl L. Hankins	E-09953	6/30/2005	10/29/2024	12/31/2025
Chloe Brook Todd	PT-229597	10/24/2024	10/24/2024	3/31/2026
Chrissie B Scharfenstein	E-13983	7/24/2015	10/24/2024	12/31/2025
Christi Adams	E-09457	6/26/2001	11/10/2024	12/31/2025
Christian Faith Thurmond	PT-229625	11/4/2024	11/4/2024	3/31/2026
Christina E. Murphy	T-100027	12/16/2020	11/6/2024	12/31/2025
Christina J York	E-12601	7/20/2012	10/29/2024	12/31/2025
Christina Marie Nutter	T-100554	2/14/2022	11/1/2024	12/31/2025

Christine H Burkhardt	T-14149	9/28/2015	11/5/2024	12/31/2025
Christine Philip Ybarra	T-101777	11/7/2024	11/7/2024	12/31/2025
Christopher L Bishop	E-16043	6/26/2019	11/2/2024	12/31/2025
Christopher L Waldron	E-100441	10/14/2021	11/3/2024	12/31/2025
Christopher L. Davidson	E-06966	7/24/1981	11/11/2024	12/31/2025
Christopher Michael Kowalski	T-100518	12/16/2021	11/6/2024	12/31/2025
Christopher R Lewis	E-13065	6/20/2013	11/1/2024	12/31/2025
Christopher S Musser	T-15706	2/28/2019	11/1/2024	12/31/2025
Christopher S Popun	T-14157	2/16/2016	10/29/2024	12/31/2025
Christopher S. Chamberlain	E-09378	8/16/2000	11/1/2024	12/31/2025
Christy N Gully	PT-217230	2/4/2016	10/30/2024	3/31/2025
Chutinun Rugsacum	E-14381	7/29/2016	11/6/2024	12/31/2025
Cindy L Mitman	T-15732	8/29/2018	11/10/2024	12/31/2025
Claire P. Chachere	E-07394	10/15/1984	11/3/2024	12/31/2025
Clara Jane Rice	E-100820	8/3/2022	10/23/2024	12/31/2025
Clarence E. DuBose	E-06041	8/28/1975	11/1/2024	12/31/2025
Clarke A Kuelczo	T-13849	10/5/2015	11/1/2024	12/31/2025
Claudia A. Horne	E-06940	7/24/1981	10/23/2024	12/31/2025
Cliff T Hendley	E-12732	12/10/2012	11/2/2024	12/31/2025
Cliffon B Amend	T-100053	2/1/2021	10/26/2024	12/31/2025
Clinton R Howard	E-010851	10/25/2010	11/7/2024	12/31/2025
Codie L Cauthen	E-09939	6/28/2005	11/7/2024	12/31/2025
Cody Ryan Lohmann	T-101122	5/12/2023	11/7/2024	12/31/2025
Connie Lam	E-11845	8/16/2011	10/26/2024	12/31/2025
Corleesha Shanice Taylor	PT-229621	10/31/2024	10/31/2024	3/31/2026
Courtney C Thompson	E-13075	7/8/2013	11/6/2024	12/31/2025
Courtney S Johnston	E-13509	6/24/2014	11/12/2024	12/31/2025
Craig J. Simm	E-08793	7/30/1996	11/1/2024	12/31/2025
Craig W. Ezell	D-06930	5/11/1981	11/11/2024	12/31/2025
Crystal E Davis	E-12071	11/15/2011	11/1/2024	12/31/2025
Cynthia A Overmyer	T-15146	1/19/2018	11/7/2024	12/31/2025
Cynthia O Morgan	T-15594	8/14/2018	11/10/2024	12/31/2025
DaKeiya T Morgan	PT-222855	7/8/2020	10/31/2024	3/31/2025
Damien D Stevenson	E-100080	3/2/2021	10/24/2024	12/31/2025
Dan W. Lomax	E-05352	7/2/1970	10/28/2024	12/31/2025
Dana James Martin	T-09551	5/29/2002	11/6/2024	12/31/2025
Dana Marie Bourassa	T-101548	6/10/2024	11/1/2024	12/31/2025
Daniel A DeOrnellas	E-11856	5/31/2013	10/25/2024	12/31/2025
Daniel H Wright	E-010832	9/16/2010	11/6/2024	12/31/2025
Daniel J Malzone	T-14815	2/27/2017	11/8/2024	12/31/2025
Daniel N Hamil	E-010703	6/11/2010	11/4/2024	12/31/2025
Danielle M Neupauer	T-14804	12/5/2017	10/24/2024	12/31/2025
Daniza Maricanna Kirk	PT-229609	10/28/2024	11/8/2024	3/31/2026
Danny H Vu	E-100799	7/28/2022	11/7/2024	12/31/2025

Darby P Neyland	E-15559	7/5/2018	10/31/2024	12/31/2025
Darling S. Mitchell	E-010087	7/10/2006	11/12/2024	12/31/2025
David A. Brown	E-09677	6/16/2003	11/11/2024	12/31/2025
David L McLeland	T-11974	9/2/2011	11/7/2024	12/31/2025
David M Miller	T-13188	6/5/2014	11/1/2024	12/31/2025
David W Kazarian	T-14176	11/13/2015	11/1/2024	12/31/2025
David W. Ready	E-07786	8/5/1988	11/1/2024	12/31/2025
Dawn D Fincher	T-15375	3/8/2018	10/26/2024	12/31/2025
Deanna L. Seabolt	E-08822	8/15/1996	11/7/2024	12/31/2025
Deanne D. Stephenson	E-07375	8/15/1984	10/29/2024	12/31/2025
DeArius Jefferson	PT-229640	11/6/2024	11/6/2024	3/31/2026
Debbie A. Michel	T-07812	9/8/1988	11/1/2024	12/31/2025
Deborah A. Sturpe	E-09375	8/7/2000	11/12/2024	12/31/2025
Deborah H Patterson	T-010441	10/13/2008	11/2/2024	12/31/2025
Debra H. Schubert	E-06593	6/6/1979	11/7/2024	12/31/2025
Deena L. Phillips	T-09040	5/28/1998	11/5/2024	12/31/2025
Deidra Monet Johnson	PT-229599	10/24/2024	10/24/2024	3/31/2026
Deidre B Green	E-09848	7/8/2004	10/26/2024	12/31/2025
Deirdre M Mallet	T-101030	2/1/2023	11/6/2024	12/31/2025
Delita S. Waldron	E-07906	7/31/1989	11/4/2024	12/31/2025
Denise A Foley	T-14650	9/27/2016	10/25/2024	12/31/2025
Dennis E. Mitchell	E-06210	10/21/1976	11/5/2024	12/31/2025
Dennis M. Brown	E-09125	2/8/1999	11/8/2024	12/31/2025
Dennis R. Reves	D-07131	8/25/1982	10/23/2024	12/31/2025
Denton Sims	E-08548	11/16/1994	10/26/2024	12/31/2025
Desirea D Y Queen	E-14455	7/29/2016	10/28/2024	12/31/2025
Desiree A. Shouse	E-16048	8/1/2019	11/3/2024	12/31/2025
Destinee Auriel Carson	PT-229601	10/24/2024	10/24/2024	3/31/2026
Destiny Michelle Smith	PT-229607	10/25/2024	10/25/2024	3/31/2026
Diana Bada DeRoss	T-12511	3/7/2013	11/7/2024	12/31/2025
Disa Patel	T-101489	4/22/2024	10/24/2024	12/31/2025
Donald L. Comfort	E-09062	7/23/1998	10/28/2024	12/31/2025
Donna D. Fries	E-08092	7/25/1991	10/25/2024	12/31/2025
Donna Gail Sims	E-08853	10/15/1996	11/11/2024	12/31/2025
Donna Huggins	E-07622	7/23/1987	11/8/2024	12/31/2025
Dorothy E Morrison	T-15625	9/5/2018	11/11/2024	12/31/2025
Douglas D. Edwards	T-15984	6/20/2019	11/9/2024	12/31/2025
Douglas L Smith, III	E-14427	6/27/2016	11/1/2024	12/31/2025
Douglas R Welch	T-12241	3/5/2014	11/12/2024	12/31/2025
Douglas W. Staten	E-08338	7/28/1993	11/3/2024	12/31/2025
Draco R Hayse	E-09474	7/17/2001	11/11/2024	12/31/2025
Drashti K Upadhyay	E-101153	6/20/2023	11/7/2024	12/31/2025
Dremiya Michelle ONeal	PT-229645	11/6/2024	11/6/2024	3/31/2026
Duane Merle Allison	T-13472	6/29/2015	10/28/2024	12/31/2025

Dwayne S Varner	T-12197	4/9/2012	10/25/2024	12/31/2025
Ebenezer Boakye	E-010413	8/6/2008	11/8/2024	12/31/2025
Ebony Sharae Bartlow	PT-223093	9/4/2020	11/7/2024	3/31/2025
Edward L. McNeer	E-09168	6/9/1999	11/11/2024	12/31/2025
Edwin Amelung, JR	E-07374	8/13/1984	10/29/2024	12/31/2025
Edwin H. Ellis	D-07695	6/29/1987	11/5/2024	12/31/2025
Eeron G Edwards	T-101200	7/19/2023	11/12/2024	12/31/2025
Elena Nicole Petkanas	T-100970	11/18/2022	11/9/2024	12/31/2025
Eli C Hilton	E-11765	6/30/2011	11/12/2024	12/31/2025
Elizabeth Beckham	T-08948	7/17/1997	10/27/2024	12/31/2025
Elizabeth C Williams	E-101285	9/8/2023	10/29/2024	12/31/2025
Elizabeth Hernandez	T-12728	3/11/2013	11/6/2024	12/31/2025
Elizabeth L Shipula	T-100600	3/17/2022	11/5/2024	12/31/2025
Elizabeth S Hartman	PT-215618	9/22/2014	10/23/2024	3/31/2025
Ellen Marie McKnight	T-101532	5/28/2024	10/27/2024	12/31/2025
Elliot Nussbaum	T-15251	11/6/2017	11/5/2024	12/31/2025
Emily B. Hudgins	E-15075	7/5/2017	11/3/2024	12/31/2025
Emily I. Warren	E-09059	7/23/1998	11/9/2024	12/31/2025
Emily M. Reed	E-010003	9/13/2005	11/12/2024	12/31/2025
Emily McLaurin Dungan	E-13038	8/9/2013	10/31/2024	12/31/2025
Eric A. Folk	D-06909	5/11/1981	11/6/2024	12/31/2025
Eric Chan	T-100322	8/5/2021	11/1/2024	12/31/2025
Eric M Coons	E-13604	8/12/2014	11/3/2024	12/31/2025
Eric N Mayfield	E-16539	8/4/2020	10/30/2024	12/31/2025
Erica Claire Loden	E-100786	7/21/2022	11/8/2024	12/31/2025
Erica E Wassack	T-16229	7/29/2019	11/7/2024	12/31/2025
Erica V Newburn	E-100402	9/21/2021	10/25/2024	12/31/2025
Erik M. Clausen	T-16280	9/30/2019	10/23/2024	12/31/2025
Erika A Webster	E-010054	6/19/2006	10/25/2024	12/31/2025
Erin D Thompson	T-13372	10/6/2014	10/29/2024	12/31/2025
Erin E Harris	T-14341	4/28/2016	11/5/2024	12/31/2025
Erin F Smith	T-12854	2/13/2013	11/2/2024	12/31/2025
Erin M Robison	E-100885	9/15/2022	10/23/2024	12/31/2025
Erin Welford Drummond	E-101204	7/24/2023	10/30/2024	12/31/2025
Estha M Stewart	R-07382	8/23/1983	10/30/2024	12/31/2025
Eugene John Siagris	T-100944	11/3/2022	11/2/2024	12/31/2025
Evelyn Anderson Biffle	PT-229642	11/6/2024	11/6/2024	3/31/2026
Fabian A Robinson	T-010487	4/30/2009	11/11/2024	12/31/2025
Fatemeh Khajehei	T-15332	4/19/2018	11/3/2024	12/31/2025
Fawei Huang	T-15124	6/27/2017	11/1/2024	12/31/2025
Frances B. May	E-07776	8/4/1988	11/2/2024	12/31/2025
Francis O. Rains III	E-07519	8/10/1990	11/12/2024	12/31/2025
Frank Seid	E-05563	3/15/1972	11/3/2024	12/31/2025
Fred R. Harwell	E-05474	6/14/1971	10/31/2024	12/31/2025

Gary A Lupini	T-12095	11/30/2011	11/12/2024	12/31/2025
Gary D Austin	E-010248	7/19/2007	10/31/2024	12/31/2025
Gary D. Jackson	E-06793	6/25/1980	10/25/2024	12/31/2025
Gary H. Freeman	E-07625	7/23/1987	11/10/2024	12/31/2025
Gary W Sudbrink	T-100143	4/22/2021	11/1/2024	12/31/2025
Gene Y. Ross	E-07782	8/4/1988	10/29/2024	12/31/2025
George Haines	E-16594	7/8/2020	11/11/2024	12/31/2025
George R. Taylor	E-05371	8/18/1970	11/8/2024	12/31/2025
Georgianna Mon?nika Regina Stewart	PT-229598	10/24/2024	10/24/2024	3/31/2026
Gerald P Hughes	T-14786	1/10/2017	11/1/2024	12/31/2025
German T Ayele	T-100297	7/26/2021	11/7/2024	12/31/2025
Ginger L Sweeney	E-010206	6/22/2007	11/4/2024	12/31/2025
Ginger Rone Bain	E-09447	6/20/2001	10/26/2024	12/31/2025
Glenn B Pickett	T-010447	10/31/2008	10/31/2024	12/31/2025
Grace C Parmley	E-08850	10/7/1996	11/8/2024	12/31/2025
Grady S. Weston	E-08024	7/26/1990	11/5/2024	12/31/2025
Greg L. Wood	T-08172	2/13/1992	11/4/2024	12/31/2025
Greg Spurgeon	E-08588	2/17/1995	11/4/2024	12/31/2025
Gregory K Dixon	E-010765	7/14/2010	11/1/2024	12/31/2025
Gregory P. Ware	E-08122	7/25/1991	11/11/2024	12/31/2025
Greta L Shoemaker	T-16491	6/4/2020	11/11/2024	12/31/2025
Gretchen E. Shirley	E-08785	7/29/1996	11/10/2024	12/31/2025
Guy T. Jones	E-06382	10/20/1977	11/5/2024	12/31/2025
Gwenn E Iyer	T-100535	1/19/2022	11/8/2024	12/31/2025
H. T. Bush	E-07480	8/12/1985	11/4/2024	12/31/2025
Hai-Van N Le	T-15905	4/25/2019	11/3/2024	12/31/2025
HaiLeigh R Oliver	E-100844	8/16/2022	11/9/2024	12/31/2025
Haley C. Hamm	E-08806	8/1/1996	11/3/2024	12/31/2025
Haley Rose Hartzog	PT-229616	10/31/2024	10/31/2024	3/31/2026
Hannah Rebecca Jones	T-101227	8/3/2023	11/6/2024	12/31/2025
Harleigh M Aldridge	E-100898	9/23/2022	11/7/2024	12/31/2025
Harley K Thomason	IE-100897	10/28/2024	10/28/2024	5/3/2026
Harmony Marie Aker	T-100853	8/18/2022	11/5/2024	12/31/2025
Harry H. Wheat	R-06727	2/21/1980	11/5/2024	12/31/2025
Hayden B Hawkins	E-101406	1/10/2024	10/29/2024	12/31/2025
Heather A Mulvihill	T-14100	9/9/2015	11/1/2024	12/31/2025
Heather Anne Rifkin	T-010046	6/14/2006	11/6/2024	12/31/2025
Heather Ashley Hurt	PT-225685	4/28/2022	11/12/2024	3/31/2025
Heejeong Yoon	T-14153	4/12/2016	11/4/2024	12/31/2025
Helen L. Russell	E-07198	8/1/1983	10/24/2024	12/31/2025
Helena Gichelle A Clark	E-08209	7/28/1992	11/7/2024	12/31/2025
Henry A. Norwood	T-08290	1/21/1993	11/11/2024	12/31/2025
Herbert L. Redd	E-06679	7/30/1979	11/11/2024	12/31/2025
Hetal Patel	T-16147	9/4/2019	11/1/2024	12/31/2025

Hiep Q Pham	T-09915	6/14/2005	11/1/2024	12/31/2025
Hieu T Le	E-100368	8/27/2021	10/30/2024	12/31/2025
Hieu Trung Nguyen	T-101002	12/30/2022	11/8/2024	12/31/2025
Hollie A. Phillips	E-09358	7/14/2000	11/6/2024	12/31/2025
Holly Burke Migues	E-07308	5/21/1984	10/25/2024	12/31/2025
Holly E Ouellette	T-15815	3/21/2019	11/1/2024	12/31/2025
Holly Funderburk	E-010418	8/19/2008	11/9/2024	12/31/2025
Holly Marie Albers	T-100559	2/17/2022	11/5/2024	12/31/2025
Hugh B. Johnson	E-08645	7/27/1995	11/10/2024	12/31/2025
Huy T Hoang	E-13963	7/24/2015	10/30/2024	12/31/2025
Imelda C. Coleman	E-07000	12/30/1997	10/25/2024	12/31/2025
Imran Khan	T-15888	11/7/2019	11/11/2024	12/31/2025
Jack A. Shepard	E-05778	9/27/1973	11/1/2024	12/31/2025
Jack L. Bowles	D-06812	5/12/1980	11/7/2024	12/31/2025
Jacob R O'Keefe	E-14480	9/15/2016	10/28/2024	12/31/2025
Jacob R Smith	E-100251	7/6/2021	11/4/2024	12/31/2025
Jacqueline L Hall	T-101393	12/28/2023	11/11/2024	12/31/2025
Jade Humphrey	PT-229641	11/6/2024	11/6/2024	3/31/2026
Jalynn A Gray	E-010235	7/12/2007	11/6/2024	12/31/2025
James A Rodgers	T-13176	10/9/2013	10/31/2024	12/31/2025
James A. May	R-05101	11/10/1967	11/2/2024	12/31/2025
James Brandon Williams	T-100712	6/24/2022	11/8/2024	12/31/2025
James G Castillo	T-14231	2/9/2016	11/5/2024	12/31/2025
James Jacob Thompson	E-15538	7/17/2018	11/6/2024	12/31/2025
James K Meyer	T-12357	8/2/2012	11/1/2024	12/31/2025
James L. Taylor	E-08118	7/25/1991	11/12/2024	12/31/2025
James M. Fennell	E-07121	8/3/1982	11/1/2024	12/31/2025
James N Miller	T-100139	4/20/2021	11/5/2024	12/31/2025
James P Nassar	T-100429	10/4/2021	11/8/2024	12/31/2025
James P. Edwards	D-07486	9/18/1985	11/9/2024	12/31/2025
James W. Parrett, Jr.	E-14397	6/22/2016	10/30/2024	12/31/2025
Jamie D. Butts	T-08182	4/9/1992	10/29/2024	12/31/2025
Jamie H. Mckinley	E-09473	7/17/2001	11/1/2024	12/31/2025
Jana K. English	E-010042	4/21/2006	11/3/2024	12/31/2025
Janae J Thompson	E-13143	8/9/2013	11/11/2024	12/31/2025
Jane J DeVries	E-010364	6/27/2008	11/12/2024	12/31/2025
Janet L. Foxworth	E-07431	7/29/1985	10/30/2024	12/31/2025
Jasmine Lashay Nichols	PT-229604	10/24/2024	10/24/2024	3/31/2026
Jason A Flebotte	T-14608	12/30/2016	11/11/2024	12/31/2025
Jason Howard Morgan	T-100678	6/2/2022	10/26/2024	12/31/2025
Jeannie K. Caviness	E-06747	5/11/1980	11/11/2024	12/31/2025
Jeannine R. Peters	E-07393	10/4/1984	11/1/2024	12/31/2025
Jeffery C. James	T-07829	11/3/1988	11/12/2024	12/31/2025
Jeffery S Fletcher	T-010884	2/1/2011	10/29/2024	12/31/2025

Jenifer A. Martin	E-09572	6/18/2002	10/23/2024	12/31/2025
Jenifer L Martin	T-100184	6/2/2021	11/7/2024	12/31/2025
Jennie Marie Villarreal	T-100461	10/27/2021	11/6/2024	12/31/2025
Jennie Nicole Lawton	E-16580	8/3/2020	10/30/2024	12/31/2025
Jennifer A Moore	E-010852	11/1/2010	10/26/2024	12/31/2025
Jennifer A Ondrus-Otto	T-14684	10/13/2016	11/8/2024	12/31/2025
Jennifer Anne Howard	T-101460	3/18/2024	10/29/2024	12/31/2025
Jennifer E. Wilkerson	E-06361	8/18/1977	11/12/2024	12/31/2025
Jennifer L Duncan	T-07963	12/14/1989	11/2/2024	12/31/2025
Jennifer L Good	E-09979	7/27/2005	11/12/2024	12/31/2025
Jennifer L. Kasselmann	T-09906	5/9/2005	10/27/2024	12/31/2025
Jennifer M Jung	T-14906	6/12/2017	11/6/2024	12/31/2025
Jennifer M. Purser	E-09861	8/9/2004	11/8/2024	12/31/2025
Jennifer N Beckham	E-100946	11/8/2022	11/5/2024	12/31/2025
Jennifer T. McRight	E-09376	8/7/2000	11/7/2024	12/31/2025
Jennifer White Conway	T-101562	6/24/2024	11/8/2024	12/31/2025
Jeremy B Ward	E-12561	7/17/2012	11/7/2024	12/31/2025
Jeremy R Wittwer	E-11881	8/2/2011	10/23/2024	12/31/2025
Jeremy T. Dear	E-09912	6/13/2005	10/25/2024	12/31/2025
Jerome Segura, Jr.	T-14201	12/2/2015	11/1/2024	12/31/2025
Jerrund T Wilkerson	T-13666	12/4/2014	10/24/2024	12/31/2025
Jerry M. Fortenberry	E-06839	6/25/1980	10/24/2024	12/31/2025
Jerry N Stewart, Jr.	T-16451	3/16/2020	11/10/2024	12/31/2025
Jerry W. Owen	E-07659	9/21/1987	11/6/2024	12/31/2025
Jessica Dickson Haulman	T-101768	10/31/2024	10/31/2024	12/31/2025
Jessica F Dana	E-010507	6/15/2009	11/3/2024	12/31/2025
Jessica Green Ali	E-13938	9/24/2015	11/11/2024	12/31/2025
Jessica H Brady	E-010251	7/20/2007	11/7/2024	12/31/2025
Jessica M Crose	E-16040	9/19/2019	11/5/2024	12/31/2025
Jessie B Heaton	T-14081	8/28/2015	10/27/2024	12/31/2025
Jill Johnston	T-13965	7/20/2015	10/31/2024	12/31/2025
Jill Molofsky	T-12020	2/16/2012	11/6/2024	12/31/2025
Jimmy T. Woo	E-05853	2/21/1974	11/2/2024	12/31/2025
Jocelyn C Wiley	E-11783	7/20/2011	10/23/2024	12/31/2025
Jody E Fulper	E-12940	7/10/2013	11/1/2024	12/31/2025
Joe Allen Klimpel	T-101470	4/1/2024	11/5/2024	12/31/2025
Joe H. Taylor	E-05094	9/29/1967	11/8/2024	12/31/2025
Joel M Engle	T-15321	5/3/2018	11/7/2024	12/31/2025
John A. McKinney	E-07591	10/30/1986	11/1/2024	12/31/2025
John C Rogers	T-14862	9/1/2017	11/5/2024	12/31/2025
John D. Cleary	R-07587	10/9/1986	11/10/2024	12/31/2025
John Joseph Kirn	T-101235	8/7/2023	11/8/2024	12/31/2025
John K. Mills	E-07939	9/6/1989	10/30/2024	12/31/2025
John P Carter	PT-06111	5/26/2004	11/4/2024	3/31/2025

John P. Wong	E-07340	5/25/1984	11/1/2024	12/31/2025
John R. Booth	E-05454	5/27/1971	10/29/2024	12/31/2025
John T Copeland	T-100110	3/23/2021	11/8/2024	12/31/2025
Johnathon E King	E-16086	9/13/2019	11/12/2024	12/31/2025
Johnnie P. Patton	R-04034	10/12/1965	10/25/2024	12/31/2025
Jonathan D McShane	E-13107	8/14/2013	10/29/2024	12/31/2025
Jonathan G Box	E-100370	8/27/2021	10/25/2024	12/31/2025
Jonathan G Harden	E-010253	7/23/2007	10/26/2024	12/31/2025
Jonathan G. Hubanks	E-09835	6/29/2004	11/5/2024	12/31/2025
Jordan Alexandra Navalle	T-101247	8/10/2023	11/4/2024	12/31/2025
Jordan Lynne Craft	T-100652	5/11/2022	10/29/2024	12/31/2025
Jordan Michaels Risher	E-14945	7/31/2017	11/1/2024	12/31/2025
Joseph A. Mohamed	E-07298	7/27/1984	10/31/2024	12/31/2025
Joseph C. Simon	E-05630	8/21/1972	11/4/2024	12/31/2025
Joseph D. Holder	E-06758	6/25/1980	10/29/2024	12/31/2025
Joseph K Bishay	T-14891	8/18/2017	11/11/2024	12/31/2025
Joseph K Montgomery	T-14323	7/18/2016	11/1/2024	12/31/2025
Joseph Lee Pendleton	T-100931	10/19/2022	10/30/2024	12/31/2025
Joseph M. Robertson	E-09199	7/6/1999	11/12/2024	12/31/2025
Joseph R. Simmons	E-07007	8/6/1981	11/1/2024	12/31/2025
Joshua K Herrington	E-12629	7/10/2012	10/24/2024	12/31/2025
Joshua R Heiblum	T-13387	5/22/2014	11/11/2024	12/31/2025
Joyce T. Gibbs	E-08044	9/17/1990	10/30/2024	12/31/2025
Judith H. Douglas	E-08094	7/25/1991	11/5/2024	12/31/2025
Jukayla Leshay Tanner	PT-229633	11/5/2024	11/5/2024	3/31/2026
Julie A Owen	T-14587	7/5/2016	11/1/2024	12/31/2025
Julie G. Roberts	T-09389	9/13/2000	11/8/2024	12/31/2025
Julie Hockaday Lasseigne	E-09573	6/18/2002	11/3/2024	12/31/2025
Justin D Weyer	T-14895	5/16/2017	11/5/2024	12/31/2025
Justin J Varghese	T-101046	2/21/2023	10/28/2024	12/31/2025
Justin K Graves	T-15721	10/5/2018	11/4/2024	12/31/2025
Kaley H Kennedy	E-14356	7/27/2016	11/12/2024	12/31/2025
Kamilah Safiya Brown	T-100959	11/10/2022	11/10/2024	12/31/2025
Kamryn Otts Chambers	E-101192	7/17/2023	11/2/2024	12/31/2025
Karen A Alesch	T-010905	3/18/2011	11/4/2024	12/31/2025
Karen Cho	T-14284	4/7/2016	11/4/2024	12/31/2025
Karen D. Ackermann	E-09582	6/19/2002	10/24/2024	12/31/2025
Karen J. Sneed	E-07579	8/29/1986	11/7/2024	12/31/2025
Karen L Coltharp	E-07644	7/23/1987	11/8/2024	12/31/2025
Karen R Sullivan	E-07680	7/23/1987	10/24/2024	12/31/2025
Karl E. Ott	E-07330	7/27/1984	10/28/2024	12/31/2025
Karla A. Johnson	E-08083	7/25/1991	11/10/2024	12/31/2025
Karri D Smith	T-15899	1/24/2019	11/5/2024	12/31/2025
Katelyn A Booker	PT-229619	10/31/2024	10/31/2024	3/31/2026

Katherine A Martin	T-12470	9/21/2012	11/7/2024	12/31/2025
Katherine C. Hudson	E-09621	8/19/2002	11/11/2024	12/31/2025
Katherine C. McClatchy	E-16002	11/4/2019	11/6/2024	12/31/2025
Katherine E Blackburn	E-100891	9/22/2022	10/27/2024	12/31/2025
Katherine K. Raffaele	E-09169	6/9/1999	11/1/2024	12/31/2025
Katherine Suzanne Clark	E-13940	7/28/2015	11/4/2024	12/31/2025
Kathleen Lindauer Greer	E-08742	3/18/1996	11/5/2024	12/31/2025
Kathleen M. Frick	E-08005	7/26/1990	10/30/2024	12/31/2025
Kathryn S. Collier	E-14429	7/27/2016	11/9/2024	12/31/2025
Kathy E. Rice	E-07094	7/23/1982	10/29/2024	12/31/2025
Kathy Phuong Le	PT-229608	10/28/2024	10/28/2024	3/31/2026
Katie Jo Cash	T-100619	4/8/2022	11/5/2024	12/31/2025
Kayla C Williams	E-13958	7/24/2015	11/12/2024	12/31/2025
Kayla E Massey	E-15480	7/25/2018	10/29/2024	12/31/2025
Kayla H Ledford	E-13930	7/2/2015	11/12/2024	12/31/2025
Kayla J Beatty	T-15744	4/17/2019	11/1/2024	12/31/2025
Kayla M Watson	PT-226437	10/28/2022	11/8/2024	3/31/2025
Kayla P Naish	T-100623	4/14/2022	11/1/2024	12/31/2025
Kayla R Harrington	E-101154	6/21/2023	11/1/2024	12/31/2025
Keith B. Brewer	E-07620	7/23/1987	10/31/2024	12/31/2025
Kelli L. Dulaney	E-14354	8/10/2016	11/6/2024	12/31/2025
Kellie Womble Waldrip	E-08849	9/26/1996	11/7/2024	12/31/2025
Kelly A Lobdell	E-12608	8/21/2012	11/7/2024	12/31/2025
Kelly J Leiden	E-14986	8/7/2017	11/11/2024	12/31/2025
Kelly K Stuart Price	E-09229	7/23/1999	11/5/2024	12/31/2025
Kelly Marie Johnson	T-101232	8/3/2023	11/11/2024	12/31/2025
Kelly Scott	T-08455	7/21/1994	11/4/2024	12/31/2025
Kelly T. Waldrip	E-08238	7/28/1992	11/7/2024	12/31/2025
Kelly-Thanh T Hoang	E-100571	2/24/2022	11/6/2024	12/31/2025
Kelsey A Thurston	E-14360	7/11/2016	11/2/2024	12/31/2025
Kelsey Hope Raymer	T-100357	8/19/2021	11/7/2024	12/31/2025
Kelsey L. May	E-010076	7/5/2006	10/26/2024	12/31/2025
Kembe' A Keys	E-101178	7/7/2023	11/4/2024	12/31/2025
Kendall Andria Ware	PT-229613	10/31/2024	10/31/2024	3/31/2026
Kennedy Simone Curry	PT-229624	11/1/2024	11/1/2024	3/31/2026
Kenneth L Woo	E-010167	12/28/2006	10/30/2024	12/31/2025
Kenneth S. Schmitz	E-08115	8/2/1991	11/3/2024	12/31/2025
Kenneth W. Willoughby	E-08123	7/25/1991	11/8/2024	12/31/2025
Kennyoria Lenae Pollard	PT-229634	11/5/2024	11/5/2024	3/31/2026
Keri L Radley	E-14966	7/18/2017	11/7/2024	12/31/2025
Kerry R Nesbitt	T-101772	11/5/2024	11/5/2024	12/31/2025
Ketreuna M Bingham	E-16060	7/3/2019	10/25/2024	12/31/2025
Kevin A Marshall	T-16466	2/19/2020	11/5/2024	12/31/2025
Kevin A. Broussard	T-09013	1/22/1998	11/10/2024	12/31/2025

Kevin S Schipper	E-12589	7/5/2012	11/1/2024	12/31/2025
Kevin V Pham	T-100153	5/5/2021	10/28/2024	12/31/2025
Khalid M. Mokhtar	E-08746	4/16/1996	11/6/2024	12/31/2025
Khanh M Nguyen	E-13543	7/28/2014	10/29/2024	12/31/2025
Khilna Patel	E-12706	8/22/2012	11/5/2024	12/31/2025
Kiera Lynn Knight	PT-229622	10/31/2024	10/31/2024	3/31/2026
Kim A. Buckley	T-07995	7/12/1990	11/1/2024	12/31/2025
Kim Anh Thi Pham	T-14733	11/29/2016	10/25/2024	12/31/2025
Kim K. Larson	E-07826	11/1/1988	10/24/2024	12/31/2025
Kim L Morese	T-101091	4/6/2023	11/4/2024	12/31/2025
Kimberle H. Pitts	E-08219	7/28/1992	11/1/2024	12/31/2025
Kimberly A Tedesco	T-100127	4/12/2021	11/6/2024	12/31/2025
Kimberly J Goll	E-15811	3/4/2019	10/30/2024	12/31/2025
Kimberly K Patterson	E-15427	6/28/2018	11/6/2024	12/31/2025
Kimberlyn U Chukwurah	T-15818	12/17/2018	10/31/2024	12/31/2025
Kirsten Marie Farquhar	T-100547	2/8/2022	11/11/2024	12/31/2025
Kornkanok Arntson	E-010178	2/27/2007	11/8/2024	12/31/2025
Krista Marie Clifton Richey	E-100250	7/6/2021	10/28/2024	12/31/2025
Kristen G Smith	T-14040	8/27/2015	10/25/2024	12/31/2025
Kristen Nicole Stokes	T-100863	8/29/2022	11/1/2024	12/31/2025
Kristi N Tribuiani	T-14524	7/27/2016	11/8/2024	12/31/2025
Kristin L Kellett	T-100125	4/12/2021	11/4/2024	12/31/2025
Kristin L McDonald	E-010395	7/16/2008	11/12/2024	12/31/2025
Kristin N Collier	E-11753	7/12/2011	10/27/2024	12/31/2025
Kristin Watson Swann	T-101239	8/9/2023	11/7/2024	12/31/2025
Kristine A. Phillips	E-09767	12/9/2003	10/31/2024	12/31/2025
Kylee Brooke Vidrine	T-101560	6/21/2024	11/5/2024	12/31/2025
La'Kendra Sharnae Bell	E-100920	10/10/2022	11/8/2024	12/31/2025
Lacey A Tharp	E-13921	7/13/2015	10/28/2024	12/31/2025
Laken B. Warnock	T-16055	6/11/2019	11/11/2024	12/31/2025
LaNaesha C. Toles	E-14944	7/5/2017	11/8/2024	12/31/2025
Laneka A Mumphrey	E-14128	8/27/2015	11/12/2024	12/31/2025
Larry A. Stribling	E-06158	6/21/1976	10/29/2024	12/31/2025
Larry E. Knotts	E-05890	8/22/1974	11/6/2024	12/31/2025
Latricia Shunta Smith	PT-229606	10/25/2024	10/25/2024	3/31/2026
Laura B Cialone	E-11759	8/19/2011	11/4/2024	12/31/2025
Laura H. Sims	E-09744	8/27/2003	11/1/2024	12/31/2025
Laura P. Mahaffey	E-08959	7/24/1997	11/12/2024	12/31/2025
Lauren Abigail Lee	E-100710	6/23/2022	10/29/2024	12/31/2025
Lauren Alexis Bowers	T-101125	5/15/2023	11/8/2024	12/31/2025
Lauren B Pardue	E-14971	9/15/2017	11/6/2024	12/31/2025
Lauren Brooke Seats	E-100711	6/23/2022	10/25/2024	12/31/2025
Lauren D. Breite	E-16072	6/27/2019	11/4/2024	12/31/2025
Lauren H Maroon	E-14532	8/5/2016	11/11/2024	12/31/2025

Lauren M Rauch	T-14161	12/16/2015	11/4/2024	12/31/2025
Lauren M Warren	E-010214	6/27/2007	11/8/2024	12/31/2025
Lauren N Bryant	T-100568	2/22/2022	11/11/2024	12/31/2025
Laurie W Fleming	E-010205	6/22/2007	10/31/2024	12/31/2025
Lawrence A DeMaio	T-15711	9/17/2018	11/11/2024	12/31/2025
Leah E Albarado	T-100128	4/14/2021	11/6/2024	12/31/2025
Leanna M Roach	E-100808	7/29/2022	11/2/2024	12/31/2025
Leigh Ann Beaty	T-08730	2/15/1996	10/28/2024	12/31/2025
Leigh Ellen R. Doddridge	E-09034	5/5/1998	11/4/2024	12/31/2025
Leslie C. Harvey	T-100012	11/5/2020	10/31/2024	12/31/2025
Leslie I. Blaylock	E-07703	9/6/2005	11/8/2024	12/31/2025
Leslie L Kaletsch	E-100299	7/27/2021	10/26/2024	12/31/2025
Leslie S Williams	T-010886	2/1/2011	10/25/2024	12/31/2025
Lewis L. Pearson	T-08459	7/21/1994	10/28/2024	12/31/2025
Linda T Le	E-16393	3/16/2020	11/11/2024	12/31/2025
Lindsay L Harrison	E-100536	1/26/2022	11/4/2024	12/31/2025
Lindsay P. Smith	E-010120	8/1/2006	11/4/2024	12/31/2025
Lindsey C. Rowland	E-12968	7/3/2013	11/7/2024	12/31/2025
Lindsey E Lepard	E-11700	7/6/2011	11/1/2024	12/31/2025
Lindsey E Stout	E-101258	8/15/2023	10/24/2024	12/31/2025
Lindsey W Ellison	T-14871	2/24/2017	11/7/2024	12/31/2025
Linh H Nguyen	E-14012	7/24/2015	11/5/2024	12/31/2025
Linh V Nguyen	T-16329	10/25/2019	11/6/2024	12/31/2025
Lisa A. Barrett	E-09111	11/17/1998	11/1/2024	12/31/2025
Lisa E Lucovich	E-07114	5/17/1982	10/25/2024	12/31/2025
Lisa J Holmes	T-101079	3/22/2023	10/28/2024	12/31/2025
Lisa L Nguyen	E-14628	8/30/2016	11/5/2024	12/31/2025
Logan Scott Thibodeaux	T-101307	9/26/2023	11/3/2024	12/31/2025
Lonnie J Ross	T-14220	3/2/2016	11/7/2024	12/31/2025
Loretta Nicole Carroll	PT-229602	10/24/2024	10/24/2024	3/31/2026
Lori N. Paterson	E-08780	7/29/1996	11/12/2024	12/31/2025
Lori Sheehan	T-15396	5/21/2018	11/4/2024	12/31/2025
Lori W Newman	E-010068	6/27/2006	11/12/2024	12/31/2025
Luain M Packard	T-100438	10/11/2021	11/11/2024	12/31/2025
Lynsey K. Cook	PT-225352	2/9/2022	11/6/2024	3/31/2025
Lynwood Hightower, III	E-07597	1/8/1987	11/8/2024	12/31/2025
M. Darlene A. Byram	E-08818	8/7/1996	10/30/2024	12/31/2025
Madalyn Van Valkenburg Pearson	E-15804	5/6/2019	11/1/2024	12/31/2025
Madisen Clare Lutts	PT-229629	11/4/2024	11/4/2024	3/31/2026
Maegan J Brunet	T-15329	4/12/2018	11/11/2024	12/31/2025
Maegen F Besancon	E-15117	8/29/2017	10/23/2024	12/31/2025
Makayla LeaAnn Huber	PT-229636	11/5/2024	11/5/2024	3/31/2026
Malcolm M. Armstrong	T-010308	11/29/2007	11/4/2024	12/31/2025
Mallory C Harvel	E-101336	10/20/2023	11/1/2024	12/31/2025

Manisha Kapoor	T-100533	1/18/2022	11/2/2024	12/31/2025
Manisha P. Dadlani	E-14984	8/14/2017	11/4/2024	12/31/2025
Marc I Rosenthal	T-14093	4/12/2016	11/12/2024	12/31/2025
Marcus D Kendall	T-010833	9/20/2010	11/8/2024	12/31/2025
Margaret E. Chambers	E-07785	8/5/1988	11/5/2024	12/31/2025
Margaret M Pearson	T-08460	7/21/1994	10/28/2024	12/31/2025
Margaret Rose Simmons	PT-229626	11/4/2024	11/4/2024	3/31/2026
Margarette Beth Reade	T-100855	8/22/2022	11/1/2024	12/31/2025
Maria D Jones-Harrison	E-07577	8/20/1986	11/10/2024	12/31/2025
Marie Arlette Boni	T-101465	3/25/2024	11/6/2024	12/31/2025
Mark A. Batte	E-07771	8/4/1988	11/8/2024	12/31/2025
Mark Anthony Coleman, II	PT-229596	10/23/2024	10/23/2024	3/31/2026
Mark David Alspach	T-101357	11/13/2023	11/11/2024	12/31/2025
Marquitta C. Bolden	E-09230	7/23/1999	10/23/2024	12/31/2025
Marsha R. Dixon	E-08090	7/25/1991	10/28/2024	12/31/2025
Marshall E. Hollis	E-06423	3/16/1978	10/30/2024	12/31/2025
Martha M Pham	E-010857	11/9/2010	11/1/2024	12/31/2025
Mary Ann G. Ford	E-09891	12/10/2004	10/24/2024	12/31/2025
Mary Anna Austin	E-100761	7/13/2022	11/1/2024	12/31/2025
Mary Catherine Trollinger	PT-229639	11/6/2024	11/6/2024	3/31/2026
Mary Elisabeth Roberts Bowlin	E-09439	6/13/2001	11/9/2024	12/31/2025
Mary J. Lasseter	E-07103	7/23/1982	10/28/2024	12/31/2025
Mary L Latham	T-14751	11/22/2016	11/5/2024	12/31/2025
Mary M. Tabor	E-06973	7/24/1981	10/23/2024	12/31/2025
Mary P Stevens	T-12047	12/10/2011	11/10/2024	12/31/2025
Mary R. Monk-Tutor	T-08203	7/16/1992	10/29/2024	12/31/2025
Materra S Comer	E-09747	9/4/2003	11/9/2024	12/31/2025
Matilda H. Bronson	E-08285	12/5/1992	11/5/2024	12/31/2025
Matthew B Plaisance	T-12258	1/5/2012	11/1/2024	12/31/2025
Matthew C Murphree	E-13990	8/12/2015	10/30/2024	12/31/2025
Matthew David Beachnau	T-101767	10/31/2024	10/31/2024	12/31/2025
Matthew Grant Burdett	T-101485	4/17/2024	11/11/2024	12/31/2025
Matthew J Zambo	E-15697	8/17/2018	11/4/2024	12/31/2025
Matthew S Valasek	T-15111	2/20/2018	11/12/2024	12/31/2025
Megan E Dennington	E-010590	8/21/2009	11/7/2024	12/31/2025
Megan E Guillot	E-13981	7/25/2016	10/23/2024	12/31/2025
Megan E Hodges	E-12618	6/28/2012	11/8/2024	12/31/2025
Melinda M McAlpin	E-08109	7/25/1991	10/26/2024	12/31/2025
Melissa A. Stephens	E-07526	7/30/1987	10/27/2024	12/31/2025
Melissa E Korres	T-101431	2/13/2024	10/25/2024	12/31/2025
Melissa E. Gatlin	E-07309	7/27/1984	11/2/2024	12/31/2025
Melissa G George	T-13309	10/9/2014	11/1/2024	12/31/2025
Melissa G. Phillips	E-08932	7/2/1997	10/29/2024	12/31/2025
Melissa J Samsel	E-010783	7/26/2010	10/24/2024	12/31/2025

Melissa J. Jarvis	E-09312	4/25/2000	11/12/2024	12/31/2025
Melodie L Goodwin	T-010871	12/20/2010	11/4/2024	12/31/2025
Melvin T McCue	T-13779	1/27/2015	11/1/2024	12/31/2025
Memory L. Nowell	E-07181	8/1/1983	11/5/2024	12/31/2025
Michael A Lindsey	T-13013	6/24/2013	11/4/2024	12/31/2025
Michael A. Bosma	E-09675	6/13/2003	11/4/2024	12/31/2025
Michael C. Todaro	E-09203	7/12/1999	11/8/2024	12/31/2025
Michael D. Wasson	E-08698	10/17/1995	11/11/2024	12/31/2025
Michael L. Warren	E-09202	7/9/1999	11/8/2024	12/31/2025
Michael Montgomery Roberts	T-101763	10/24/2024	10/24/2024	12/31/2025
Michael R Petrilli	T-13833	3/18/2016	10/25/2024	12/31/2025
Michael S. Strickland	E-08962	7/25/1997	11/1/2024	12/31/2025
Michael T Bounds	E-15499	6/19/2018	11/1/2024	12/31/2025
Michael W Mayabi	T-15752	9/21/2018	11/5/2024	12/31/2025
Michaela Hope Shoup	E-100779	7/20/2022	11/4/2024	12/31/2025
Michele Murphy	T-15131	11/29/2017	11/8/2024	12/31/2025
Michelle D. George	E-09802	6/9/2004	11/6/2024	12/31/2025
Michelle K Ladner	E-12638	7/27/2012	11/7/2024	12/31/2025
Mike J. Inmon	E-05833	1/17/1974	11/12/2024	12/31/2025
Mila Tremblay	T-101771	11/1/2024	11/1/2024	12/31/2025
Millie Wei-Li	T-100499	11/23/2021	11/12/2024	12/31/2025
Mindy T Ngo	E-15672	7/25/2018	11/5/2024	12/31/2025
Mitchell B Myers	T-14182	12/26/2015	11/1/2024	12/31/2025
Mohamad N Lotfi	E-11852	6/3/2011	11/5/2024	12/31/2025
Molly D. Lomax	R-05864	4/18/1974	10/28/2024	12/31/2025
Monica B Albritten	T-16480	6/15/2020	11/3/2024	12/31/2025
Monica B. Valentine	E-08023	7/26/1990	11/9/2024	12/31/2025
Monica S. McCrory	E-08961	7/25/1997	10/31/2024	12/31/2025
Monica V Turnage	PT-01232	4/5/1999	10/24/2024	3/31/2025
Morgan M Woodard	E-100290	7/23/2021	11/5/2024	12/31/2025
Morgan Sierra Pennington	T-101039	2/9/2023	11/5/2024	12/31/2025
Muhammad Y Akbik	E-16204	11/8/2019	11/1/2024	12/31/2025
Murray Gentry	E-05256	3/17/1969	11/1/2024	12/31/2025
Musa J. Ceessay	E-09438	6/13/2001	11/1/2024	12/31/2025
Myra Marie Campbell	E-07948	10/5/1989	10/31/2024	12/31/2025
Nahla A. A. Ahmed	T-101557	6/18/2024	10/25/2024	12/31/2025
Nakiera Teambra Tyreal Coleman	PT-229637	11/5/2024	11/5/2024	3/31/2026
Nancy Chu	T-14799	9/14/2017	11/1/2024	12/31/2025
Nancy H. Miles	E-07542	7/30/1986	11/7/2024	12/31/2025
Naomi Abrahamson	T-15858	6/26/2019	10/31/2024	12/31/2025
Natalia Wesley Doherty	T-100988	12/6/2022	11/4/2024	12/31/2025
Natalie M Dreyer	T-13895	11/18/2015	10/25/2024	12/31/2025
Natalie Walters Young	T-100985	11/30/2022	11/11/2024	12/31/2025
Nathan J. D'Mello	T-010028	1/11/2006	11/10/2024	12/31/2025

Nathan Paul Deem	T-101775	11/6/2024	11/6/2024	12/31/2025
Neil F Welch	T-15749	10/18/2018	11/12/2024	12/31/2025
Nga Thi Vu	T-14107	8/25/2015	11/10/2024	12/31/2025
Nicarra Simone' Bailey	E-101029	2/1/2023	11/12/2024	12/31/2025
Nicholas Drew OConnell	T-101368	11/21/2023	11/4/2024	12/31/2025
Nicholas Wright Taylor	E-101762	10/23/2024	10/23/2024	12/31/2025
Nicolas A Westbrook	E-16038	7/17/2019	10/31/2024	12/31/2025
Nicolas L Branam	T-101216	7/26/2023	10/25/2024	12/31/2025
Nicole Kruczek	T-15369	5/15/2018	11/1/2024	12/31/2025
Nicole R Mikovilje	E-100348	8/17/2021	10/29/2024	12/31/2025
Nima Osgo	T-15023	7/24/2017	11/1/2024	12/31/2025
Olayinka K Adeyemo	T-100706	6/21/2022	11/1/2024	12/31/2025
Olivia Husband Dahmash	E-100823	8/3/2022	10/25/2024	12/31/2025
Olivia L Fairley	E-101237	8/8/2023	11/2/2024	12/31/2025
Olivia L Strain	E-010238	7/17/2007	11/12/2024	12/31/2025
Pamela C Pee	E-07071	7/23/1982	10/31/2024	12/31/2025
Pamela Callow Meakim	T-101152	6/19/2023	11/8/2024	12/31/2025
Pamela P. Easton	E-08125	7/29/1991	10/23/2024	12/31/2025
Pankamol M Rodboon	T-16212	3/11/2020	10/28/2024	12/31/2025
Patricia D. Ford	E-07055	7/23/1982	11/1/2024	12/31/2025
Patrick D Watson	T-101779	11/8/2024	11/8/2024	12/31/2025
Patty G. Arnold	E-08311	6/4/1993	11/10/2024	12/31/2025
Paul J D'Aunoy	T-12319	11/18/2013	11/11/2024	12/31/2025
Paul K Boahene	E-14501	10/18/2016	10/27/2024	12/31/2025
Paul R. Lewis	E-08375	8/23/1993	11/2/2024	12/31/2025
Paul S Jakopovic, Jr.	T-14844	3/20/2017	11/4/2024	12/31/2025
Paula Ann Johnston	T-100646	5/6/2022	10/29/2024	12/31/2025
Paula M Sternberger	T-13177	8/14/2013	11/9/2024	12/31/2025
Paula Rudel Hooper	T-100951	11/8/2022	11/8/2024	12/31/2025
Peggy D. King	R-06401	1/19/1978	10/27/2024	12/31/2025
Peter John Pattridge, Jr.	E-09849	7/8/2004	11/8/2024	12/31/2025
Peter S Ross	E-09844	7/6/2004	10/30/2024	12/31/2025
Peyton Michel Struzyk	E-100317	8/5/2021	11/1/2024	12/31/2025
Phi H Nguyen	E-010162	12/7/2006	11/7/2024	12/31/2025
Phi Linh Ho Dickson	E-010755	7/12/2010	11/10/2024	12/31/2025
Philip B. Rushing	E-07637	7/23/1987	10/23/2024	12/31/2025
Phillip R. Wood	E-07556	7/30/1986	11/12/2024	12/31/2025
Phuong T Le	E-13341	7/10/2015	11/5/2024	12/31/2025
Pius Sedowhe Fasinu	E-14634	11/23/2016	11/1/2024	12/31/2025
Pratibha S Muniyappa	T-12206	12/21/2011	10/24/2024	12/31/2025
Preston Wade Neal	E-101230	8/3/2023	11/7/2024	12/31/2025
Priya Patel	E-12717	8/13/2012	11/4/2024	12/31/2025
Quay W. Crosby	E-06684	9/26/1979	11/4/2024	12/31/2025
Qui N Vo	T-100952	11/8/2022	11/4/2024	12/31/2025

Rachael N. Lowery	E-07220	8/1/1983	10/31/2024	12/31/2025
Rachel C. Robinson	D-06429	5/18/1978	11/1/2024	12/31/2025
Rachel G Engle	E-101546	6/7/2024	11/11/2024	12/31/2025
Rachelle C. Carter	E-08491	8/8/1994	10/25/2024	12/31/2025
Radhika A Patel	E-101529	5/23/2024	11/9/2024	12/31/2025
Rafik Ramy Riad Rizk Boctor	T-101764	10/28/2024	10/28/2024	12/31/2025
Ragan D. Coggins	E-09683	6/18/2003	10/27/2024	12/31/2025
Raina Lad	T-101765	10/29/2024	10/29/2024	12/31/2025
Rana Korkis	T-100777	7/20/2022	11/6/2024	12/31/2025
Randall H Guidry	E-12982	6/27/2013	11/7/2024	12/31/2025
Randall L Berman	T-16517	7/6/2020	11/10/2024	12/31/2025
Randolph J Breton	T-13100	7/13/2013	11/1/2024	12/31/2025
Reagan L. Brown	E-08321	7/28/1993	11/11/2024	12/31/2025
Reagen R. Dahlem	E-16000	7/11/2019	11/6/2024	12/31/2025
Rebecca B Budd	E-010565	7/24/2009	11/1/2024	12/31/2025
Rebecca W Emch	T-15104	11/29/2017	11/4/2024	12/31/2025
Reena Desai	T-13713	8/29/2014	11/9/2024	12/31/2025
Regan Tyler McIntosh	E-16022	7/2/2019	11/8/2024	12/31/2025
Regginald Tavarus Good	E-101402	1/9/2024	10/24/2024	12/31/2025
Regina Alexander Giammancheri	E-010592	8/24/2009	11/4/2024	12/31/2025
Renada A.S. Fruga	T-13329	1/24/2014	11/2/2024	12/31/2025
Renee' Culpepper	E-06586	6/6/1979	11/1/2024	12/31/2025
Reshma Ashvin Patel	T-101773	11/5/2024	11/5/2024	12/31/2025
Reshuna Y Durden	T-15761	12/5/2018	11/1/2024	12/31/2025
Rhetta L York	T-12268	1/18/2012	10/24/2024	12/31/2025
Rhonda D. Collum	E-07647	7/23/1987	11/5/2024	12/31/2025
Rhonda H. Cowart	E-07789	8/8/1988	10/26/2024	12/31/2025
Rhonda R. Smith	E-08015	7/26/1990	11/6/2024	12/31/2025
Richard C. Wong	D-07489	10/16/1985	11/3/2024	12/31/2025
Richard D. Holmes	E-09961	7/18/2005	11/7/2024	12/31/2025
Richard E Collins	T-14082	9/14/2015	10/24/2024	12/31/2025
Richard G. King	E-06410	1/19/1978	11/1/2024	12/31/2025
Richard L. Ogletree	E-07254	9/1/1983	11/12/2024	12/31/2025
Richard L. Wright	E-07428	7/29/1985	10/28/2024	12/31/2025
Richard Lee Brown	T-100772	7/15/2022	11/12/2024	12/31/2025
Richard Levon Bostanian	T-101140	6/2/2023	11/1/2024	12/31/2025
Richard S McCay	E-010306	11/20/2007	11/12/2024	12/31/2025
Richard W. Dabbs	E-06318	7/21/1977	11/7/2024	12/31/2025
Ricky G. Deweese	E-06068	9/18/1975	10/28/2024	12/31/2025
Rita C Ray	E-010405	7/24/2008	11/1/2024	12/31/2025
Robbie J. Bush	E-07299	3/30/1984	11/2/2024	12/31/2025
Robert A. Delaney	T-08736	3/14/1996	10/31/2024	12/31/2025
Robert D Chambliss	T-100108	3/23/2021	10/25/2024	12/31/2025
Robert D. Hicks	E-07562	7/30/1986	10/26/2024	12/31/2025

Robert F Voigt	T-100486	11/12/2021	11/2/2024	12/31/2025
Robert J Snyder	T-12777	10/23/2012	11/11/2024	12/31/2025
Robert Lee Logan	E-03268	6/17/1954	11/4/2024	12/31/2025
Robert P Brower	T-010620	11/2/2009	11/5/2024	12/31/2025
Robert R Roberts, III	T-12294	2/14/2012	10/29/2024	12/31/2025
Robert W. Benedict	T-16221	8/7/2019	10/23/2024	12/31/2025
Robyn J Shalinsky	T-12264	12/21/2011	10/25/2024	12/31/2025
Rochelle R. Jordan	E-07354	7/27/1984	11/5/2024	12/31/2025
Roland E. Mullins	E-05792	9/27/1973	11/8/2024	12/31/2025
Rona Straughter-Moore	E-010303	11/15/2007	10/30/2024	12/31/2025
Rose M Wroten	PT-229631	11/5/2024	11/5/2024	3/31/2026
Roy L. Arnold	E-08869	11/22/1996	10/31/2024	12/31/2025
Roy Putrino	T-12279	1/13/2012	10/25/2024	12/31/2025
Royce V. Miles	E-07552	7/1/1986	11/7/2024	12/31/2025
Runglak Kitiyasavatdi	T-100964	11/15/2022	10/28/2024	12/31/2025
Russell D Plunkett	T-14227	1/6/2016	10/30/2024	12/31/2025
Rusty Ryan Helser	T-100793	7/26/2022	10/25/2024	12/31/2025
Ruth S. Roberson	R-07573	8/20/1986	11/11/2024	12/31/2025
Ryan C Byrd	E-15144	2/23/2018	11/5/2024	12/31/2025
Ryan C Parkerson	E-101180	7/10/2023	10/30/2024	12/31/2025
Ryan K Taylor	T-15856	1/31/2019	11/1/2024	12/31/2025
Ryan K. Hull	E-08270	9/14/1992	11/7/2024	12/31/2025
Ryne W Golden	E-100399	9/15/2021	11/1/2024	12/31/2025
Samantha A Graddy	E-15442	6/28/2018	11/8/2024	12/31/2025
Samantha Ann Cochran	E-14388	6/22/2016	11/3/2024	12/31/2025
Samantha N Baylor	E-15545	7/10/2018	11/11/2024	12/31/2025
Samuel Eugene Daniel, JR.	E-05667	11/15/1972	10/27/2024	12/31/2025
Samuel I. Breite	E-16111	7/9/2019	11/7/2024	12/31/2025
Sandra H. Bentley	E-08493	8/8/1994	11/11/2024	12/31/2025
Sandra M. Reves	E-07200	8/1/1983	10/23/2024	12/31/2025
Santerius Veranique Grace	PT-219945	3/14/2018	11/1/2024	3/31/2025
Sara J Stenger	T-13436	6/3/2014	11/1/2024	12/31/2025
Sara Lanae Land	E-010079	7/5/2006	10/26/2024	12/31/2025
Sara R Jones	E-13061	2/5/2014	11/7/2024	12/31/2025
Sara R. Scott	T-13178	9/6/2013	11/9/2024	12/31/2025
Sarah A Amer	E-16817	10/8/2020	11/10/2024	12/31/2025
Sarah A Hess	T-15183	10/31/2017	11/8/2024	12/31/2025
Sarah Allison Evans	T-16197	6/20/2019	11/1/2024	12/31/2025
Sarah L Renicker	E-12578	7/17/2012	11/4/2024	12/31/2025
Sarah P McLendon	T-13278	12/24/2013	11/4/2024	12/31/2025
Sarah Siefert	T-12817	2/28/2013	11/6/2024	12/31/2025
Sarah T Stapleton	E-010751	7/6/2010	11/7/2024	12/31/2025
Scott A Cerami	T-12867	3/11/2013	11/1/2024	12/31/2025
Sedjinon G. Doxey	T-09364	7/19/2000	11/12/2024	12/31/2025

Septa H Blossom	T-010177	2/26/2007	10/23/2024	12/31/2025
Shannon Buehler Smith	E-101150	6/15/2023	11/4/2024	12/31/2025
Shannon Canzoneri	E-010116	7/26/2006	11/9/2024	12/31/2025
Shantavia Renee Bennett	PT-229643	11/6/2024	11/6/2024	3/31/2026
Shantoria C Ransom	T-14547	7/26/2016	10/23/2024	12/31/2025
Shaquilla N Woo	E-12521	7/5/2012	10/24/2024	12/31/2025
Sharon L Oliver	T-100884	9/15/2022	11/2/2024	12/31/2025
Shekar Ganesh	T-13288	1/14/2014	11/11/2024	12/31/2025
Shelley W. Redhead	E-08659	7/27/1995	11/6/2024	12/31/2025
Shelly S Kirkman	T-010144	9/25/2006	11/9/2024	12/31/2025
Sherri D Wierengo	T-13747	10/28/2014	11/12/2024	12/31/2025
Sherri T. Wilkinson	T-010075	7/3/2006	11/7/2024	12/31/2025
Shyanne Claire Marasco	PT-229614	10/31/2024	10/31/2024	3/31/2026
Simon Man	T-100751	7/6/2022	11/9/2024	12/31/2025
Skylar M Pruett	PT-222898	7/23/2020	11/8/2024	3/31/2025
Sohal H Shah	T-14178	2/23/2016	11/5/2024	12/31/2025
Souhail F Francis	T-100534	1/19/2022	11/10/2024	12/31/2025
Spencer Hudson	E-05254	3/20/1969	11/11/2024	12/31/2025
Spencer L. Roberts	T-15947	10/11/2019	11/12/2024	12/31/2025
Staci Laine McKenzie	T-13351	3/12/2014	10/24/2024	12/31/2025
Stacy L Thompson	E-010768	7/15/2010	11/2/2024	12/31/2025
Stalecia Nechelle Bobo	PT-226123	8/17/2022	11/1/2024	3/31/2025
Stephanie A Bosarge	E-010716	6/16/2010	11/7/2024	12/31/2025
Stephanie Cook Brasher	PT-217504	4/18/2016	11/6/2024	3/31/2025
Stephanie Kay Marquez	T-100582	3/4/2022	11/11/2024	12/31/2025
Stephanie LeeAnn Mason	T-100924	10/14/2022	11/8/2024	12/31/2025
Stephanie Nicole Burrow	E-16027	7/26/2019	11/5/2024	12/31/2025
Stephanie Tallerie	T-16748	9/22/2020	10/28/2024	12/31/2025
Steve Luther Gossage	T-101521	5/20/2024	11/11/2024	12/31/2025
Steven J Juraszek	E-010545	7/7/2009	11/1/2024	12/31/2025
Steven K Culpepper	E-13566	7/16/2014	11/3/2024	12/31/2025
Steven M. Burton	E-09704	6/30/2003	11/3/2024	12/31/2025
Stuart E Tolman	T-13015	10/14/2013	11/3/2024	12/31/2025
Susan H. Cobb	T-09666	5/22/2003	11/5/2024	12/31/2025
Susan L Mogen	T-15759	10/5/2018	10/29/2024	12/31/2025
Susan Patricia Yanief	T-101472	4/2/2024	11/11/2024	12/31/2025
Suzanne Donnell Rice Collins	E-09813	6/16/2004	11/11/2024	12/31/2025
Sylvia R. Wright	E-07284	1/27/1984	11/7/2024	12/31/2025
Taelor Danielle Kestner	T-100431	10/7/2021	11/8/2024	12/31/2025
Tai H Bolaji	T-101179	7/7/2023	11/1/2024	12/31/2025
Taleeyah Annie Perry	PT-229610	10/28/2024	10/28/2024	3/31/2026
Taletha T. Swearingen	E-08021	7/26/1990	11/12/2024	12/31/2025
Tamara D Reeves	T-100025	12/15/2020	11/9/2024	12/31/2025
Tamesha Shanta Barnes	PT-229638	11/5/2024	11/5/2024	3/31/2026

Tamika D Russell	T-15722	9/21/2018	11/3/2024	12/31/2025
Tammy G. Freeman	E-07626	7/23/1987	11/10/2024	12/31/2025
Tammy T Nguyen	E-16567	8/3/2020	10/31/2024	12/31/2025
Tammy T. Roberts	R-07866	4/13/1989	11/6/2024	12/31/2025
Tanya S. Pearson	E-08226	7/28/1992	11/4/2024	12/31/2025
Tanyel Torrell Moran	T-101280	9/1/2023	11/12/2024	12/31/2025
Tara Lang McMillen	E-09440	6/14/2001	11/12/2024	12/31/2025
Tara Lynn Dupree	E-08893	3/31/1997	10/31/2024	12/31/2025
Tasayah Canmecia Johnson	PT-229647	11/7/2024	11/7/2024	3/31/2026
Tasha M Castro	T-16375	12/3/2019	10/28/2024	12/31/2025
Taylor Brielle Clark	E-101422	2/5/2024	11/5/2024	12/31/2025
Taylor E Mathis	E-14478	7/1/2016	11/1/2024	12/31/2025
Taylor Lashae Davis	PT-229600	10/24/2024	10/24/2024	3/31/2026
Taylor M LaFrance	E-100006	11/2/2020	11/1/2024	12/31/2025
Taylor Nicole McGuire	IE-100898	10/31/2024	10/31/2024	5/31/2029
Taylor Roberts	E-07319	7/27/1984	10/27/2024	12/31/2025
Tazanna Grace Thomas	PT-229632	11/5/2024	11/5/2024	3/31/2026
Tera A Teachout	T-13495	9/26/2014	11/4/2024	12/31/2025
Teresa H. Crum	T-08159	11/15/1991	11/3/2024	12/31/2025
Teresa S. Petty	E-07268	11/10/1983	10/24/2024	12/31/2025
Teresa W. Chenault	D-07448	5/18/1985	11/7/2024	12/31/2025
Terese Y Morgan	E-15216	9/14/2017	10/30/2024	12/31/2025
Terrence Naoto Otani	T-101221	7/31/2023	10/29/2024	12/31/2025
Terry L. Mix	E-06753	6/25/1984	11/4/2024	12/31/2025
Thao T Pham	E-15741	9/6/2018	11/8/2024	12/31/2025
Thomas J Vater	T-13791	1/16/2015	11/5/2024	12/31/2025
Thomas M. Paterson	E-08920	6/26/1997	11/12/2024	12/31/2025
Thomas R. Brown	E-03850	6/25/1963	10/29/2024	12/31/2025
Thomas Ray Cefalu	E-010093	7/11/2006	11/7/2024	12/31/2025
Thomas T Huynh	E-14661	9/19/2016	11/10/2024	12/31/2025
Thomy Singh	T-101276	9/1/2023	11/1/2024	12/31/2025
Thuy Hoang Vu	E-010022	12/19/2005	11/7/2024	12/31/2025
Thuy-Ngan D Truong	T-16297	12/17/2019	10/25/2024	12/31/2025
Thuy-Tien Thi Nguyen	E-14105	8/5/2015	11/6/2024	12/31/2025
Timothy C. McWilliams	E-08923	7/1/1997	11/6/2024	12/31/2025
Timothy E Arbourgh	E-010589	8/21/2009	10/29/2024	12/31/2025
Timothy M. Moore	E-08762	7/15/1996	11/6/2024	12/31/2025
Tina Thi Le	E-101118	5/9/2023	10/28/2024	12/31/2025
Todd A. Ardoin	T-09288	1/20/2000	11/3/2024	12/31/2025
Tol H. VanDevender	E-08526	9/15/1994	11/3/2024	12/31/2025
Tommy E. Vickers	T-09886	11/22/2004	11/5/2024	12/31/2025
Toni Lashun Peterson	PT-229628	11/4/2024	11/4/2024	3/31/2026
Tonya Alisha Akins	E-101452	3/12/2024	11/1/2024	12/31/2025
Tracey Marie Oliver	E-101050	2/27/2023	11/11/2024	12/31/2025

Traci N. Swilley	T-08164	1/9/1992	11/1/2024	12/31/2025
Tracie Hale Smith	E-07658	7/23/1987	10/26/2024	12/31/2025
Tram B Quang	E-14486	7/1/2016	11/7/2024	12/31/2025
Tran Hong Nguyen	E-13108	9/3/2013	10/23/2024	12/31/2025
Trang T Nguyen	E-11861	3/15/2012	11/5/2024	12/31/2025
Travis J Allen	T-16274	9/16/2019	11/4/2024	12/31/2025
Trent Hunter Gordon	T-101774	11/5/2024	11/5/2024	12/31/2025
Troy A Lizyness	T-16443	5/18/2020	11/10/2024	12/31/2025
Troy D. Douglas	E-08003	7/26/1990	11/12/2024	12/31/2025
Twana J Robinson	E-09996	8/23/2005	11/11/2024	12/31/2025
Tyler C Watkins	PT-219098	6/7/2017	11/5/2024	3/31/2025
Tyler M McCay	E-14961	6/20/2017	11/2/2024	12/31/2025
Venus Louise Hensley	T-100641	5/3/2022	11/7/2024	12/31/2025
Veronica M Marone	T-101397	12/29/2023	11/8/2024	12/31/2025
Vicki H Jung	T-14652	11/9/2016	10/25/2024	12/31/2025
Vicki L Beasley	T-14531	8/2/2016	11/7/2024	12/31/2025
Vicki S. Veazey	E-07642	7/23/1987	10/31/2024	12/31/2025
Victor Bakhoum	T-12014	12/27/2011	11/3/2024	12/31/2025
Victor G. Bailey	E-08802	7/31/1996	11/7/2024	12/31/2025
Victoria M Derrington	T-100058	2/2/2021	11/5/2024	12/31/2025
Victoria R Page	E-101776	11/7/2024	11/7/2024	12/31/2025
Virginia A. Butschek	E-06924	5/11/1981	10/23/2024	12/31/2025
Vishal N Patel	T-100551	2/10/2022	11/10/2024	12/31/2025
Vy-Jonathan Tran	E-15754	10/18/2018	11/8/2024	12/31/2025
Wai Ming Chu	T-13612	10/13/2014	11/9/2024	12/31/2025
Ward K. Seale	E-07497	11/19/1985	10/25/2024	12/31/2025
Wendy Zheng	E-16597	8/18/2020	11/9/2024	12/31/2025
Whitney Gross Mays	E-13915	8/12/2015	10/23/2024	12/31/2025
Wilfred A Brown	T-16458	3/16/2020	11/4/2024	12/31/2025
William B Waters	E-100481	11/9/2021	11/1/2024	12/31/2025
William L. Dillon	E-06599	6/6/1979	11/5/2024	12/31/2025
William L. Foret	E-05608	7/26/1972	10/30/2024	12/31/2025
William T Gust	E-16593	7/23/2020	11/7/2024	12/31/2025
William T. Walker	E-07213	10/13/1983	11/5/2024	12/31/2025
Willis H. Kilpatrick	E-07120	8/2/1982	10/31/2024	12/31/2025
Wyatt M Connelley	E-13587	7/7/2014	11/12/2024	12/31/2025
Zachary Taylor Allen	E-100228	6/30/2021	11/6/2024	12/31/2025
Zachery B Somers	E-010582	8/12/2009	11/1/2024	12/31/2025

NAME
DESCRIPTION
DETAILS

Issued Permits - DMEs
List of DME permits (new and renewals) issued per date range
Criteria: LicTypeID = DME
LicSubTypeID = DME
Input: Issued Date Range: 10/23/2024 to 11/12/2024
Sort: DTA.LicSubTypeSort ASC; DTA.Name ASC

Name	License #	Class	Status	Issue Date	Renewal Date
AdaptHealth Patient Care Solutions LLC	7862	11.1	Active	8/18/2008	11/1/2024
AppliedVR, Inc.	18508	11.1	Active	#####	10/25/2024
Columbia Medical, LLC	18352	11.1	Active	4/28/2022	10/29/2024
ESSENTIAL MEDICAL SUPPLIES	18388	11.1	Active	12/5/2022	11/7/2024
Quality Assured Services, Inc.	6148	11.1	Active	1/26/2004	10/28/2024
Total Medical Supply, Inc.	17561	11.1	Active	4/25/2019	11/7/2024

Expire Date

6/30/2025

6/30/2025

6/30/2025

6/30/2025

6/30/2025

6/30/2025

NAME
DESCRIPTION
DETAILS

Issued Permits - Facilities
List of facility permits (new and renewals) issued per date range
Criteria: LicTypeID <> DME
LicSubTypeID <> DME
LicPgmCode = F
Input: Issued Date Range: 10/23/2024 to 11/12/2024
Sort: DTA.LicSubTypeSort ASC; DTA.Name ASC

Name	License #	Class	Issue Date	Renewal Date	Expire Date
Commerce Rx	18659	1.1	5/10/2024	10/30/2024	12/31/2025
Corner Drug Store	146	1.1	10/19/1989	10/31/2024	12/31/2025
Family Pharmacy #1	2187	1.1	5/2/1990	11/7/2024	12/31/2025
Haire Drug Center, LLC	991	1.1	10/30/1989	10/25/2024	12/31/2025
Monroe Regional Hospital	18431	1.1	5/24/2022	11/4/2024	12/31/2025
The Corner Drug Store	18358	1.1	11/12/2021	10/24/2024	12/31/2025
Carthage Discount Drug #15737 Powered by \	797	1.2	10/19/1989	10/30/2024	12/31/2025
Costco Pharmacy #1366	17932	1.2	1/13/2020	11/7/2024	12/31/2025
Wal-Mart Pharmacy 10-1059	2017	1.2	1/4/1990	11/5/2024	12/31/2025
Wal-Mart Pharmacy 10-1260	2118	1.2	1/17/1989	10/30/2024	12/31/2025
Walgreens #07130	5648	1.2	7/26/2002	10/30/2024	12/31/2025
Walgreens #10067	7272	1.2	2/1/2007	10/30/2024	12/31/2025
Moore's Pharmacy Lena, LLC	1	1.3	1/20/2022	11/8/2024	12/31/2025
Animal Health Center Pharmacy	1508	3.1	1/12/1990	10/30/2024	12/31/2025
Pontotoc Health Services, Inc.	902	3.1	12/20/1989	10/24/2024	12/31/2025
Univ. Hosp. & Clinics	6430	5.1	9/24/2004	10/29/2024	12/31/2025
Univ. Hosp. & Clinics Phcy	4116	5.1	1/8/1998	10/31/2024	12/31/2025
BioPlus Specialty Infusion AL, LLC	17481	7.1	2/27/2019	10/25/2024	12/31/2025
BioPlus Specialty Infusion TX, LLC	17120	7.1	5/23/2018	11/12/2024	12/31/2025
Blink Health Pharmacy, LLC	17320	7.1	10/19/2018	11/5/2024	12/31/2025
Costco Wholesale Corporation	18728	7.1	11/5/2024	11/5/2024	12/31/2025
Express Scripts Pharmacy, Inc	4548	7.1	3/26/1999	10/29/2024	12/31/2025
Gentry Health Services, Inc	13551	7.1	7/25/2014	10/29/2024	12/31/2025
Guardian Pharmacy of Tennessee Two, LLC	12716	7.1	10/10/2013	10/23/2024	12/31/2025
INFUCARE RX of LA	8543	7.1	6/18/2010	10/31/2024	12/31/2025
IV SERVICES, L.L.C.	18665	7.1	5/21/2024	10/24/2024	12/31/2025
K Pharmacy, LLC	18359	7.1	11/15/2021	11/5/2024	12/31/2025
Midtown Express Pharmacy	18726	7.1	10/23/2024	10/23/2024	12/31/2025
Nautilus Pharmacy Services LLC	18727	7.1	10/25/2024	10/25/2024	12/31/2025
OptumRx, Inc	7085	7.1	8/14/2006	11/12/2024	12/31/2025
Procompounding LLC	18729	7.1	11/12/2024	11/12/2024	12/31/2025
PRxP of New York LLC	18283	7.1	1/27/2021	11/1/2024	12/31/2025
Script Partner Pharmacy LLC	18316	7.1	5/24/2021	11/5/2024	12/31/2025
TMC Acquisition, LLC dba Tailor Made Compo	18281	7.1	1/22/2021	11/8/2024	12/31/2025

Tristate Infusion	18575	7.1	7/7/2023	11/6/2024	12/31/2025
URGENTMEDRX, LLC	18612	7.1	12/13/2023	11/5/2024	12/31/2025
Walgreens #13641	18254	7.1	10/12/2020	10/30/2024	12/31/2025
Walgreens Specialty Pharmacy #15317	11252	7.1	4/4/2012	11/12/2024	12/31/2025
Walgreens Specialty Pharmacy, LLC	5858	7.1	4/8/2003	11/7/2024	12/31/2025
Women's International Pharmacy, Inc.	18328	7.1	7/13/2021	11/5/2024	12/31/2025
Wood Dale Pharmacy	18549	7.1	4/28/2023	10/25/2024	12/31/2025
Care Center of Laurel	15375	8.1	3/5/1996	11/7/2024	12/31/2025
Grenada Living Center	16885	8.1	1/1/2018	11/7/2024	12/31/2025
Rankin Community Care Center	16928	8.1	2/5/2018	11/6/2024	12/31/2025
Pine Forest Health and Rehab	18252	8.1a	2/1/2022	10/30/2024	12/31/2025
Pine Forest Health and Rehabilitation	17335	8.1a	10/26/2018	10/30/2024	12/31/2025
Asbury Hospice House	15037	8.2	10/28/2016	10/31/2024	12/31/2025
Dr. David E. Stec	18205	8.2	4/3/2024	10/24/2024	12/31/2025
ESS - Clover Cove Community Home	CS-16698	8.2	12/10/2019	11/1/2024	12/31/2025
ESS - Cotten's Corner Community Home	CS-16699	8.2	12/10/2019	11/1/2024	12/31/2025
ESS - Pineview Community Home	CS-16694	8.2	12/10/2019	11/1/2024	12/31/2025
ESS - Somerset Community Home	CS-16696	8.2	12/10/2019	11/1/2024	12/31/2025
ESS - Stonebriar Community Home	CS-16700	8.2	12/10/2019	11/1/2024	12/31/2025
ESS-Woodland Heights Community Home	CS-16692	8.2	12/10/2019	11/1/2024	12/31/2025
Kids' Kastle LLC	18210	8.2	11/1/2024	11/1/2024	12/31/2025
Mississippi Baptist Surgery Center	18209	8.2	10/25/2024	10/25/2024	12/31/2025
Oaktree Manor Assisted Living	18211	8.2	11/5/2024	11/5/2024	12/31/2025
Platinum Plus Care	16125	8.2	7/6/2017	11/12/2024	12/31/2025
Region IV Chemical Dependency Complex	17191	8.2	7/17/2018	11/1/2024	12/31/2025
The Preserve at Meridian	18180	8.2	9/9/2022	11/4/2024	12/31/2025
Timberlake ICF/MR Group Home	4463	8.2	12/22/1998	11/1/2024	12/31/2025
UMMC - Dept of Physiology	8321	8.2	11/12/2009	10/25/2024	12/31/2025
UMMC - Pediatrics, Newborn Medicine	9038	8.2	6/29/2011	11/1/2024	12/31/2025
UMMC- Department of Pharmacology and Tox	18182	8.2	9/28/2022	11/1/2024	12/31/2025
University of Mississippi	18190	8.2	4/5/2023	11/1/2024	12/31/2025
University of Mississippi School of Pharmacy	18212	8.2	11/6/2024	11/6/2024	12/31/2025
Willowbend ICF/MR Group Home	5744	8.2	11/20/2002	11/1/2024	12/31/2025
AWIS	6752	9.1	8/23/2005	11/7/2024	12/31/2026
Home Health Care Services II, Inc.	4174	10.1	3/4/1998	11/7/2024	12/31/2025
Home Health Care Services II, Inc.	18146	10.1	7/12/2022	11/7/2024	12/31/2025
Sta-home Health & Hospice	3235	10.1	1/22/1996	10/23/2024	12/31/2025
Bloom Health Services for Women, PLLC	17777	13.4	12/27/2022	11/1/2024	12/31/2025
Eye Laser and Surgery Center of Columbus, M	17769	13.4	12/16/2022	10/24/2024	12/31/2025
Hogan Surgical Center, P.A.	17811	13.4	6/7/2023	11/6/2024	12/31/2025
Meridian Surgery Center, LLC	12195	13.4	3/27/2013	11/12/2024	12/31/2025
Mississippi Cardiovascular Center of Exceller	17756	13.4	11/7/2022	10/29/2024	12/31/2025
NeuroKare	17804	13.4	3/27/2023	11/6/2024	12/31/2025
Ovation Women's Wellness	17768	13.4	12/13/2022	11/5/2024	12/31/2025

Southern Pain Associates	17771	13.4	12/20/2022	11/7/2024	12/31/2025
Specialty Surgery & Laser Center	17766	13.4	12/7/2022	10/23/2024	12/31/2025
The Eye Surgery & Laser Center	17760	13.4	11/29/2022	11/5/2024	12/31/2025
Total Pain Care, LLC	7060	13.4	7/25/2006	11/5/2024	12/31/2025
Hikma Injectables USA Inc.	18252	13.5	7/27/2022	11/5/2024	12/31/2025
Right Value Drug Stores LLC	17338	13.5	10/11/2018	11/8/2024	12/31/2025
Benecard Services, Inc.	140196	14.1	4/4/2018	10/30/2024	12/31/2024
FairosRx, LLC	140210	14.1	12/20/2019	11/8/2024	12/31/2025
National Script	140230	14.1	8/25/2021	11/7/2024	12/31/2025
Script Care, Ltd	140103	14.1	12/28/2011	11/8/2024	12/31/2025
Tredium Solutions, LLC	140211	14.1	12/12/2019	11/8/2024	12/31/2025
TrueScripts Management Services LLC	140242	14.1	11/5/2024	11/5/2024	12/31/2025
Asclemed USA, Inc.	15400	16.1a	3/29/2017	11/8/2024	12/31/2024
Cardinal Health 414, LLC	15637	16.1a	5/10/2017	10/28/2024	12/31/2025
Cardinal Health 414, LLC	15632	16.1a	5/10/2017	11/6/2024	12/31/2025
Cardinal Health 414, LLC	15638	16.1a	5/10/2017	11/5/2024	12/31/2025
Cardinal Health 418, Inc	15635	16.1a	5/10/2017	10/28/2024	12/31/2025
Cosette Pharmaceuticals NC Laboratories, LL	18408	16.1a	12/10/2021	10/29/2024	12/31/2025
ENDO USA, INC.	18375	16.1a	9/30/2021	11/12/2024	12/31/2025
First Priority, Inc.	17186	16.1a	8/23/2018	11/6/2024	12/31/2025
Jubilant HollisterStier LLC	15686	16.1a	5/5/2017	11/12/2024	12/31/2025
Ohm Laboratories, Inc.	18365	16.1a	8/19/2021	11/8/2024	12/31/2025
OKC Allergy Supplies Inc.	16752	16.1a	12/28/2017	10/31/2024	12/31/2025
Pegasus Laboratories	17246	16.1a	8/28/2018	11/7/2024	12/31/2025
Sovereign Pharmaceuticals, LLC	18275	16.1a	1/7/2021	10/25/2024	12/31/2025
Terumo BCT, Inc	15676	16.1a	5/4/2017	11/5/2024	12/31/2025
Tolmar, Inc.	18765	16.1a	10/3/2023	10/30/2024	12/31/2025
USAntibiotics, LLC	18416	16.1a	12/16/2021	11/12/2024	12/31/2025
B. Braun US Device Manufacturing LLC	18598	16.2a	12/14/2022	11/5/2024	12/31/2025
Letco Medical, LLC	18619	16.2a	1/20/2023	11/8/2024	12/31/2025
NCS HealthCare of Kentucky, LLC	18591	16.2a	12/7/2022	11/1/2024	12/31/2025
St. Mary's Medical Park Pharmacy, Inc.	18790	16.2a	11/17/2023	11/7/2024	12/31/2025
McKesson Specialty Distribution LLC	18225	16.3	9/18/2020	10/24/2024	12/31/2025
ACADIA Pharmaceuticals Inc.	15869	16.4AM	8/20/2019	11/5/2024	12/31/2025
Accord BioPharma Inc	17095	16.4AM	5/21/2018	11/6/2024	12/31/2025
Accord Healthcare Inc	17015	16.4AM	3/19/2018	11/6/2024	12/31/2025
Acella Pharmaceuticals, LLC	15980	16.4AM	6/19/2017	11/6/2024	12/31/2025
Afaxys Pharma LLC	18706	16.4AM	5/30/2023	11/6/2024	12/31/2025
Affordable Pharmaceuticals, LLC	18721	16.4AM	6/29/2023	11/8/2024	12/31/2025
Aimmune Therapeutics, Inc.	18581	16.4AM	11/3/2022	11/7/2024	12/31/2025
Ajanta Pharma USA, Inc.	15540	16.4AM	4/12/2017	11/12/2024	12/31/2025
Amici Pharma, Inc.	18972	16.4AM	10/31/2024	10/31/2024	12/31/2025
Amneal Pharmaceuticals LLC	17905	16.4AM	1/27/2020	10/31/2024	12/31/2025
Aquestive Therapeutics Inc.	17298	16.4AM	10/1/2018	11/6/2024	12/31/2025

Atland Pharmaceuticals, LLC	17891 16.4AM	12/20/2019	11/8/2024	12/31/2025
Avadel CNS Pharmaceuticals, LLC	18415 16.4AM	12/16/2021	11/4/2024	12/31/2025
Bavarian Nordic Inc.	18539 16.4AM	7/21/2022	10/30/2024	12/31/2025
Beach Products, Inc.	17924 16.4AM	1/17/2020	11/6/2024	12/31/2025
Becton, Dickinson and Company	17687 16.4AM	7/9/2019	11/5/2024	12/31/2025
Biocon Pharma, Inc.	15983 16.4AM	6/19/2017	11/8/2024	12/31/2025
CorMedix, Inc.	18692 16.4AM	5/5/2023	11/6/2024	12/31/2025
Cranbury Pharmaceuticals, LLC	18791 16.4AM	11/20/2023	10/25/2024	12/31/2025
Currax Pharmaceuticals LLC	17781 16.4AM	9/24/2019	11/6/2024	12/31/2025
Dechra Veterinary Products, LLC	16977 16.4AM	8/24/2018	11/7/2024	12/31/2025
Dentsply LLC	18608 16.4AM	1/10/2023	11/7/2024	12/31/2025
Eagle Pharmaceuticals, Inc.	15690 16.4AM	5/12/2017	11/7/2024	12/31/2025
Encube Ethicals, Inc.	17626 16.4AM	6/26/2019	11/4/2024	12/31/2025
Ethicon, Inc.	18437 16.4AM	2/3/2022	10/29/2024	12/31/2025
Exeltis USA, Inc	16332 16.4AM	10/16/2017	10/30/2024	12/31/2025
F2G Inc.	18644 16.4AM	3/7/2023	11/12/2024	12/31/2025
Galt Pharmaceuticals, LLC	17890 16.4AM	12/20/2019	11/6/2024	12/31/2025
Harrow Eye, LLC	18975 16.4AM	11/6/2024	11/6/2024	12/31/2025
Hikma Specialty USA Inc.	18306 16.4AM	4/2/2021	11/8/2024	12/31/2025
Idorsia Pharmaceuticals US Inc.	18478 16.4AM	4/26/2022	10/25/2024	12/31/2025
Intra-Sana Laboratories L.L.C.	18340 16.4AM	7/13/2021	10/23/2024	12/31/2025
Lifsa Drugs LLC	18201 16.4AM	9/17/2020	10/24/2024	12/31/2025
Macleods Pharma USA, Inc.	15854 16.4AM	6/20/2017	11/1/2024	12/31/2025
Madrigal Pharmaceuticals, Inc.	18825 16.4AM	1/4/2024	11/6/2024	12/31/2025
Millicent U S Inc	18010 16.4AM	3/27/2020	10/23/2024	12/31/2025
Mycovia Pharmaceuticals, Inc	18455 16.4AM	3/4/2022	10/24/2024	12/31/2025
Neurocrine Biosciences, Inc.	18643 16.4AM	3/7/2023	11/4/2024	12/31/2025
NX Development Corporation	17273 16.4AM	9/18/2018	11/12/2024	12/31/2025
Omnivium Pharmaceuticals LLC	18776 16.4AM	10/13/2023	11/12/2024	12/31/2025
Orexo US, Inc.	16455 16.4AM	10/23/2017	11/1/2024	12/31/2025
Oyster Point Pharma, Inc.	18332 16.4AM	6/11/2021	11/1/2024	12/31/2025
Pangea Pharmaceuticals, LLC	18497 16.4AM	5/17/2022	11/7/2024	12/31/2025
Primus Pharmaceuticals, Inc.	18674 16.4AM	4/19/2023	10/30/2024	12/31/2025
RVL Pharmaceuticals, Inc.	18431 16.4AM	1/21/2022	11/6/2024	12/31/2025
Sarepta Therapeutics, Inc.	17755 16.4AM	10/1/2019	11/6/2024	12/31/2025
SCILEX Pharmaceuticals Inc.	18844 16.4AM	2/15/2024	11/7/2024	12/31/2025
Shionogi Inc.	15394 16.4AM	3/27/2017	10/30/2024	12/31/2025
Solaris Pharma Corporation	18209 16.4AM	11/20/2020	11/12/2024	12/31/2025
Soleno Therapeutics, Inc.	18971 16.4AM	10/29/2024	10/29/2024	12/31/2025
Supernus Pharmaceuticals, Inc.	16176 16.4AM	8/9/2017	11/12/2024	12/31/2025
The J. Molner Company LLC	18845 16.4AM	2/16/2024	11/1/2024	12/31/2025
Torrent Pharma Inc.	18470 16.4AM	4/6/2022	11/1/2024	12/31/2025
Validus Pharmaceuticals	16136 16.4AM	7/7/2017	11/5/2024	12/31/2025
Verastem, Inc.,	18974 16.4AM	10/31/2024	10/31/2024	12/31/2025

Verona Pharma, Inc.	18709	16.4AM	6/6/2023	11/4/2024	12/31/2025
Vespyr Brands, LLC	18973	16.4AM	10/31/2024	10/31/2024	12/31/2025
Viatris Specialty LLC	18280	16.4AM	1/22/2021	11/12/2024	12/31/2025
Vifor Pharma, Inc.	16717	16.4AM	5/30/2018	11/4/2024	12/31/2025
Viona Pharmaceuticals Inc.	17516	16.4AM	3/27/2019	10/31/2024	12/31/2025
Zoetis US, LLC	15913	16.4AM	6/9/2017	10/25/2024	12/31/2025
ACME Delivery Service, Inc	16052	16.3a	9/28/2017	11/12/2024	12/31/2025
Amsino Medical, Inc.	18899	16.3a	5/28/2024	11/6/2024	12/31/2025
AnovoRx Distribution, LLC	16144	16.3a	10/17/2017	11/12/2024	12/31/2025
C.R. Bard, Inc.	18449	16.3a	2/23/2022	11/4/2024	12/31/2025
Cardinal Health 200, LLC	15742	16.3a	5/12/2017	10/28/2024	12/31/2025
Cardinal Health 200, LLC	15746	16.3a	5/12/2017	11/6/2024	12/31/2025
Cardinal Health 200, LLC	15751	16.3a	5/12/2017	10/28/2024	12/31/2025
Cardinal Health 200, LLC	15763	16.3a	5/15/2017	10/28/2024	12/31/2025
Cardinal Health 200, LLC	15767	16.3a	5/15/2017	11/4/2024	12/31/2025
Covetrus North America, LLC	16878	16.3a	3/4/2022	10/25/2024	12/31/2025
Eversana Life Science Services, LLC	17882	16.3a	11/26/2019	10/30/2024	12/31/2025
Eversana Life Science Services, LLC	18046	16.3a	4/15/2020	11/4/2024	12/31/2025
Exel Inc.	18391	16.3a	10/28/2021	10/29/2024	12/31/2025
Exel Inc.	15495	16.3a	7/6/2020	10/28/2024	12/31/2025
FFF Enterprises Inc.	18512	16.3a	6/9/2022	11/5/2024	12/31/2024
FXE Warehouse, LLC	18199	16.3a	9/21/2020	10/29/2024	12/31/2025
Geodis Logistics LLC	18977	16.3a	11/12/2024	11/12/2024	12/31/2025
Internet Services Corporation	15523	16.3a	4/11/2017	10/23/2024	12/31/2025
McKesson Corporation	18226	16.3a	10/2/2020	10/28/2024	12/31/2025
McKesson Specialty Distribution LLC	15453	16.3a	4/4/2017	11/7/2024	12/31/2025
MD Logistics LLC	15201	16.3a	3/2/2017	11/5/2024	12/31/2025
MD Logistics LLC	15199	16.3a	3/2/2017	11/5/2024	12/31/2025
MD Logistics LLC	15200	16.3a	3/2/2017	11/5/2024	12/31/2025
MD Logistics LLC	17492	16.3a	9/10/2020	11/5/2024	12/31/2025
MD Logistics LLC	18627	16.3a	2/7/2023	11/12/2024	12/31/2025
Metro Park Warehouses, LLC	15677	16.3a	5/4/2017	11/1/2024	12/31/2024
Priority Healthcare Distribution, Inc.	18892	16.3a	5/7/2024	10/28/2024	12/31/2025
RxCrossroads 3PL LLC	16409	16.3a	10/18/2017	10/28/2024	12/31/2025
RxCrossroads 3PL LLC	18534	16.3a	7/12/2022	10/28/2024	12/31/2025
The Hibbert Group	16290	16.3a	10/10/2017	11/7/2024	12/31/2025
Becton, Dickinson and Company	17688	16.4AW	7/9/2019	11/5/2024	12/31/2025
Getinge USA Sales, LLC	18370	16.4AW	9/2/2021	11/7/2024	12/31/2025
Methapharm, Inc.	18850	16.4AW	2/26/2024	10/30/2024	12/31/2025
Wrightwood Therapeutics	18851	16.4AW	2/29/2024	11/1/2024	12/31/2025
Allegis Pharmaceuticals, Inc.	15137	16.5	1/23/2017	11/6/2024	12/31/2025
Anda Pharmaceuticals, Inc	15142	16.5	1/31/2017	10/29/2024	12/31/2025
Covetrus North America LLC	16376	16.5	11/1/2017	10/25/2024	12/31/2025
Medical Solutions Plus, LLC	18556	16.5	9/15/2022	10/29/2024	12/31/2025

StockPro Animal Health	16980	16.5	3/7/2018	10/29/2024	12/31/2025
A & K Distributors LLC	15386	16.5a	3/27/2017	11/7/2024	12/31/2025
AmerisourceBergen Drug Corporation	15217	16.5a	6/20/2017	11/6/2024	12/31/2025
Amgen Inc	16140	16.5a	7/7/2017	11/12/2024	12/31/2025
Amgen USA Inc	16141	16.5a	7/7/2017	11/12/2024	12/31/2025
Anda, Inc	15141	16.5a	1/31/2017	10/29/2024	12/31/2025
AngioDynamics, Inc.	15530	16.5a	4/11/2017	10/31/2024	12/31/2025
AnovoRx Distribution LLC	16143	16.5a	10/17/2017	10/24/2024	12/31/2025
AvMEDICAL, LLC	18730	16.5a	7/13/2023	11/5/2024	12/31/2025
Boxout, LLC	17556	16.5a	4/22/2019	10/25/2024	12/31/2025
Bridge Global Health, LLC	18878	16.5a	4/8/2024	10/29/2024	12/31/2025
Bryant Ranch Prepack	15256	16.5a	3/24/2017	11/8/2024	12/31/2025
Cardinal Health	15591	16.5a	5/11/2017	11/12/2024	12/31/2025
Cardinal Health 110, LLC	15748	16.5a	5/12/2017	11/12/2024	12/31/2025
Cardinal Health 110, LLC	15625	16.5a	5/11/2017	11/7/2024	12/31/2025
Cardinal Health 110, LLC	15596	16.5a	5/11/2017	11/12/2024	12/31/2025
Cardinal Health 200, LLC	15759	16.5a	5/15/2017	10/28/2024	12/31/2025
Cardinal Health 200, LLC	15750	16.5a	5/12/2017	10/28/2024	12/31/2025
Cardinal Health 200, LLC	15762	16.5a	5/15/2017	10/28/2024	12/31/2025
Cardinal Health 200, LLC	15745	16.5a	5/12/2017	11/6/2024	12/31/2025
Cardinal Health 200, LLC	15758	16.5a	5/15/2017	10/28/2024	12/31/2025
Cardinal Health 200, LLC	15741	16.5a	5/12/2017	10/28/2024	12/31/2025
Cardinal Health 200, LLC	18541	16.5a	7/22/2022	10/28/2024	12/31/2025
Chewy Wholesale DFW5, LLC	18831	16.5a	1/12/2024	10/25/2024	12/31/2025
Coltello Pharmaceuticals LLC	18307	16.5a	4/5/2021	11/7/2024	12/31/2025
Covetrus North America, LLC	18335	16.5a	6/28/2021	10/25/2024	12/31/2025
Covetrus North America, LLC	17657	16.5a	1/4/2022	10/25/2024	12/31/2025
Covetrus North America, LLC	18634	16.5a	3/7/2023	10/25/2024	12/31/2025
Covetrus North America, LLC	18647	16.5a	3/13/2023	10/25/2024	12/31/2025
Covetrus North America, LLC	16181	16.5a	8/2/2017	10/25/2024	12/31/2025
Covetrus North America, LLC	16178	16.5a	8/2/2017	10/25/2024	12/31/2025
Covetrus North America, LLC	16180	16.5a	8/2/2017	10/25/2024	12/31/2025
Covetrus North America, LLC	16179	16.5a	8/2/2017	10/25/2024	12/31/2025
DC Dental Inc	17295	16.5a	9/27/2018	11/4/2024	12/31/2025
DDP Medical LLC dba DDP Medical Supply	18572	16.5a	10/13/2022	11/12/2024	12/31/2025
Eversana Life Science Services, LLC	17527	16.5a	7/17/2019	10/30/2024	12/31/2025
Eversana Life Science Services, LLC	16195	16.5a	7/24/2017	11/4/2024	12/31/2025
FFF Enterprises Inc	17954	16.5a	1/27/2020	11/7/2024	12/31/2024
Fresenius Kabi, LLC	18305	16.5a	3/25/2021	11/5/2024	12/31/2025
Fresenius Kabi, LLC	17823	16.5a	10/15/2019	11/5/2024	12/31/2025
Fresenius Kabi, LLC	17863	16.5a	11/15/2019	11/5/2024	12/31/2025
H2-Pharma, LLC	16428	16.5a	9/28/2017	11/6/2024	12/31/2025
Healix Infusion Therapy, LLC	15250	16.5a	3/1/2017	11/5/2024	12/31/2025
Independent Pharmacy Distributor, LLC	18629	16.5a	2/9/2023	11/12/2024	12/31/2025

Independent Pharmacy Distributor, LLC	18710 16.5a	6/12/2023	11/12/2024	12/31/2025
Johnson & Johnson Vision Care, Inc.	18469 16.5a	4/4/2022	11/12/2024	12/31/2025
Jubilant HollisterStier LLC	18451 16.5a	2/23/2022	11/12/2024	12/31/2025
Longs Drug Stores California, LLC	15881 16.5a	6/5/2017	10/24/2024	12/31/2025
Maks Pharma and Diagnostics Inc.	18482 16.5a	4/26/2022	11/8/2024	12/31/2025
Marketlab, Inc	18687 16.5a	5/3/2023	10/31/2024	12/31/2025
McKesson Corporation	18425 16.5a	12/29/2021	11/7/2024	12/31/2025
McKesson Corporation	15425 16.5a	3/31/2017	10/24/2024	12/31/2025
McKesson Corporation	15797 16.5a	5/19/2017	11/7/2024	12/31/2025
McKesson Corporation	15423 16.5a	4/11/2017	11/12/2024	12/31/2025
McKesson Corporation	15448 16.5a	4/3/2017	10/28/2024	12/31/2025
McKesson Corporation	15431 16.5a	3/31/2017	11/12/2024	12/31/2025
McKesson Corporation	15429 16.5a	3/31/2017	10/28/2024	12/31/2025
McKesson Corporation	15430 16.5a	3/31/2017	11/7/2024	12/31/2025
McKesson Medical-Surgical Inc.	15436 16.5a	4/13/2017	11/7/2024	12/31/2025
McKesson Medical-Surgical Inc.	18348 16.5a	7/22/2021	11/7/2024	12/31/2025
Med-Pro Distributors, LLC	16789 16.5a	3/15/2018	11/7/2024	12/31/2025
Medical Purchasing Solutions, LLC	15345 16.5a	3/21/2017	10/30/2024	12/31/2025
Morris & Dickson Co., LLC	16374 16.5a	10/18/2017	10/24/2024	12/31/2025
Mr. Unlimited, LLC	16823 16.5a	10/25/2020	11/5/2024	12/31/2025
National Distribution & Contracting, Inc	15331 16.5a	3/17/2017	11/5/2024	12/31/2025
NDC Homecare LLC	17303 16.5a	10/4/2018	11/5/2024	12/31/2025
NDC HOMECARE, LLC	18713 16.5a	6/19/2023	11/12/2024	12/31/2025
NextGen Pharmaceuticals LLC	18655 16.5a	3/20/2023	11/12/2024	12/31/2025
Owens & Minor Distribution, Inc.	18743 16.5a	8/17/2023	11/8/2024	12/31/2025
Pharmaceutical Trade Services, Inc	18976 16.5a	11/6/2024	11/6/2024	12/31/2025
Pharmsource, LLC	15380 16.5a	3/24/2017	11/6/2024	12/31/2025
PMW, Inc.	18513 16.5a	6/9/2022	10/29/2024	12/31/2025
Priority Healthcare Distribution, Inc.	16071 16.5a	7/5/2017	10/28/2024	12/31/2025
Puragraft Holdings Inc.	15159 16.5a	3/2/2017	10/30/2024	12/31/2025
Rising Pharma Holdings, Inc.	16337 16.5a	10/3/2017	10/24/2024	12/31/2025
ROI CPS, L.L.C.	16563 16.5a	10/25/2017	11/12/2024	12/31/2025
RxCrossroads 3PL LLC	18532 16.5a	7/12/2022	10/28/2024	12/31/2025
Safco Dental Supply LLC	15145 16.5a	1/31/2017	11/5/2024	12/31/2025
Safeway Distributors Inc.	15714 16.5a	5/8/2017	11/6/2024	12/31/2025
School Health Corporation	18399 16.5a	11/10/2021	11/1/2024	12/31/2025
Solventum US LLC	16249 16.5a	8/15/2017	11/7/2024	12/31/2024
South Pointe Wholesale, Inc.	16384 16.5a	12/13/2017	10/24/2024	12/31/2025
Standard Distributors LLC	18755 16.5a	9/15/2023	11/6/2024	12/31/2025
The Hilsinger Company Parent, LLC	18344 16.5a	7/19/2021	10/28/2024	12/31/2025
The Hilsinger Company Parent, LLC	18895 16.5a	5/21/2024	10/28/2024	12/31/2025
Top Quality Manufacturing, LLC	18546 16.5a	8/10/2022	11/6/2024	12/31/2025
TS Pharm Inc	16137 16.5a	8/9/2017	11/7/2024	12/31/2025
Vedco Incorporated	16059 16.5a	7/5/2017	10/28/2024	12/31/2025

ZO Skin Health, Inc.	17471 16.5a		2/20/2019	11/4/2024	12/31/2025
Animal Health International, Inc	16004 16.6a		6/22/2017	10/23/2024	12/31/2025
Chewy Wholesale, LLC	17611 16.6a		5/28/2019	10/25/2024	12/31/2025
Virbac AH Inc	16993 16.6a		3/16/2018	10/29/2024	12/31/2025
Emes2 Pharmaceuticals, LLC dba RX Return	16648 16.7a		12/15/2017	10/28/2024	12/31/2025
Philip Reclamation Services, Houston, LLC	18834 16.7a		1/24/2024	10/23/2024	12/31/2025
Qualanex, LLC	15802 16.7a		3/22/2022	11/12/2024	12/31/2025
Returns 'R' Us, LLC	18757 16.7a		9/22/2023	11/12/2024	12/31/2025
Rx Reverse Distributors LLC	16838 16.7a		1/24/2018	11/8/2024	12/31/2025
SEDGWICK CLAIMS MANAGEMENT SERVICES	18331 16.7a		6/8/2021	11/6/2024	12/31/2025
Specialty Orthopedic Group	70	18.1	3/10/2023	11/1/2024	12/31/2025
Radiant Reflections Weight Loss Clinic and M	6	18.1a	3/29/2021	11/1/2024	12/31/2025

MISSISSIPPI BOARD OF PHARMACY



EMPLOYEE POLICIES AND PROCEDURES

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OVERVIEW

The Mississippi Board of Pharmacy has adopted the Mississippi State Personnel Board (SPB) Employee Handbook as the employee and personnel manual for the Board. A copy of the [Mississippi State Employee Handbook](#) is available to all employees for review.

The State Employee Handbook is a generic document for all agencies; therefore, the Executive Director has chosen to augment the material by issuing its own employee manual, which contains administrative policies and other procedures unique to the Board Staff. This manual establishes policies, procedures, benefits, and working conditions that will be followed by all employees and members of the Mississippi Board of Pharmacy.

Generally, references to the Board within the manual are specific to the governing Board, and references activities conducted on its behalf by staff.

The policies and procedures outlined in this manual will apply at the discretion of the Board. The Board reserves the right to deviate from the policies, procedures, benefits, and working conditions described in this manual. The Board also reserves the right to withdraw or change the policies, procedures, interests, and working conditions outlined in this manual at any time, for any reason, and without prior notice. Notifications will be sent to employees when an official change in policy or new procedure occurs. Still, employees will be responsible for their own up-to-date knowledge about the content of this manual.

The waiving of any provision in this manual will not be possible without written permission from the Executive Director or designee. A granted waiver only applies to the employee who requested the change unless otherwise specified.

This Manual is approved by the Board and is maintained by the Executive Director. All future enhancements (additions, deletions, and changes) to the Board's policies and procedures within this manual must be officially submitted in writing to the Executive Director for review before being proposed to the Board President for consideration.

All employees must affirm that they have read, understand, agree to abide by, and acknowledge receipt of this manual and that they understand the policies, procedures, benefits, and working conditions described within it.

CHAPTER 1 - BOARD OPERATIONS

The Mississippi Board of Pharmacy ("Board") is committed to continuing its efforts to safeguard and protect the Public Health and Safety of Mississippians through our philosophy of:

- Providing the highest professional standards of quality and appropriate service to the citizenry
- Respecting the rights and liberties of all citizens
- Assuming a leadership role in developing, implementing, and enforcing the highest standards, ethics, efficiency, effectiveness, and openness
- Providing optimal services to the public and profession
- Utilizing resources in an efficient, effective, responsive, and transparent manner
- Demonstrating a balanced and sensible approach to the regulation of Pharmacy for the taxpayers and citizens of Mississippi.

1.1. Board Composition

The Board shall consist of seven appointed members. At least one appointment shall be made from each congressional district. Each appointed member of the Board shall be appointed by the Governor, with the advice and consent of the Senate, from a list of five names submitted by the Mississippi Pharmacists Association (MPhA), with input from the Magnolia Pharmaceutical Society, the Mississippi Independent Pharmacies Association (MIPA), Mississippi Society of Health-System Pharmacists (MSHP) and Mississippi College of Clinical Pharmacy (MCCP) and other pharmacist associations or societies. Of the members appointed, one shall, at the time of appointment, have had five years of experience as a pharmacist at a facility holding an institutional permit, and one shall, at the time of appointment, have had five years of experience as a pharmacist at a facility holding a retail permit. Any person appointed to the Board shall be limited to two full terms of office during any fifteen-year period.

An appointed Board member shall qualify by taking the oath prescribed by the Constitution for state officers and shall file a certificate thereof in the Office of the Secretary of State within fifteen (15) days after his appointment. There shall be a president of the Board, and such other officers as deemed necessary by the Board elected by and from its membership.

1.2 Duties of the Board

The responsibility for the enforcement of the provisions of the Mississippi Pharmacy Practice Act shall be vested in the Board. The Board shall have all the duties, powers, and authority granted explicitly by and necessary to the enforcement of this chapter. The Board may make, adopt, amend, and repeal such rules and regulations as may be deemed necessary by the Board from time to time for the proper administration and enforcement of this chapter, per the provisions of the Mississippi Administrative Procedures Law (Section 25-43-1 et seq.).

The Board shall be responsible for the control and regulation of the practice of pharmacy, to include:

- the regulation of pharmacy externs or interns and pharmacist technicians, in this state
- all licensees, registrants, permit holders
- the regulation of the wholesale distribution of drugs and devices as defined in Section 73-21-73

- the distribution of sample drugs or devices by manufacturer's distributors as defined in Section 73-21-73 by persons other than the original manufacturer or distributor in this state
- the regulation of pharmacy benefit managers as defined in Section 73-21-153
- registration of businesses where prescription drugs or devices are dispensed, sold, repackaged, manufactured, etc.; registration of reverse distributors; establishment of criteria; procedures and fees; applications; standards for operation; reports of changes of circumstances; penalties for violations
- registration requirement for nonresident pharmacies that ship, mail, or deliver drugs into the state
- permit requirements for persons providing home medical equipment

1.3. Board Conduct of Office

Board members must fully comply with the provisions of the Mississippi Pharmacy Practice Act and with Miss. Code Ann. §25-4-1, Ethics in Government. Provisions of these laws are incorporated within these policies and procedures by reference. All new Board members will receive Board orientation.

- Board members must hold a current license for the position to which they are appointed to represent.
- Board members must pledge to protect the public and to make responsible and educated decisions by actively participating in business meetings, assigned panels, and committees and by collaborating with other Board members.
- Board members must abide by the confidentiality policies contained in the Manual.
- Board members must be independent and impartial. The public office must not be used for private gain other than the remuneration provided by law.
- Board membership is a public trust, and any effort to realize personal gain through official conduct, other than as provided by law, or as a natural consequence of the employment or position, is a violation of that trust. Therefore, public servants shall endeavor to pursue a course of conduct which will not raise suspicion among the public that they are likely to be engaged in acts that are in violation of this trust and which will not reflect unfavorably upon the state and local governments.
- No public servant shall use his official position to obtain, or attempt to obtain, a financial benefit for himself other than that compensation provided for by law, or to obtain, or attempt to obtain, a financial benefit for any relative or any business with which he is associated.
- No public servant shall be interested, directly or indirectly, during the term for which he shall have been chosen, or within one year after the expiration of such term, in any contract with the state, or any district, county, city or town thereof, authorized by any law passed or order made by any Board of which he may be or may have been a member.

1.4. Board Members' Compensation/Reimbursement

Members of the Board receive a per diem of \$40.00 for each day's service and are reimbursed for necessary expenses and mileage, as authorized by law for meetings of the Board. Minutes of Board meetings must reflect the names of official Board members in attendance for per diem compensation to be claimed.

Each member of the Board shall receive a per diem as provided in Section 25-3-69, not to exceed thirty (30) days in any one period of twelve months, for each day engaged in meetings of the Board, together with necessary traveling and other expenses as provided in Section 25-3-41. The reimbursement for all actual per diem and expenses claimed must comply with the travel policies of the State and be included in an official Travel Voucher. The travel policies are described within this manual.

Board members do not receive fringe benefits given to State employees. The members of the Board do not receive a salary, do not contribute to the State Retirement System, do not accrue leave, and are not subject to discipline and performance appraisals.

1.5. Board Meetings

The Board shall meet once every other month to transact business and may respond at such additional times as it may deem necessary. The president of the Board or a majority of the members of the Board may call other meetings.

The place for each meeting shall be determined before giving notice of such meeting and shall not be changed after such notice is given without adequate subsequent notice. A majority of members of the Board shall constitute a quorum for the conduct of the meeting, and all actions of the Board shall be by a majority.

1.6. Board Minutes

Minutes shall be taken at each meeting by the Secretary of the Board. At each meeting, the Board shall approve the minutes from the previous meeting. The signed minutes are filed and maintained in the Board offices.

CHAPTER 2 - Board Organization

2.1 Executive Director

The Board shall employ an executive director of the Board. The executive director shall be a citizen of Mississippi, and a pharmacist licensed and in good standing to practice pharmacy in the State of Mississippi, who has had five years' experience as a pharmacist. The executive director shall receive a salary to be set by the Board, subject to the approval of the SPB, and shall be entitled to necessary expenses incurred in the performance of their official duties. They shall devote full time to the duties of their office and shall not be engaged in any other business that would interfere with the duties of their office. The duties and responsibilities of the executive director shall be defined by rules and regulations prescribed by the Board.

2.2 Divisions in the Board

The Board is composed of four divisions: Licensing, Compliance, Pharmacy Benefit Manager, and the Prescription Monitoring Program.

Licensing is responsible for issuing and renewing all licenses, permits, and registrations. Compliance is responsible for the regulation of the Pharmacy Practice Act. This includes inspections, investigations, and accountability audits. It is a statutory requirement that all

Compliance Agents be registered pharmacists. The Prescription Monitoring Program (PMP) is responsible for collecting and tracking the dispensing of Schedules I, II, III, IV, and V controlled substances and other habit-forming legend drugs of all Mississippi pharmacies as defined by the Board. The Pharmacy Benefit Manager Division (PBM) is responsible for licensing and regulating Pharmacy Benefit Managers.

CHAPTER 3 - HOLIDAYS AND LEAVE POLICIES

3.1 Holidays

State employees receive regular pay for ten legal holidays and any other day proclaimed as a holiday by the Governor or the President of the United States. Employees who are in an active pay status on a legal holiday will be compensated for the holiday. Active pay status is defined as either physically working or on paid leave the day of a legal holiday, the day immediately preceding a legal holiday, or the day immediately following a legal holiday.

The legal holidays of the State are listed in the SPB Employee Handbook. Employees must receive prior approval from their direct supervisor before working on an official holiday. If approval is granted, the employee shall receive credit for the number of hours worked. No time and a half shall be granted for working on a proclaimed holiday.

3.2 Leave Accrual

The employees of MBP earn and take leave per the policies established by the SPB and outlined in the *Mississippi State Employee Handbook, Section 3.2 Leave*.

Employees earn personal leave and major medical leave each month. The leave accrual rate is dependent on the employee's years of services, work schedule, and whether the employee is on leave without pay during the month. Leave accumulation is calculated beginning on the first day of the month; however, it is not credited as earned until the last day of the month. Leave is available for the employee's use on the first day of the month after the leave is earned. Leave cannot be taken before it is earned.

3.3 Leave Requests

All requests for leave must be approved by the employee's supervisor with prior notice when possible. Employees should complete a Leave Request form in advance of the requested leave. The Leave Request form must designate the type of leave being requested. If compensatory time is indicated, but there is none available, it will be converted to Personal time. If the leave is due to an illness or unforeseen circumstance, a leave request form must be completed as soon as the employee returns to work. Once the leave request is approved by the supervisor, the employee is to post the approved time off on the office Team-Up calendar.

Requests for leave may not be approved depending on the staffing needs of the Board. The more advance notice received for extended personal leave; the more likely the employee's leave request will be granted. All leave may be taken and reported in half-hour increments.

3.4 Leave Reporting

All leave slips for leave taken are forwarded (with timesheet) to the Fiscal Officer by the 5th day of the month following the month in which the leave was taken. The Fiscal Officer is responsible for entering the leave into the State's payroll system. The payroll system maintains balances for all leave taken and accrued. Employees may review their leave balances via the Access Channel for Employees (ACE) electronic system or by requesting a balance from the Fiscal Officer.

Whenever an employee's personal leave balance is below 50 hours, they will not be entitled to receive an electronic paycheck. A manual check will be issued until the accumulated leave balance is above the 50-hour minimum. The Payroll Officer will inform both the employee and the employee's supervisor when the leave balance is below the minimum.

3.5 Payment of Leave Upon Termination of Employment

Upon termination of employment, each employee may be paid for not more than 30 days of accumulated personal leave. Unused personal leave over 30 days and all unused major medical leave may be counted as creditable service for the purposes of the retirement system. If an employee is transferring to another state agency, all unused leave will be transferred to the new agency. There will be no payment of unused personal leave unless the employee has a break in service. Compensatory time is not paid or transferred at termination.

CHAPTER 4 - EMPLOYMENT AND BENEFITS

The Board complies with all provisions of the SPB concerning all employment practices for employees and contract workers. The policies stated within this manual provide specific information and procedures affecting Board employment practices.

4.1 Equal Employment Opportunity Policy

The State of Mississippi is an equal opportunity employer and assures equal employment opportunities to all persons in compliance with state and federal law. To implement the State's equal employment policy and to ensure non-discriminatory personnel administration, SPB promotes non-discriminatory practices and procedures in all phases of personnel administration and prohibits any form of unlawful discrimination. Equal employment opportunity can only be attained through State agency commitment to complying with all applicable laws affording equal employment opportunities to individuals. Accordingly, State agencies must make all personnel decisions per SPB policies, practices, and procedures.

Equal employment opportunity does not guarantee an employee any rights not otherwise provided by law.

4.2 Hiring

When a position becomes vacant and is to be filled, the Board will post the job vacancy on the State Personnel Board website. Also, the job posting may be listed on the MBP website, and other similar places to recruit the best possible candidates.

All candidates for the vacant position will be required to apply via the SPB's recruitment site. Current employees of the Board, meeting the qualifications of the vacant position, can also submit their application for the vacancy in this manner.

Once the posting is closed, a hiring committee, appointed by the Executive Director, will review all applications. The Committee will consist of individuals who will most likely supervise and or interact with the position to be filled. The Interview Committee members perform the following tasks:

- Review the qualified candidate list prepared by the Executive Director or designee.
- Establish a list of interview questions specific to the position.
- Agree upon an interview schedule.
- Contact qualified applicants to schedule the interviews.
- Meet as a panel to interview each applicant.
- Discuss the interviews and make recommendations for hiring.

Once the interview committee has selected the individual(s) recommended for hiring, a second interview may be scheduled with the Executive Director for a final hiring discussion. A recommendation will be made by the Executive Director to the Board and, if approved, an offer of employment will be made to the individual by the Executive Director.

4.3 Orientation

Once an applicant is hired, he or she will receive a Board orientation. The orientation will include information about the Board, introductions to staff and policies, and meetings about benefits. All new hires will be required as a part of this process to read and sign that they have read the policies of the SPB, including this manual.

4.4 Salaries

Salaries for all Board employees are governed by the SPB. The base salary of each state service employee and those non-state service employees under SPB purview is fixed initially at the time of hire. The authorized salary of a new employee may be at, below, or above the state salary of the job classification to which the employee is appointed depending on several factors, including education and experience.

Adjustments in this salary may occur due to promotions, demotions, reallocations, or reclassifications. Similar adjustments may be made with increases such as productivity, realignment, or educational benchmark awards.

Information regarding compensation may be found in the SPB Employee Policy and Procedures Manual, Section 5.2 Compensation.

4.5 Payroll

Payroll is processed according to a schedule established by DFA, generally ten days to the actual payroll date. Employees in danger of exhausting all leave balances before payday, in addition to all employees on LWOP at the time of payroll processing, may be taken off the monthly payroll and placed on a supplemental payroll to pay at the first available pay date the following month.

4.6 Time Sheets

All time sheets are to be turned into the employee's supervisor no later than the fifth of each month. Any leave request granted for that month must be attached to the timesheet.

4.7 Pay Day

Employees receiving monthly paper paychecks will get them on the last working day of the month. Employees who have electronic direct deposit will have their monthly paycheck deposited in their designated account the day before the last working day of the month and will receive a pay stub via the Access Channel for Employees (ACE) electronic system.

If an employee falls into a leave without pay status, the employee will be notified by the payroll officer that their paycheck will be processed on a supplemental payroll, which is generally paid on the first Friday of the following month. Additional information about leave without pay is provided in the Work and Leave Policies section of this Employee Manual.

Paystubs are provided in ACE and show the current month's pay. Leave is reported in arrears (leave taken the prior month) with balances of both personal and major medical leave.

4.8 Mandatory Payroll Deductions

Several mandatory deductions are made from an employee's paycheck each month:

- Federal and State Income Taxes - Federal taxes are withheld based on the employee's salary and the information provided on his or her W-4 form. State taxes are also withheld based on the employee's salary, and the deductions claimed on the State Tax Withholding Form.
- Public Employees' Retirement System (PERS) - This deduction, amounting to 9%, is contributed by the employee each month to the Public Employees' Retirement System. This amount is tax deferred. Federal income tax is paid only when the benefits are withdrawn. The State contributes a monthly benefit to PERS on behalf of each employee, currently set at a rate of 17.40% of the employee's salary. The retirement deductions are determined by the State Legislature and PERS.
- Federal Income Contributions Act (FICA) - These contributions are withheld based upon a 6.2% deduction for Social Security and a 1.45% deduction for Medicare. The State matches these contributions on behalf of each employee. The FICA rates are subject to change based on Social Security Administration and IRS guidelines.
- Garnishments - These deductions are made from an employee's paycheck under court order to cover mandated payments for child support, debt-related issues, IRS or State tax levies, and other court orders. The Fiscal Officer will notify the employee when a garnishment deduction becomes effective.

4.9 Optional Payroll Deductions for Insurance

As a benefit to its employees, the State of Mississippi provides a life and health insurance plan to assist its employees with the cost of such insurance. The State and School Employees' Life and Health Insurance Plan (hereinafter referred to as "the Plan") provides State employees and their dependents with many options for health and life insurance coverage. All new employees are provided with a Summary Plan Description (hereinafter referred to as "SPD") that describes in more detail the Plan's benefits, eligibility and how to use the Plan. New SPDs are sent to enrolled employees every year when changes occur in the Plan. Also, all enrolled employees receive the

Health Plan Update, a newsletter that is distributed throughout the year to give more information about Plan benefits.

All new employees must enroll in the Plan or waive coverage. Enrollment in the Plan is effective on an employee's first day of employment; however, an employee must complete his or her enrollment paperwork within thirty-one days of his or her hire date. Additionally, there is an annual Open Enrollment period for coverage effective the following plan year.

Depending on the employee's specific employment status, the State of Mississippi pays some portion of the health insurance premium and life insurance premium for the employee. The Plan also allows employees to cover their dependents under the Plan by paying the premiums for their dependents through payroll deductions. Eligible dependents include a lawful spouse, as well as the enrollee's child up to age 26. Dependent children who meet eligibility requirements at the time of enrollment may remain covered regardless of age if permanently physically disabled or mentally disabled, are incapable of self-sustaining employment, and depend upon the enrollee for 50% or more of their support. The disabling condition must have occurred prior to the dependent's 26th birthday.

For additional information, you may contact your Human Resources Office, the Department of Finance and Administration's ("DFA") Office of Insurance, or visit the DFA website at <http://www.dfa.ms.gov>

4.10 Supplemental Insurance

The following supplemental insurance options are available to the Board. These policies are paid for by the employee and can provide coverage for employees and their family. These policies are payroll deducted.

- *Vision*
- *Dental*
- *Cancer*
- *Accident*
- *Disability*

4.11 Cafeteria Plan

Employees may choose to participate in a Section 125 plan, also known as a "Cafeteria Plan." The Cafeteria Plan allows employees' payments for health, life, dental and vision care, prescription drugs, disability contributions, and deposits to flexible spending accounts to be deducted pre-tax from an employee's earnings. Please contact the fiscal officer for information on how to participate in the Cafeteria Plan.

4.12 State Credit Union

All MBP employees are eligible to join the Public Employees' Credit Union. Credit Unions are non-profit financial organizations serving the savings and borrowing needs of members. Services such as financial counseling, money orders, and free notarizing may also be provided. Credit Unions return all earnings exceeding operating expenses to their members in the form of dividends, interest, reserves, and services. The Public Employees' Credit Union may be contacted at (601) 948-8191.

4.13 Deferred Compensation

Deferred Compensation is a supplemental, voluntary savings plan administered by PERS offering tax advantages to participants. Board employees who choose this plan may set aside part of their

salary each month. Income tax liability is postponed on that portion of the salary until the year in which the employee receives the deferred amount. Interest and related earnings are deferred until withdrawal.

4.14 Workers' Compensation

Workers' compensation is administered by the Mississippi Workers' Compensation Commission, and all State employees are covered under the provisions of the Mississippi Workers' Compensation Law. Thus, MBP is covered by the State's Workers' Compensation Insurance against job-related injuries to its employees.

The policy regarding Worker's Compensation that shall be followed by the Board and its employees may be found in the SPB Employee Policy and Procedures Manual, Section 4.2 Workers' Compensation.

4.15 Personal Emergency

Employees who experience a personal emergency during the day at the workplace should notify their supervisor in the event the crisis requires their absence from the workplace. Employees who experience an emergency during non-work hours should notify their supervisor if the emergency prohibits their returning to their regular work at the appointed time.

4.16 Weather or other Emergencies

Emergencies that occur affecting the workplace or the geographic location of the workplace may preclude employees from reporting to work at the appointed time. Employees should contact their supervisors to seek guidance as to when to return to work. This might occur in the case of a fire or a tornado, etc. Supervisors should provide a telephone number for employees to call in case of emergencies outside of working hours.

4.17 Benefits Provided by the Board

4.17.1 Employee Assistance Program

The Employee Assistance Program (EAP) is an employee benefit program offered by many employers. These programs are intended to help employees deal with personal problems that might adversely impact their work performance, health, and well-being. EAP's generally include short-term counseling and referral services for employees and their household members. The Board provides an EAP for all employees. This service provides mental health counseling, substance abuse counseling, psychiatric consultation, marital and family counseling, and other personal referral services. The employee's use of the EAP is kept confidential by the provider. For more information about the EAP program, employees should contact their supervisor.

4.17.2 Educational Leave and Expenses

Within the limits of the funds available to the Board for such purpose, the Executive Director may approve educational leave or reimburse employees for education expenses as outlined in MS Code § 37-101-293. Applicants will be reviewed by the intent of the Legislature that such educational programs be used as an incentive for employees to develop job related skills and to develop employees for higher-level professional and management positions.

The Board follows Section 7.4 Educational Leave as outlined in the MPB Policy and Procedures Manual in granting any such support.

4.18 Additional State of Mississippi Benefits

The State of Mississippi provides other benefits to state employees that are defined at the following websites:

<https://mspb.perksconnection.com/>

<https://www.pers.ms.gov/Pages/Home.aspx>

<http://knowyourbenefits.dfa.ms.gov/>

4.19 Notice From Employee Upon Voluntary Termination of Employment

The Board requests at least a two-week notification if an employee is terminating voluntarily or retiring.

4.20 Return of State Property Upon Termination of Employment

All property assigned to the employee must be returned in good condition when the employee terminates employment, whether termination is voluntary or involuntary . If the property is missing, the employee will be responsible for reimbursing the Board per the provision of the State Property Officer.

CHAPTER 5 - SAFETY AND RISK MANAGEMENT

The Board makes every provision to mitigate issues that could place its employees in danger. To ensure the safety of the employees, the Board has adopted policies and procedures to protect its employees. If a safety issue arises, the employee should notify the Executive Director or designee and fill out accident reports as required.

Employees are covered under workers' compensation if an accident occurs while the employee is on official duty. See Section 4.15 - Workers' Compensation.

5.1 Building Safety

To safeguard the Board and its employees, all visitors to the Board will sign in with the reception desk. Board employees will escort visitors throughout the building during their visits.

Other safe practices of the Board include:

- Every employee will be required to participate in weather and fire drills initiated in the building.
- The Board is a non-smoking facility.
- The Board will provide access to opportunities for employees to be CPR certified.
- Each office has safety equipment to reduce access to an intruder.
- Each employee knows the evacuation route in the event of a disaster.

5.2 Physical Access to Workplace

The purpose of this policy is to establish the rules for granting control, monitoring, and disabling of physical access to Board offices. This guideline applies to Board employees, sub-contractors, temporary workers, guests, and vendors, including all personnel affiliated with third parties.

Physical security is an essential part of any security plan. It forms the basis for all other security efforts, including personnel and information security. All Board office access points and hallways are under video surveillance. All Board employees are issued badges on the first day of employment. The badges grant them access into the building as well as the main office entrance, except for student workers. Student workers' badges only grant them access to the Board's main office entrance. All guests must be admitted into the main office entrance by Board personnel. One designated Contracted IT agent also has badge access for emergency needs. Upon termination of employment from Board, all badges are to be returned to department head or Executive Director to be disabled and discarded.

Each of the following titles have a set of master keys for the Board: Executive Director, Executive Director Assistant, and Associate Director. The server room is locked 24/7 and is only accessible by the master key. Department heads have keys to all offices of employees that report directly to them. All other employees only have keys to their own offices.

The following is applied:

- If badge is lost or stolen, it should be reported immediately to the badge owner's department head or the Executive Director
- Never give badge to anyone else for any reason; the badge may be used only by the individual to whom it was issued

5.3 Vehicle Policy

MBP discourages the use of privately owned vehicles to conduct state business. If a state-owned vehicle is not available, employees must obtain approval from their immediate supervisor before using a private vehicle to be reimbursed up to the state- approved mileage reimbursement rate as detailed in the Travel policies.

The Vehicle Policy applies to coordinate and promote efficiency and economy in the use and maintenance of vehicles by the Board. This policy is not intended to take the place of the Fleet Manual or other official documents from which information contained herein has been obtained.

All MBP vehicles are permanently assigned to a single individual. They are available for official use by individuals licensed and eligible to operate such vehicles. Any state-owned vehicles shall be driven only by state employees and used for official state business only. Only authorized passengers are permitted to accompany authorized employees in state vehicles.

5.3.1 Vehicle Safety

All employees are responsible for operating vehicles within the bounds of the state and federal laws that apply, whether they are driving a state vehicle or their own private vehicle. Before being granted use of the vehicle, a form must be completed. This Vehicle Use Agreement (Form UA-1) should be signed annually (by January 15th each year.) It will be the responsibility of the Fleet Manager or designee to ensure the agreement is completed. Vehicle Use Agreement can be found at: [Form UA-1](#).

The driver should avoid activity that may hinder safe operations such as inappropriate use of a cell phone, eating or reading while driving, and any other activity that may hinder the driver's

attentiveness. Driving privileges may be reduced or revoked depending upon the severity and the number of violations.

Employees are expected to exercise the highest degree of prudence and courtesy when operating a MBP vehicle. Drivers are expected to maintain the interior cleanliness of the vehicle. Eating/drinking in the vehicles is discouraged and should be kept to a minimum. The use of tobacco products is prohibited in all state-owned vehicles.

Reporting Accidents - If an employee is involved in an accident, whether in the office or a state vehicle, personnel available shall render first-aid to the injured employee and summon emergency medical assistance, if required. The injured employee, if able, should contact the supervisor and should report the accident in written form. Those employees witnessing the accident or injury may be asked to provide a written account of the accident. This report(s) shall be done promptly after the incident. The report can be found at: [Agency Incident Reporting Form](#).

5.3.2 Procedures During Use of Vehicle

During use, the employee should:

- Avoid all behavior that could jeopardize the safety of the driver, passengers, or vehicle itself. These behaviors include, but are not limited to, the following practices: inappropriate use of a cell phone, reading/eating while driving, etc.
- Maintain interior cleanliness of any state-owned vehicle.
- Avoid eating/drinking in any state-owned vehicle.
- Refrain from the use of tobacco products in any state-owned vehicle.
- If needed, follow Emergency Procedure guidelines as outlined in the Fleet Manual. Dial 911 (police, ambulance, fire department)
- Use the following Proof of Insurance number for police reports: 11-46-15.
- Call roadside assistance for mechanical problems: 1-800-877-9013.
- If the vehicle must be towed, tow to the nearest dealership or Fuelman service center.

5.4 Firearm Safety

The specific policy of the Board regarding the use of firearms shall apply to all individuals authorized to carry firearms for the Mississippi Board of Pharmacy pursuant to Section 41-29-159 of the Mississippi Code of 1972.

Any Investigators and/or Board employees, authorized to carry a firearm, shall complete and pass a firearm/safety training program approved by the Executive Director prior to carrying a firearm. Employees authorized to carry a firearm pursuant to this policy shall be recertified at least annually through completion of the firearm/safety training program approved by the Executive Director and must comply with and sign Firearms Policy and Acknowledgement Form.

Carrying Firearms

- When carrying an authorized firearm, the authorized individual shall carry the firearm in a manner to prevent the weapon from being detected or seen unless being appropriately used.
- All components of the firearms policy and Acknowledgement Form must be followed.

CHAPTER 6 – EMPLOYEE USE OF STATE PROPERTY

State employees have no ownership rights in or control of State property, which is defined to include all office space, space adjacent to the workplace controlled by the State or a State agency, furniture, fixtures, equipment, and inventory including without limitation, all computer software, databases, servers, computer hardware, discs, and information of any kind contained in or recorded on physical or electronic data sources of any kind. Employees are prohibited from using State property for personal use.

6.1 Expectation of Privacy

State employees have no expectation of privacy in their work premises. All State property, including an employee's workstation, all physical storage areas, and all electronic storage areas, including all software and data on all computers, voicemail, and email, are subject to access and inspection at any time by management, other employees or third parties designated by management. Because Board management may access or inspect an employee's work area at any time to find materials or obtain information, employees should not store any personal documents or materials on or in State property.

6.2 Right to Search

The Board reserves the right to conduct reasonable searches on, in, or of State property and on State premises including, at any time, locked and unlocked areas, for any reason related to the operation of State business. Consent by the employee is implied, and lack of cooperation or refusal to permit a search can result in immediate discipline, including termination.

The Board may conduct inspections or searches for illegal drugs, unauthorized weapons, explosives, contraband, or other prohibited materials on, around or in State property, at any time, without notice, whenever there is a reasonable basis to believe that an employee may be in possession of such materials in violation of policy.

Inspections or searches for prohibited materials may be conducted by any member of management, an independent person appointed by management, law enforcement representatives, or by the State or the Board with its personnel.

The right to conduct routine searches of Board premises is in addition to the right of the Board to access all State property without requiring the consent of the employee.

6.3 Inventory

Specific state property may be assigned to employees for them to perform their jobs as designed. Employees must take care to safeguard any assets in their possession and to utilize them properly for State business. Employees are prohibited from using State property for personal use. If State property assigned to an employee is damaged, destroyed, stolen, or misplaced, the employee should notify his or her supervisor immediately. If the item is believed to be taken, a police report should be obtained.

6.4 Personal Property

Employment or continued employment with the State constitutes acknowledgment by employees that routine searches of State property might result in the discovery of an employee's possessions or personal information. Because the State or third parties will have access to all areas of State

property, employees are encouraged not to store or bring to the workplace any personal property or to transmit or obtain the transmission of personal information or messages using State-owned equipment.

6.5 Computers/Computer Network Usage Policy

This policy governs the use of all computers, computer-based communication networks, and all related equipment administered by the Board.

A user is defined as any person employed by the Board, which includes full-time, part-time, temporary, contract employees, persons who are employed by contractors or subcontractors of the Board, and any other individuals who are authorized to use Board information systems. The electronic communication and facilities of the Board are the property of the State, and by using these facilities, the user acknowledges consent to abide by this policy. These facilities and resources are to be used for State business purposes. The user should be aware that any communication or use of the Board information systems resources are not to be considered private or confidential and can be monitored at any time. No encryption should be utilized for any purpose without the prior written approval of a Division Director. All users are now notified that system security features allow any messages or usage to be monitored and archived regardless of passwords and message deletions, and computer use is subject to search and monitoring at any time. Access can be traced back to the individual.

6.5.1 Software

- Software, including but not limited to internet downloads, utilities, add-ins, programs (including shareware, freeware, and internet access software), patches, upgrades, or clipart shall not be installed on any desktop, notebook, personal computer (PC), or server by anyone other than an authorized Board IT representative. All software purchased for use on Board equipment must be approved in writing by the Board IT representative. The Board's network contains software that performs an inventory of each PC regularly to ensure compliance with this rule.
- There are to be no games on any device, at any time, for any reason.
- Software owned or licensed by the Board may not be copied to alternate media, distributed by email, transmitted electronically, or used in its original form on other than Board devices without express written permission. In no case is the license agreement or copyright to be violated.
- Standard software is to be used for all internal functions. Approved non-standard software is only to be used to interface with customer or vendor organizations when they require the non-standard software.
- Software licensed to the Board is to be used for its intended purpose according to the license agreement. Employees are responsible for using the software in a manner consistent with the licensing agreements of the manufacturer. License agreements are maintained by the Board IT representative.

6.5.2 Hardware

- All PCs, laptops, workstations, printers, add-in cards, memory modules, and other associated equipment are the property of the State of Mississippi. They should not be used for purposes other than State business. No changes, modifications, additions, or equipment

removals may be made without prior written (email) notification to the Board IT representative.

- Except notebook PCs used in daily off-site work, no information systems equipment should be removed from Board premises without the permission of the employee's supervisor or Division Director. In the event the material is to be off the premises for any longer than one workweek, the employee responsible for the equipment must file a written receipt with the Board Property Officer.

6.5.3 Practices

- No materials are to be disseminated in any manner, which is derogatory to any person or group, obscene, racist, sexist, harassing, or offensive based on color, religion, creed, national origin, age, or disability.
- System identification codes and passwords are for the use of the individually assigned user and are to be protected from abuse or use by unauthorized individuals.
- All removable storage drives (CDs, jump drives, etc.), email attachments, executable email messages, and downloaded files are automatically scanned for viruses using the virus detection software installed on all Board computer workstations that have been configured by the Board IT representative. If an employee has made any configuration changes to their workstation, even with approval, it is each employee's responsibility to ensure virus protection before opening/executing any files on removable storage drives, email attachments, executable email messages, or downloaded files.
- Like all Board information systems resources, internet access and email are for work-related use. Access and sites visited can and will be monitored at the user level.
- Employees shall not violate any procedures of CJI processes by misusing the data or equipment.
- Employees may not use Board information systems resources for soliciting, personal financial gain, partisan political activities, or further disseminating "junk" email such as chain letters.
- Information contained on the Board network and workstations is strictly proprietary to the Board. Copying or disseminating any of this information for any purpose other than State business is strictly prohibited. Access to this information must be considered confidential.
- Employees are expected to report any violations of this policy that they observe to their supervisor or if the offense involves the supervisor, the Executive Director. Likewise, if the employee is a witness to abuse, the employee is required to cooperate in any investigation of the violation.
- There may be extenuating circumstances requiring exceptions to this policy and the addendum, including work emergencies, safety issues, etc., that can be reviewed on a case-by-case basis by the Executive Director. This type of review will be the exception and will not be routine.

6.5.4 Consequences

- Any user who knowingly and willingly violates this policy is subject to discipline up to and including termination from employment. Furthermore, in the event of illegal activity, the user will also be reported to the appropriate law enforcement authority.

- If an employee has any questions regarding this policy or any situation not explicitly addressed in this policy, the employee should see their supervisor, Division Director, or the Executive Director.

6.6 Land-Based Telephones

The establishment of these policies and procedures sets the standards for the usage of office telephones and landline telephone services by the employees of the Board.

No employees of the Board may directly or indirectly use or allow the use of Board property of any kind, including property leased to the Board, for other than officially approved activity. Also, employees shall protect and conserve Board property, including land-based telephone equipment, facsimile devices, and teleconferencing equipment. Employees are hereby notified that the Board will enforce this policy through a variety of methods and may monitor the use of telephone equipment to ensure compliance.

6.6.1 Procedures

- Generally, telephone devices should be used for legitimate State business only; however, brief, and occasional personal use is acceptable. Personal use of the phone system(s) and other land-based telephone devices, where permitted, is a privilege, not a right. As such, the use of phones should be limited.
- Personal use of telephone equipment should not impede the conduct of State business. Only an incidental amount of time, periods comparable to reasonable breaks, should be used to attend to personal matters.
- The privilege may be revoked at any time and for any reason. Abuse of the privilege may result in appropriate disciplinary action.
- Employees should not make personal calls where such calls are charged on a usage basis, including long-distance and State calling cards. If such calls are made in an emergency, employees are responsible for reimbursing the Board for any long-distance personal telephone calls, or personal calls billed to a State calling card. Failure to make prompt reimbursement may result in appropriate disciplinary action or loss of telephone privileges.

6.7 Wireless Communication

6.7.1 Wireless Communications Equipment

- State employees may not directly or indirectly use or allow the use of Board property of any kind, including property leased to the Board, for other than officially approved activities. Also, employees shall protect and conserve Board property, including wireless communications equipment.
- Wireless communications equipment includes cellular phones, personal digital assistant devices, and standard and two-way pagers, as well as any similar devices that perform some or all these functions. Employees are hereby notified that the Board will enforce this policy through a variety of methods and may monitor the use of wireless communications equipment to ensure compliance.
- Wireless communication devices shall be used for legitimate State business only. The use of Board-provided cellular phone for personal calls may result in appropriate disciplinary

action or the loss of the use of the phone. The Board may not reimburse employees for any charges on personal wireless communication devices.

- Employees should be aware that cellular phone transmissions are not secure transmissions. Confidential information regarding official business should be transmitted from a secure environment.

6.7.2 Wi-Fi Use

The purpose of this guideline is to describe how wireless technologies will be deployed, administered, and supported to assure that Board employees, guests, consultants, contractors, temporary and other workers, including all personnel affiliated with third parties, have access to a reliable, robust, and integrated wireless network, and to increase the security of the wireless network to the fullest extent possible.

The Board's guest Wi-Fi is physically separate from the main wireless network. All users must adhere to the following guidelines:

- Wireless access is strategically located, and the range of signal does not extend outside of the intended coverage areas.
- All wireless access points (WAPs) are connected to switches.
- WAPs are routinely updated and patched when a newer version of firmware is available.
- All WAPs that connect clients to the internal network require users to provide unique authentication over secure channels and all data shall be encrypted.
- Wireless access is granted to guests via a separate WAP. Guests must obtain credentials from the administrator at the Board.

6.8 Personal Use of Social Media

Social media is defined as the various activities that integrate technology, social interaction, and content creation. Through social media, individuals or groups can create, organize, edit, or comment on, combine, and share content. Social media uses many technologies and forms, including social networking, blogs, wikis, photo-sharing, video-sharing, podcasts, social bookmarking, mashups, widgets, virtual worlds, microblogs, Really Simple Syndication (RSS) and more.

Any personal social media activity by State employees may not be represented as an official state or Board social media activity. State email addresses shall not be used to register for personal social media activity. State employees should not pressure or coerce other employees to connect with them via social media.

It is a protected expression for state employees to engage in social media activity concerning issues of public concern, while on personal time and in a personal capacity. State employees must make clear that any views concerning matters of public interest are those of the individual and do not reflect the opinions of the state or any entity of the State. State employees maintain their First Amendment rights, but any speech or expression, even in a personal capacity, causing disruption or that undermines the effectiveness or operation of the workplace, is prohibited.

Any of the following social media activity, comments, expression, or posts by a state employee in his or her professional or personal capacity are also prohibited:

- Discriminatory content, harassing or physically threatening, as defined in sections 8.2 and 8.3 of the State Personnel Handbook, toward other state employees
- Disclosure of Board information that is confidential or proprietary
- Content that demonstrates unlawful conduct
- Content that violated the MBP conflict of interest policy found in Section 7.1 of this Handbook
- Content that violates MSPB and conflict of interest regulations
- Content that violates the federal Hatch Act, 5 US C Section 1501 et seq., and 5 CFR Section 151.101 et seq. Additional information concerning the Hatch Act may be found in Section 5.9 of the State Employees Personnel Handbook.

The establishment of these policies and procedures sets the standards for the usage of social media by the employees of the MBP.

Regarding the personal use of social media and discussion of State related business or affairs, employees are expected to maintain an appropriate balance between exercising their First Amendment rights to free speech and maintaining their professionalism, effectiveness, and credibility as Board employees. The following guidelines and procedures should be followed to ensure that this outlet for self-expression and communications does not adversely affect the employee or the Board.

Procedures

- Employees will be limited in the personal use of social media sites at work. The only exception to this policy will be if a Division Director has justification for the employee's extended use of social media to perform their duties.
- Employees are personally responsible for the content they publish online in any form of social media.
- When discussing State business through social media, employees should identify themselves by name and area of responsibility (if applicable) and must clearly state that they are speaking for themselves and not the State of Mississippi or the Board.
- In a personal capacity, employees who publish content relevant to the State of Mississippi or the Board must include a disclaimer such as "The postings on this site are my own and don't necessarily represent the positions, strategies or opinions of the State of Mississippi or the Board of Pharmacy."
- In a personal capacity, whether at work or not, employees who publish content relevant to the State of Mississippi or the Board must adhere to these guidelines and ensure that postings do not affect job performance, the performance of others, or impact the State of Mississippi or the Board in a negative manner.
- Copyright, fair use, state records law, and financial disclosure laws must be followed.
- Under absolutely no circumstances should confidential, sensitive, or other proprietary information ever be disclosed publicly, including using social media.
- Do not discuss fellow employees, customers, or vendor partners without their approval. References should always be linked back to the source. Publishing anything that might allow inferences to be drawn, which could embarrass or damage a fellow employee, customer, or vendor partner, is prohibited.

- A professional approach must be maintained when posting to social media sites. Avoid ethnic slurs, personal insults, obscenities, or conduct that would not be acceptable in the workplace at the Board. Proper consideration should be taken regarding initiating any discussion that may be deemed objectionable or inflammatory such as politics, religion, etc.
- Avoid confrontation and conflict and always be the first to correct mistakes or to clarify misinformation.
- Always attempt to bring value to the conversation. Provide useful information and perspective. Do not use the official State of Mississippi or Board seals or logos without prior written approval.
- Participating in social media games during regular working hours on state-owned Board resources is strictly prohibited.

Board regulation of employees engaging in social media, while on personal time and in an individual capacity, must be both consistent and measured. Violations of this policy are subject to disciplinary action, as outlined in Chapter 10 of this Handbook.

6.9 Lobbying

Only the Executive Director or his/her designee should speak on behalf of the Board. The Executive Director will not need to register as a lobbyist.

6.10 Media

Board members and employees will occasionally have the opportunity to talk to the media and other members of the public. Employees must always defer to superiors, Board members, Executive Director or the Communications Director when approached by the media or the public. Only the Executive Director, designated Board members, and other designated MBP officials should answer questions from the media.

6.11 Official MBP Seal and Letterhead

Employees will only use the approved MBP address and symbol on their work email or any letterhead.

6.12 Storage of Information

All information, including written materials that pertain to work at the Board, in any form, should be stored on the computer or in an employee's desk following dictated procedures so that other employees or an employee's supervisor has access to it.

Board Information Technology employees and Board supervisors may have passwords or other information necessary to access an employee's voice mail and email, and duplicate keys, if any, to all desks and file cabinets.

Employees are prohibited from locking desks or cabinets unless permitted by management or altering equipment or programs to prohibit access.

CHAPTER 7 - STANDARDS OF EMPLOYEE CONDUCT

Since the Board regulates the conduct of others, its members and staff must ensure they maintain the highest degree of integrity. Therefore, in addition to adopting the provision for conflict of interest and political activity detailed in the State Employee Handbook, the Board has established stronger policies and procedures for its members and staff. These policies are designed to minimize the appearance of situations which may damage the integrity of the Board in the eyes of the public, the medical and law enforcement communities, and other governmental agencies. Any activity not explicitly covered by these guidelines but might have the potential of undermining the credibility of the Board, should be avoided, or minimized. Violations of this policy are subject to disciplinary action, as outlined in Chapter 10 of this Handbook.

If questions arise concerning any of these policies, or an instance noted where these policies had been violated, the employee or Board member must discuss the issue or report the situation to the Executive Director. If the Executive Director is unable to address the problem, it will be placed on the agenda of the next Board meeting.

7.1 Conflict of Interest

Employees and members of the Board should be especially careful to avoid using or appearing to use an official position for personal gain, giving unjustified preferences, or losing sight of the need for efficient and impartial decision making in the State's method of operation. No act should be committed, which could result in questioning the integrity of the Board and its operations.

Employees are not to engage in any activity in either a private or official capacity where a conflict of interest may exist. A MBP employee's first loyalty should be to the public's interest. Associations, dealings, or interests that could affect an employee's objectivity in performing the employee's job or in making the decisions required of the employee's position should be avoided. However, employees are encouraged to participate in professional and civic organizations if such participation does not adversely affect the employee's role as a public employee.

7.2 Using Position for Personal Gain

Employees and Board members must not utilize their positions to obtain benefits in the form of money, property, commercial interest, or any other economic gain for themselves, their relatives, or any family business interests. Employees should never disclose information obtained from their employment with the Board in any way, which might result in any of these benefits.

Employees must also guard themselves against the appearance of such conflicts. Board members, employees, and members of their immediate families are not permitted to accept gratuities, gifts, discounts, or favors from individuals regulated by the Board.

7.3 Meals and Social Functions

An employee must use extreme care in those situations where licensees and permit holders under the direct jurisdiction of the Board offer to purchase a meal or issue a social invitation. The employee must decline the purchase of his or her meal, including meals provided by potential vendors.

Social invitations may be accepted where the function is reasonable and is for a large group of people. If the function is explicitly held for an employee of the Board, the employee must decline the invitation.

Professional behavior will always be expected when representing the Board, including after-hours/social functions when traveling for Board business.

7.4 Attendance

Regular attendance is a basic condition of employment with the State of Mississippi and shall be considered among the essential elements for all permanent position classifications. All employees must report to and leave work at the time designated by their employer.

7.5 Office Hours

State law requires that all State offices be available to the public for services from 8:00 am until 5:00 pm, Monday through Friday. A standard work schedule is eight hours per day, 40 hours per week, 174 hours per month, and 2,087 hours per year. Each part-time or contractual employee will be provided a schedule of working hours.

All employees must report to and leave work at the time designated by their supervisor. Anticipated absence from work is to be arranged with the employee's supervisor in advance, and unexpected absences are to be reported promptly to the employee's supervisor before the beginning of the employee's work period. Any time off requires a leave request signed by employee's supervisor

7.6 Diligence During Work Period

All employees must apply themselves to their assigned duties during the full schedule for which compensation is being received, except for a reasonable time provided to take care of personal needs.

7.7 Productivity

The MBP expects all employees to meet productivity standards set before the staff. Time management, teamwork, efficiency, cooperation, and effort all contribute to an employee's productivity. These standards include but are not limited to:

- Consistently reporting to work and leaving work according to the agreed-upon schedule
- Being proactive and productive during work hours
- Meeting the required deadlines
- Asking for assistance when needed
- Assisting others with information, knowledge, time, and resources
- Being prepared to give extra time to your teammates when necessary
- Responding positively to unanticipated overtime needs when they arise
- Notifying supervisors as soon as possible of unscheduled absences
- Learning and using technology and databases for maximum efficiency
- Being prepared for meetings
- Avoiding unnecessary interruptions of others at work
- Following-up on activities that have been delegated
- Minimizing the need to conduct personal business during work hours
- Using proper phone etiquette; using helpful, kind, appropriate responses
- Being friendly and professional

- Answering your phone
- Responding to messages/emails promptly
- Speaking clearly and at a speed that enables people to understand you
- Maintaining a positive and cooperative attitude about the job role, assigned work, and the organization

7.8 Work Habits

The Board requires that all employees show high standards regarding work habits. These are defined below and include, but are not limited to:

- Following instructions - the ability to perform duties according to written or verbal instructions
- Planning and organizing work - the ability to develop an approach to work that will effectively utilize time, material, and staff hours in an equitable manner to achieve the greatest results with a minimum of time and effort
- Coordinating with others - The extent to which the employee organizes their work activities to operate harmoniously with the work of others to achieve the best possible results for all
- Attention to duty - The extent to which an employee accomplishes work goals with a minimum amount of time, effort, and errors
- Care of equipment - The extent to which State equipment is properly expended, used, and cared for
- Works independently - Being able to make and execute decisions that the job requires without being dependent on others

7.8.1 Adaptability

- Performance in new situations - The extent to which the employee adapts with a minimum of difficulty to new orders, policy changes, new personnel, different assignments, etc. and performs properly under such changes.
- Performance with minimum instructions - The extent to which the employee effectively performs with brief instructions without further explanations.
- Performance under stress - The extent to which the employee can react quickly and properly under adverse conditions or in emergencies.

7.8.2 Personal Relations

- Acceptance of supervision - The way the employee carries out orders or suggestions relating to specific tasks or recurring responsibilities.
- Employee willingness to contribute to the success of the team or department.
- Getting along with fellow employees - The Extent to which the employee willingly cooperates with other employees when the job requires it. Other employees include those within the Board and other divisions.
- Consideration for others; a willingness to help coworkers
- Meeting and interacting with the public - The effectiveness of the employee in relating to the public for the mutual satisfaction of both in carrying out specific responsibilities.

7.8.3 Job Skills and Ability

- Job Understanding - The degree to which the employee perceives clearly and fully the nature and functioning of their job in the organizational setting and assignment.

- Job Knowledge and Skills - The extent to which the employee possesses the knowledge and/or skill to perform the job.
- Analytical Ability - The ability to analyze facts, arrive at alternative solutions, and provide acceptable recommendations.
- Judgment - The ability to interpret a situation correctly and make sound evaluations as demonstrated by practical decisions and their results.
- Initiative in Work Environment - The extent to which the employee applies themselves to their responsibilities and seeks to improve the level of work by initiating action on their own to accomplish the task without direction.
- Supervision Required - The amount of supervision needed to assure that the employee will perform their assigned duties in an acceptable and timely manner.

7.8.4 Quantity

- Amount of work performed - The volume of work produced concerning the amount of work requiring completion or attention.
- Completion of work on schedule - The extent to which an employee completes work within given or reasonable time limits.

7.8.5 Quality

- Accuracy - The extent to which work is free from errors or omissions.
- Thoroughness - The extent to which work is completed, with all details covered, avoiding the necessity to perform further work to complete it.
- Neatness of work product - The extent to which a finished work product exceeds the acceptable standard for legibility, cleanliness, and orderliness.
- Oral expression - The extent to which an employee is capable of verbally expressing themselves clearly, concisely, and effectively to others.
- Written expression - The extent to which an employee can express his or her thoughts in writing in a logical manner and sequence, using appropriate grammar, punctuation, and sentence structure.

7.8.6 Other

The individual employees' activity statement is the basis for evaluating additional factors requiring evaluation.

Additionally, employees who do not supervise are evaluated on their efforts according to their assignment in attaining the affirmative action goals established by the Board for women, minorities, and persons with disabilities.

7.9 Dress Code

All Board employees are expected to dress appropriately for regular office functions and field operations. Appearances must be neat and professional. Business attire should be observed from Monday through Thursday and during any meetings of official capacity. Business casual attire may be worn on Fridays or other days designated by the Board during special activities or events. Other attire as specified may be worn on occasions designated by the Executive Director.

7.9.1 Procedures

If an Board employee's dress or grooming is deemed unacceptable by his or her supervisor or director, the employee will be required to take personal leave to make the necessary adjustments before returning to the workplace.

7.9.2 Business Professional Attire

Traditional business attire is expected of all employees. Necessary elements for appropriate and professional business attire include clothing that is in neat and clean condition.

Appropriate workplace dress does *not* include clothing that is too tight or revealing; clothing with rips, tears, or frays; or any extreme style or fashion in dress, footwear, accessories, fragrances, or hair.

Although it is impossible and undesirable to establish an absolute dress and appearance code, the Board will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. Management may make exceptions for special occasions or in the case of inclement weather, at which time employees will be notified in advance. An employee who is unsure of what is appropriate should check with his or her manager or supervisor.

7.9.3 Business Casual Attire

Business casual dress will be permitted on Fridays. When meeting clients, business professional dress guidelines must be observed.

Business casual dress is defined as follows:

- Casual shirts: all shirts with collars, business casual crewneck or V-neck shirts, blouses, and golf and polo shirts. Examples of inappropriate shirts include T-shirts, shirts with slogans, tank tops, muscle shirts, and crop tops.
- Pants: casual slacks and trousers and jeans without holes, frays, etc. Examples of inappropriate pants include shorts and pants worn below the waist or hip line.
- Footwear: Casual slip-on or tie shoes, dress sandals, and clean athletic shoes. Examples of inappropriate footwear include flip-flops.

7.9.4 Appropriate Dress

Board staff must adhere to the following dress guidelines:

- Shoes must always be worn. Men should not wear open-toed shoes or sandals. Flip-flops and house slippers are inappropriate for all employees.
- Hats and head wraps will not be worn indoors except where prior approval for medical or religious reasons/problems is granted by the Executive Director.
- Appropriate foundation garments must be worn.
- Hair, mustaches, and beards must be neatly maintained.
- Hairstyles must not interfere with job safety or performance.
- Offensive body odor or poor personal hygiene is unacceptable.
- Perfume, cologne, and aftershave lotion should be used in moderation only, in consideration of other office personnel.
- Jewelry must not endanger job safety or performance.

- Facial and other visible body jewelry, such as rings or studs in lips, nose, eyebrows, tongues, or other visible parts of the body, are not appropriate in the workplace. Earrings are permissible.
- Excessive tattoos and body art must not be visible.
- Shirts with tails must be neatly tucked into pants, and pants must be worn appropriately.

7.9.5 Inappropriate Dress

- Not all clothing is appropriate for the workplace. Stained, wrinkled, frayed, provocative, or revealing clothing is inappropriate. Other examples of inappropriate attire include but are not limited to:
 - worn, faded jeans
 - spandex or other form-fitting attire
 - overalls or coveralls
 - skirts or dresses worn excessively short above the knee
 - sweat suits or wind suits
 - spaghetti-strap dresses or shirts
 - visible undergarments
 - tank, tube, or halter tops (unless worn under a shirt or blouse)
 - clothing with offensive messages or images
 - shorts, culottes or skorts

7.10 Outside Employment

Outside employment is defined as any source of income, which is the result of services rendered off-duty by an employee (either full-time or part-time) of the Board for which compensation is received. This includes the receipt of a benefit as opposed to monetary compensation. Outside employment does not refer to a member of a reserve component of the military.

There is no objection to an employee accepting or engaging in outside employment if the outside employment does not interfere with the employee's availability and devotion of their full attention to their assigned duties and responsibilities during scheduled working hours.

Employment with the Board will be the employee's primary job responsibility and obligation; any other employment will be deemed secondary.

An employee should not seek or accept outside, or secondary employment that may negatively impact or affect the employee's punctual and consistent attendance, ability to perform satisfactorily and efficiently his or her duties, or that creates a conflict of interest.

Employees engaging in any outside employment must submit a written request by way of an additional employment request form for approval to the Executive Director before agreeing to secondary employment. This request must be completed if an outside activity exists at the time the employee is hired by the Board; when an outside employment activity previously approved is being discontinued, or the nature or scope of the activity is being changed; or when the employee plans to enter into any outside employment. If the outside employment constitutes a conflict of interest, detracts from the employee's responsibilities, or has an appearance of a conflict of interest,

the request will be denied. All outside employment decisions will be provided to the requestor in writing.

The demands or requirements of outside or secondary employment are not to be considered as justifiable reasons for absences, tardiness, poor performance, or other areas of concern from a personnel perspective.

Any pharmacist-investigator employed by the Board may have other part-time employment if he shall not accept any employment that would cause a conflict of interest in his pharmacist investigator's duties.

CHAPTER 8 - SUPERVISOR EXPECTATIONS

A supervisor is expected to manage their employees' performance. Leadership styles may vary, and supervisors utilize the style that works best for them. Regardless of style, however, the key elements of a successful supervisor are communication, teamwork, role modeling, and accomplishments. Violations of this policy are subject to disciplinary action, as outlined in Chapter 10 of this Handbook.

8.1 Responsibilities

Supervisor responsibilities include, but are not limited to:

- Communicating the focus, goals, and services that will achieve the Board's mission with staff.
- Interacting with staff and other members of the pharmacy community in a professional manner.
- Providing timely and constructive feedback on performance, including the Annual Performance Review Process.
- Timely addressing performance or behavior that falls below acceptable standards or fails to serve the success of the individual, department, or Board.
- Recommending changes to policy through consultation with appropriate Board personnel.
- Promoting Board-wide cooperation among employees.
- Mentoring newer members to the Board community.
- Supporting and implementing, proactively, and constructively all policies.
- Focusing on business issues rather than personal interests.
- Linking the goals and objectives of everyone to overall department goals and objectives.

8.2 Supervisory Aptitude

- **Accepting Responsibility** - The extent to which the supervisor voluntarily performs assigned duties, accepts new duties, and assumes responsibility for the action of subordinates.
- **Planning** - The extent to which the supervisor anticipates needs, preplans work, and establishes appropriate schedules.
- **Organizational Skills** - The ability of the supervisor to effectively establish, coordinate and prioritize work assignments for the work group.
- **Decision Making** - The ability to consider and correctly interpret all the important facts in solving a problem and arriving at a prompt and effective decision.

- Directing Work - The extent to which the supervisor gives appropriate direction and instruction to subordinates to effectively accomplish the work of the group.
- Improving Work Methods - The extent to which the supervisor takes actions or provides recommendations which result in improved work efficiency of service.
- Training - The extent to which the supervisor recognizes deficiencies in subordinates and provides personnel training through proper instruction.
- Evaluation Performance - The extent to which the supervisor accurately evaluates the performance of subordinates, documents observations, and works with subordinates in correcting their deficiencies.
- Disciplinary Control - The extent to which the supervisor maintains a consistent and impartial standard of acceptable conduct, performance and quality of work while exercising proper and effective discipline when required.
- Communication Skills - The ability to organize thoughts and effectively express them verbally or in writing.
- Counseling Skills - The extent to which the supervisor offers advice and guidance to employees on work areas that can be improved.
- Employee Complaints and Grievances - The extent to which the supervisor successfully resolves complaints or grievances of subordinates.
- Approachability - The extent to which others feel free to approach the supervisor for guidance, advice, and counsel.
- Fairness and Impartiality - The extent to which the supervisor judges subordinates honestly and on merit and interacts impartially with each.
- Leadership and Motivational Ability - The ability to inspire the confidence, loyalty, and willing cooperation and compliance of subordinates in accomplishing the group's responsibilities.
- Affirmative Action Accomplishments - Accomplishments in meeting the goals and objectives established by the MBP for protected groups including women, minorities, and people with disabilities.

CHAPTER 9 - WORKPLACE PROTOCOLS

The Board requires that all employees show high standards of conduct in the Workplace. The following protocols have been established by the Board and are required of all employees. Violations of this policy are subject to disciplinary action, as outlined in Chapter 10 of this Handbook.

9.1 Prohibited Relationships

The State of Mississippi requires that all employees always behave in a professional manner that avoids any unlawful discrimination, including harassment, conflict of interest, or risk of a claim or loss to the State of Mississippi. These requirements include maintenance of a work environment in which the State prohibits romantic, dating, or sexual relationships between:

- Employees working in a common sphere of influence, meaning a relationship between a supervisor and subordinate, or any relationship in which one employee supervises or manages, directly or indirectly, another employee or makes decisions concerning another employee's terms, conditions, or privileges of employment: or

- An employee and a contractor, subcontractor, potential employees, or vendor when the employee can influence, directly or indirectly, the relationship or potential employment

Such relationships can cause conflict and adversely affect morale, operations, and productivity because of the perception of impropriety or unfairness and the possibility of accusations that one's position is being used to obtain or grant sexual favors, and of inappropriate influence on others, favoritism, bias, or unfair treatment. Additional problems can occur in the workplace should the relationships cease.

9.2 Workplace Harassment

The Board desires to provide a professional workplace free from any type of harassment. Federal law prohibits harassing behavior based on race, color religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. It is also prohibited for individuals to be harassed in retaliation for particular "protected activity," such as participating in a discrimination complaint process or opposing employment practices that are reasonably believed to violate anti-discrimination laws. State law also requires a personnel system that assures employees are free from coercion for partisan or political purposes and shall receive fair treatment in all aspects of personnel administration without regard to political affiliation.

Offensive conduct can include but is not limited to, offensive jokes, slurs, epithets, physical assaults or threats, intimidation, ridicule, insults, offensive objects or pictures, and interference with work performance. A harasser can be a supervisor, agent of the employer, co-worker, or a non-employee. A victim does not have to be the person harassed but can include anyone affected by the offensive conduct.

The Board desires to prevent and promptly correct harassment, especially harassing behavior based on or motivated by an individual's membership in a protected group. Employees should immediately report harassing behavior they experience, witness, or become aware of to an appropriate administrator (immediate supervisor, upper management, human resources, or an employee designated by the appointing authority to receive such complaints). Employees may report harassment to a supervisor in another division in case the source of the harassment is in the employee's management chain.

The Board desires to ensure that an employee's concern will be promptly addressed, without any fear of retaliation.

After receiving notice of a possible violation of policy, appropriate staff will prompt action reasonably calculated to end the alleged harassment and conduct a thorough investigation. After completing the investigation, effective and appropriate remedial measures, including necessary corrective or formal disciplinary action against the harasser, will be taken.

If a supervisor of the employee's division is the source of the alleged harassment, the victim may report the harassing behavior directly to the Executive Director of the Board. The Executive Director shall promptly take reasonable steps to ensure the complaint is appropriately and adequately addressed by the responsible parties. Each appointing authority should ensure Board anti-harassment policies are consistent with these guidelines and principles.

Complaint Procedure

Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may complain directly to your immediate supervisor or director, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above. A Complaint Form can be found under the common folder.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard to confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, the appropriate staff will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

9.3 Workplace Violence

The Board's goal is to ensure the safety of the Board office and activities so that employees, visitors, licensees, registrants, or permittees can work and enjoy an environment free from violence and threats. The purpose of this policy is to encourage all employees to report incidents of threats, aggression, and other prohibited behaviors and acts of any individual(s) to their immediate supervisor. This policy lists prohibited conduct and outlines reporting responsibilities and procedures should a safety concern arise.

9.3.1 Prohibited Conduct

The Board prohibits violence, threats of violence, and any other behavior that risks or harms the safety of the Board office or Board activities, or that raises a reasonable concern for the safety of employees, visitors, licensees, registrants, or permittees at the Board office or during Board activities.

“Violence” is defined as any intentional or reckless act that physically harms people or property.

“Threat of violence” refers to any verbal or physical conduct that conveys the intent to cause physical harm or to place someone in fear of physical harm.

Prohibited conduct includes, but is not limited to:

- Any ongoing or regularly reoccurring aggressive behavior that would make it difficult for a reasonable person in that workplace to perform his or her duties.
- Engaging in any act of violence toward a person or property
- Making a direct, indirect, or conditional threat of harm

- Engaging in any conduct, including aggression, intimidation, harassment, belligerence, and disruptive or erratic behavior, which has the purpose or effect of generating a reasonable concern for physical safety. Such conduct may consist of physical acts, oral or written statements, harassing electronic media (i.e., emails text, Facebook, twitter, snapchat, etc.), telephone calls, gestures, or behaviors.
- Damaging or destroying Board property or equipment, or threatening such harm
- Engaging in stalking or aggressive pursuit
- Participating in, or encouraging, a fight
- Using any instrument to injure, threaten, or intimidate
- Brandishing or using any firearm, explosive, or weapon of any kind or possessing a firearm in violation of Board policy or state law.
- Using Board resources to engage in threats or violence towards anyone

In the interest of protecting safety, the Board reserves the right to address any behavior in addition to that described above whenever the conduct generates a reasonable concern for the safety or wellbeing of employees, visitors, licensees, registrants, or permittees at the Board office or during Board activities.

Violation of this policy is considered to be serious misconduct and can lead to disciplinary and/or other appropriate responsive action, up to and including termination. In addition, where appropriate, the Board may pursue civil and/or criminal prosecution.

9.3.2 When this Policy Applies

This policy applies to employees, vendors, contractors, consultants, clients, and all persons, whether affiliated with the Board or not, who visit the Board or conduct business with the Board.

This policy applies to behavior occurring at the Board office. In addition, this policy can apply to conduct occurring outside of the office and off-duty, if that conduct generates a reasonable concern for safety during an Board activity or event, or for the safety of employees, visitors, licensees, registrants, or permittees.

“Workplace” is defined as the work setting in general, including any Board activity, which means all meetings and also locations of inspections and investigations by employees.

9.3.3 Reporting Responsibilities

All employees are encouraged to remain alert to and must immediately report any behaviors listed in the “Prohibited Conduct” section above to the persons listed in the “Where to Report” section below. No employee should assume that an official knows about a particular situation. In addition, all employees must report any conduct that indicates an employee might intentionally commit self-inflicted harm.

Required reporting includes but is not limited to behavior described above that any employees experience, witness, or otherwise become aware of, regardless of: (a) whom that behavior affects, (b) the perpetrator’s relationship to the Board or its employees, and (c) whether the behavior occurs in the workplace, if there is reason to believe that the behavior could affect safety of employees, visitors, licensees, registrants or permittees.

Employees are encouraged to report any behaviors of concern, whether or not strictly covered by this policy, so that the Board may evaluate the need to address conduct potentially affecting the wellbeing of employees, visitors, licensees, registrants, or permittees.

Nothing in this policy is intended to require that any employee breach legally protected privilege or confidences, unless otherwise permitted by law.

The Board reserves the right to investigate and resolve a complaint or report of workplace violence regardless of whether the complainant ultimately desires officials to pursue the complaint.

9.3.4 Where to Report

When appropriate, complaints under this policy may be reported to the employee's immediate supervisor, or the supervisor of another division, if needed. The report may be verbal or in writing, including an email. All reports or complaints under this policy will be investigated and include confidentiality where appropriate. Once an investigation is complete, a recommendation on how to handle the complaint will be submitted to the appropriate area for disposition. The Board may assist in pursuing civil penalties, criminal penalties, or other appropriate action against the offender.

9.3.5 Non-Retaliation Policy

The Board adheres to a strict policy of non-retaliation and prohibits retaliation and threats or attempts to retaliate against anyone who makes a good-faith report under this policy or who participates in, cooperates with, or contributes to efforts to investigate and resolve such reports. Any employee who believes that he or she is being penalized as a consequence of making a report under this policy, or for participating in, cooperating with, or contributing to efforts to investigate or resolve a report, should immediately contact the employee's immediate supervisor, or the supervisor of another division, if needed.

9.3.6 Post-Trauma Crisis Management

The Board has a strong commitment to the health, safety, and welfare of its employees, their families, and its customers. The Board recognizes that a variety of personal problems, such as emotional distress, family problems, alcoholism, and drug abuse can be devastating to lives, businesses, and the community at large. Many people solve their problems either on their own or with the advice of family and friends; however, the Board recognizes that people sometimes need professional advice. It is the goal of the Board to contract with an Employee Assistance Program to help and encourage those employees in need of professional assistance to use it.

It is also the policy of the Board to support an Employee Assistance Program that will assist employees and their eligible dependents to resolve problems such as emotional distress, family problems, alcoholism, and drug abuse, recognizing that these problems may adversely affect employees' health, family, and job performance.

Long-term problems can develop if post traumatic consequences are not managed. It is important to address these as soon as possible following an act of violence. In the event of a major workplace incident that affects or has the potential to affect the mental health of employees, the Board will provide initial counseling and support services through the Board's Employee Assistance Program. As the crisis passes and support systems are put into place, the Board will make every effort to return to normal business operations.

If there is an emergency or if you are in immediate danger, call 911.

9.4 Political Activity

In addition to the State policies, the Board conducts business in an atmosphere free from political influence or coercion.

9.4.1 Political Contributions and Services

No Board employee may be obliged, because of his or her employment, to contribute to a political fund or to render political service, and he or she may not be removed or otherwise prejudiced for refusal to do so.

9.4.2 Use of Official Authority or Influence to Coerce Political Action

No Board employee may use his or her official authority or influence to coerce the political action of a person or body.

9.4.3 Fair Treatment of Applicants and Employees

The Board provides fair treatment of applicants and employees without regard to political affiliation.

9.4.4 Freedom from Political Coercion

The Board strives to ensure that employees are free from coercion for partisan or political purposes and shall receive fair treatment in all aspects of personnel administration without regard to political affiliation.

9.4.5 Informing Employees of Political Activities Laws

The Board will inform employees regarding political activities permitted or prohibited by law.

9.4.6 Violation of Provisions

Any Board employee who violates any of the provisions of this section may be subject to appropriate disciplinary action.

9.4.7 Prohibited Political Activity

Mississippi law prohibits any agency or appointing authority from attempting to direct or coerce any State employee to vote or not to vote and from either discharging or threatening to discharge, changing the salary of, or promoting or demoting any State employee because of the employee's vote or failure to vote for a particular candidate or group of candidates. State law further prohibits any agency or employee of any agency with the authority to employ or discharge other employees from giving out or circulating any statement or report that is calculated to intimidate, coerce, or otherwise influence any employee as to the employee's vote. If any such statement or report is circulated, the Agency must publicly repudiate it or will be deemed to have circulated the statement. Agencies are also prohibited from requesting, directing, or allowing any employee to canvas for or render services for or against any candidate or group of candidates during working hours or while an employee is on vacation or other leave of absence at the expense of the Board. No State employee, at the expense, in whole or part, of his or her employer, may take any part whatsoever in any election campaign except the time necessary to cast his or her vote. No one who has any control over, directly or indirectly, the expenditure of any public funds in the State of

Mississippi may suggest or intimidate either publicly or privately that any such expenditure will in any way depend on or be influenced by the vote of any person or groups of persons. No person may promote his or her own candidacy or that of any other person for public office in Mississippi, directly or indirectly promise to appoint or secure or assist in securing the appointment, nomination, or election of another person to any public position or employment or the employment of any person under any public contract or the expenditure of any public funds in the personal behalf of any person or group. However, a candidate for election may publicly announce his position concerning an election in which he may be called on to take part if elected.

- Any employee that intends to run for political office must notify the Executive Director.
- All employees of the Board must also refrain from using their position to influence Board employees, Board members, licensees, or vendors for political purposes.
- The federal "Hatch Act," 5 USC. § 1501 and following, covers individuals employed by State or local agencies receiving federal loans or grants whose principal employment is in connection with an activity which is financed in whole or in part by loans or grants made by the United States or a federal agency, but does not include (a) an individual who exercises no function in connection with that activity; or (b) an individual employed by an educational or research institution, establishment, agency, or system which is supported in whole or in part by a State or political subdivision thereof, or by a recognized religious, philanthropic, or cultural organization. The Hatch Act regulations which apply to State and local employees may be found in the Code of Federal Regulations at 5 CFR § 151.101 and following. In cases where the Hatch Act is applicable, the State of Mississippi may additionally place more strict prohibitions on the political activity of its employees. You can find more details regarding the Hatch Act on the U.S. Office of Special Counsel's [Hatch Act Overview](#) webpage. An employee may obtain more information regarding the Hatch Act at [Ethics Resources | U.S. Department of Labor](#).

9.5 Drug and Alcohol-Free Workforce Program

The Board prohibits the use of illegal drugs by all applicants, employees, and contract workers. The Board also prohibits the use of or being under the influence of alcohol during working hours. Employees, applicants, and contract workers are subject to drug and alcohol testing pursuant to Sections 71-7-1 to 71-7-33 of the Mississippi Code Annotated.

9.5.1 Definitions:

"Alcohol" means ethyl alcohol.

"Confirmation test" means a drug and alcohol test on a specimen to substantiate the results of a prior drug and alcohol test on the specimen. The confirmation test must use an alternate method of equal or greater sensitivity than that used in the previous drug and alcohol test.

"Drug" means an illegal drug or a prescription or nonprescription medication.

"Drug and alcohol test" means a chemical test administered to determine the presence or absence of a drug or metabolites in a person's body fluids.

“Employee” means any person who supplies a service for remuneration or according to any contract for hire to a private or public employer in this state.

“Employee Assistance Program” means a program provided by an employer offering assessment, short- term counseling, and referral services to employees, including drug, alcohol, and mental health programs.

“Employer” means the Mississippi Board of Pharmacy.

“Illegal drug” means any substance, other than alcohol, having psychological and/or physiological effects on a human being and that is not a prescription or nonprescription medication, including controlled dangerous substances and controlled substance analogs or volatile substances which produce the psychological and/or physiological effects of a controlled dangerous substance through deliberate introduction into the body.

“Initial test” means an initial drug test to determine the presence or absence of drugs or their metabolites in specimens.

“Laboratory” means any laboratory that is currently certified or accredited by the federal Clinical Laboratory Improvement Act, as amended, by the Federal Substance Abuse and Mental Health Services Administration, by the College of American Pathologists, or that has been deemed by the State Board of Health to have been certified or accredited by an appropriate federal agency, organization, or another state. **“Neutral selection basis”** means a mechanism for selecting employees for drug tests that: (i) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected, and (ii) does not give an employer discretion to waive the selection of any employee selected under the mechanism.

“Medical Review Officer (MRO)” means a licensed physician who is responsible for receiving and reviewing laboratory results generated by an employer’s drug-testing program and evaluating medical explanations for certain drug test results.

“Nonprescription Medication” means a drug that is authorized pursuant to federal or state laws for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.

“Prescription medication” means a drug prescribed for use by a duly licensed physician, dentist or other medical practitioner licensed to issue prescriptions.

“Reasonable suspicion drug and alcohol testing” means drug and alcohol testing based on a belief that an employee is using or has used drugs in violation of the employer’s policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience, and may be based upon, among other things:

- Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug
- Abnormal conduct or erratic behavior while at work, absenteeism, tardiness, or deterioration in work performance

- A report of drug use provided by reliable and credible sources which has been independently corroborated
- Evidence that an individual has tampered with a drug and alcohol test during his employment with the Board
- Information that an employee has caused or contributed to an accident while at work
- Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs while working or while on the employer's premises or operating the employer's vehicle, machinery, or equipment.

"Specimen" means tissue or product of the human body chemically capable of revealing the presence of drugs in the human body.

9.5.2 Neutral Selection (Random) Basis Testing

The neutral/random selection basis for selecting employees for drug tests will comply with the requirements of Section 71-7-1 (k), Mississippi Code of 1972, as amended. A mechanism will be used for selecting employees for testing that results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected and does not give MBP discretion to waive the selection of any employee selected under the mechanism.

Drug testing will be conducted once a quarter. Two employees will be randomly selected. Should the employee selected for testing be on personal or sick leave the test will move to the next eligible person.

Additionally, pursuant to Section 71-7-7, Mississippi Code of 1972, as amended, an employee may be required to submit to neutral selection or routine follow up drug testing and alcohol tests if the employee in the course of his employment enters a drug abuse rehabilitation program, and as a follow-up to such rehabilitation, or if previous drug and alcohol testing of the employee within a twelve-month period resulted in a positive confirmed and verified test result. If an employee is participating in drug abuse rehabilitation, drug and alcohol testing may be conducted by the rehabilitation provider as deemed appropriate by the provider.

9.5.3 Reasonable Suspicion Drug and Alcohol Testing

All MBP employees and contract workers are subject to reasonable suspicion drug and alcohol testing as defined in Section 71-7-1 (m), Mississippi Code of 1972, as amended, applicable federal regulations, and this SOP. As stated in Section 71-7-5 (2)(b), Mississippi Code of 1972, as amended, there is created a rebuttable presumption that MBP had reasonable suspicion to test for drugs if the specimen provided by the employee tested positive for drugs in a verified, confirmatory drug test. Directives to submit to a reasonable suspicion drug and alcohol test shall come from the Executive Director or his/her designee.

9.5.4 Collection, Storage and Transportation of Specimens

The collection of specimens shall be performed under reasonable and sanitary conditions. Individual dignity shall be preserved to the extent practicable. Specimens shall be collected in a manner reasonably calculated to prevent substitution of specimens and interference with the collection or testing of specimens.

Specimen collection shall be documented, and the documentation shall include:

- Labeling of specimen containers to reasonably preclude the likelihood of erroneous identification of test results; and
- An opportunity for the employee or applicant to confidentially provide any information that he/she considers relevant to the test, including identification of currently or recently used prescription or non-prescription drugs, or other relevant medical information, before being tested. The provision of this information shall not preclude the administration of the drug and alcohol test but shall be considered in interpreting any positive confirmed and verified results.

Specimen collection, storage, and transportation to the testing site will be performed in a manner that will reasonably preclude specimen contamination or pollution, and specimen testing for drugs shall conform to scientifically accepted analytical methods and procedures.

Each drug test, not including the taking or collecting of a specimen to be tested, shall be conducted by a laboratory. The Board contracts out collection of specimens for employees.

A specimen for a drug and alcohol test may be taken or collected by any of the following persons:

- A physician, a registered nurse, or a licensed practical nurse; A qualified person employed by a laboratory; or
- Any person deemed qualified by the State Board of Health.
- A person trained to collect specimens per 49 CFR Part 40
- A person who collects or takes a specimen for a drug and alcohol test shall collect an amount sufficient for at least two (2) drug and alcohol tests as defined by federal statutes and regulations.
- Any drug and alcohol testing conducted or requested by an employer shall occur during or immediately before or after the regular work period of employees and shall be deemed to be performed during work time for purposes of determining compensation and benefits for employees.

Every specimen that produces a positive confirmed result shall be preserved in a frozen state by the laboratory that conducts the confirmation test for a period of ninety (90) days from the time the results of the positive confirmed test are mailed or otherwise delivered to MBP. During this period, the employee who has provided the specimen shall be permitted by MBP to have a portion of the specimen retested, at the employee's expense, at a laboratory chosen by the employee. The laboratory that has performed the test for MBP shall be responsible for the transfer of the portion of the specimen to be retested, and for the integrity of the chain of custody during such transfer.

The laboratory or MRO shall disclose to MBP a written test result report within five (5) working days after the test. All laboratory reports of a test result shall, at a minimum, state:

- The name and address of the laboratory that performed the test and the positive identification of the person tested.
- Any positive confirmed drug and alcohol test results on a specimen which tested positive on an initial test, or a negative drug and alcohol test result on a specimen; provided, however, that reports should not refer to initial or confirmatory tests when reporting positive or negative results.
- A list of the drugs tested for

- The type of tests conducted for both initial and confirmation tests and the cut-off levels of the tests; and
- The report shall not disclose the presence or absence of any physical or mental condition or of any drug other than the specific drug and its metabolites that the MBP requests to be identified.

Within five working days after receipt of a positive confirmed test result report from the laboratory that conducted the test or the MRO, MBP shall, in writing, inform an employee of such positive test result and inform the employee in writing of the consequences of such a report and the options available to the employee.

An employee may request and receive from the MBP a copy of the test result report.

Within ten working days after receiving notice of a positive confirmed and verified test result, the employee may submit information to MBP's Executive Director explaining the test results, and why the results do not constitute a violation of MBP's policy. If an employee's explanation of the positive test result is not satisfactory to the MBP, a written explanation submitted by MBP as to why the employee's explanation is unsatisfactory, along with the report of positive results, shall be made a part of the employee's personnel file.

Any decision to discipline, terminate, refuse to hire, request, or require rehabilitation must be based on a positive test result that has been verified by a confirmatory test.

MBP shall pay the costs of all drug and alcohol tests requested or required of an employee or job applicant. The employee or job applicant shall pay the costs of any additional drug and alcohol tests requested by the employee or job applicant.

All confirmation tests shall use an alternate method of equal or greater sensitivity than that used on the initial drug and alcohol test. If an initial drug and alcohol test is negative, there shall be no confirmation drug and alcohol test.

9.5.5 Confidentiality

All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by MBP through its drug and alcohol testing program are confidential and the property of MBP. Such communication may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding, except in accordance with Section 71-7-15, Mississippi Code of 1972, as amended. In accordance with state law, MBP will not release information related to drug and alcohol test results to any person other than the employee or job applicant, or employer medical, supervisory, or other personnel designated by MBP on a need-to-know basis, information related to drug and alcohol test results unless:

- The employee or applicant has expressly granted permission, in writing, for MBP to release such information.
- It is necessary to introduce a positive confirmed test result into an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under applicable state or local law, or a judicial proceeding, provided that the information is relevant to the hearing or proceeding, or the information must be disclosed to a federal or state agency or

another unit of the state or the United States government as required under law, regulation or order, or in accordance with compliance requirements of a state or federal government contract, or disclosed to a drug abuse rehabilitation program for the purpose of evaluation or treatment of an employee.

- There is a risk to public health or safety that can be minimized or prevented by the release of such information. A court order permitting the release will be obtained prior to the release of the information unless such risk is of an immediate nature. The confidentiality provisions provided in Section 71-7-15, Mississippi Code of 1972, as amended, will not apply to other parts of an employee's or job applicant's personnel or medical files.

9.5.6 Notice of Drug Program and Policy

As required by Section 71-7-3 (3), the attached Policy Statement/Notice of MBP's Drug and Alcohol-Free Workforce Program and Policy shall be posted in an appropriate, and conspicuous location on all MBP's premises and copies of the Policy Statement/Notice and this SOP shall be made available for inspection during regular business hours by employees in the MBP personnel offices.

Mississippi Board of Pharmacy Policy Statement/Notice Drug and Alcohol-Free Workforce Program

To: Employees, Applicants, and Contract Workers

Authority: MS. Code of 1972, § 71-7-1 to -33 and 49 CFR Parts 382 and 40

Mississippi Board of Pharmacy (MBP) prohibits the use of illegal drugs by all applicants, employees, and contract workers. The MBP also prohibits the use of or being under the influence of alcohol during working hours. Employees, applicants, and contract workers are subject to drug and alcohol testing pursuant to Mississippi Code Annotated, Section 71-7-1 to-33, as amended. This Policy Statement/Notice will serve as notification of MBP's revised drug and alcohol testing program.

Scope

Designated and notified MBP employees and applicants are subject to pre-employment and neutral selection basis (random) drug and alcohol testing pursuant to Mississippi Code of 1972, section 71-7-1 to -33. All MBP employees and contract workers are subject to reasonable suspicion drug and alcohol testing in compliance with applicable state law or federal regulations.

Any employee or applicant tested and confirmed positive for illegal drugs and/or alcohol, or who refuses to be tested by random selection or reasonable suspicion or comply with required testing procedures, or whose specimen has been determined by the confirming laboratory to have been contaminated or tainted by the employee or applicant or at the direction of the employee or applicant will be subject to appropriate disciplinary action in accordance with Mississippi State Personnel Board regulations. Any applicant who refuses to submit to a required pre-employment drug test or who is tested and confirmed positive for illegal drugs and/or alcohol may be refused employment. Any disciplinary action initiated due to a positive test for drugs, in violation of this

Policy Statement, will be based on the results of a laboratory confirmatory test result as confirmed and verified by the Medical Review Officer (MRO).

All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by MBP through its drug and alcohol testing program are confidential and the property of MBP.

Employees and applicants may confidentially report the use of prescription or nonprescription medications prior to being tested. A list of prescription or nonprescription medications may be listed by the employee prior to being tested. This information shall be considered in interpreting any positive confirmed and verified results. Applicants for employment shall be notified, in writing, upon application and prior to the collection of a specimen for the drug and/or alcohol test, that the applicant may be tested for the presence of drugs or their metabolites.

The following is a complete list of all drugs for which MBP might test for:

- a. Alcohol
- b. Amphetamines
- c. Barbiturates
- d. Benzodiazepine
- e. Cocaine
- f. THC
- g. Opiates
- h. Oxycodone
- i. Methadone
- j. Propoxyphene
- k. Phencyclidine
- l. Any other controlled substance that MBP deems appropriate

If it is determined that discharge of an employee that has a positive confirmed and verified test result is not necessary or appropriate and consistent with MSPB regulations, that employee may be required, as a condition of continued employment, to participate in all aspects of an assessment and rehabilitation program. Additional information concerning assessment and rehabilitation programs may be obtained from the MBP Executive Director.

CHAPTER 10 – PERFORMANCE REVIEW SYSTEM

The Mississippi Legislature requires the Mississippi State Personnel Board and the MSPB Executive Director to provide a system of rules and regulations to measure employee performance.

10.1 Scope

A performance review system serves several distinct purposes and functions, including: aligns, corrects, and leverages the performance of each employee; allows managers to make effective decisions regarding workforce performance issues; and promotes quality services. The performance of each employee whose position is under the salary setting authority of MSPB must be reviewed at least annually.

Performance reviews must be administered in a fair manner and in compliance with state and federal laws. The Performance Review System (hereinafter referred to as "PRS") assesses an employee's performance at either the Outstanding (3.0) Performance Level, the Successful (2.0 – 2.9) Performance Level, or the Improvement Needed (1.0 – 1.9) Performance Level.

10.2 Applicability

Every employee whose position is under the salary setting authority of MSPB must have their job performance assessed at least once annually. Assessments are based on the employee's performance in three areas:

1. Use of required systems/programs/equipment/instruments
2. Job knowledge/technical ability, and
3. Problem solving/decision making.

For employees who oversee a program or who have functional supervision of at least one employee, performance in a fourth area is included: project management/delegation.

10.3 Workforce Talent Development and Succession Planning

The Performance Development System (PDS) used from January 15, 2013 – December 31, 2019 included an Individual Development Plan (IDP) to emphasize the importance of development on performance. Effective January 1, 2020, the IDP is transitioning to Workforce Talent Development and Succession Planning.

Employees impact Board services. Nowhere is this more evident than in the public sector, where services that are critical to the Board's mission are delivered through our employees. When individual development directly contributes to meeting agency needs, the result is an enhanced level of performance for the Board.

The Workforce Talent Development and Succession Planning Guide on the MSPB website provides details about development and customizable templates agencies can use to coordinate individual development with specific agency needs. The revised IDP includes a section that identifies how the agency benefits from the employee's development plan.

10.4 Process

The PRS process outlined below provides a brief overview of the annual Review Period. Details of the PRS process are provided with the PRS templates on the MSPB website. Actions taken by the direct supervisor and the employee at the beginning of the Review Period Section 9.4.(A) are performed within fourteen days of the initial employment date, then at twelve-month intervals for each subsequent Review Period. Actions taken during Review Sessions Section 9.4.(B) occur three months and nine months after the initial employment date, then at the six-month midpoint for each subsequent Review Period. Actions taken at the end of the Review Period Section 9.4.(C) occur six months and twelve months after the initial employment date, then at twelve-month intervals for each subsequent Review Period.

A. The Beginning of the Review Period

During the first fourteen days of the Review Period, the direct supervisor and employee review, and if necessary, update the job duties of the position and identify what constitutes a Successful (2.0 – 2.9) Performance level.

B. Review Sessions

Review sessions may be held at any time. However, the direct supervisor must conduct a mid-point review session with the employee during the Review Period. As referenced in 9.4(C), failure to perform job duties before the conclusion of a Review Period may warrant immediate corrective or disciplinary action at any time. The purposes of the review sessions during the Review Period are:

1. To provide feedback to the employee concerning the overall assessment of performance during the Review Period.
2. To review and update duties in light of changing requirements of the employee's position.
3. To identify areas of performance requiring improvement and to identify methods/training needed to facilitate that improvement.

The direct supervisor maintains relevant documentation supporting the performance rating of each employee. Examples of such documentation include, but are not limited to:

1. Narrative statements about the employee's performance;
2. Examples of work;
3. Previous Performance Reviews or Performance Development Assessments;
4. Informal Corrective Action (Section 10.5)
5. Formal Disciplinary Action (Section 10.5)

Formal disciplinary action is also maintained in the employee's Human Resources personnel file. Supervisors should coordinate with Human Resources whether documentation of Informal Corrective Action should also be included in the employee's personnel file (Section 7.5). In the event that the Board does not have a Human Resources division, supervisors should coordinate with the appointing authority's designee who has Human Resources responsibilities.

C. The End of the Review Period

Mississippi Code Annotated § 25-9-127 provides that a state service employee may be dismissed or otherwise adversely affected as to compensation or employment status for inefficiency or other good cause. Failure to receive a Successful rating at the conclusion of a Review Period is considered to be inefficiency or other good cause (Section 7.2) warranting possible corrective or disciplinary action. In addition, failure to perform job duties before the conclusion of a Review Period may warrant immediate corrective or disciplinary action at any time (Section 7.2).

Corrective or disciplinary action for an employee's failure to receive a Successful rating and/or non-performance of job duties during a Review Period shall comply with Chapter 7 (Employee Corrective and Disciplinary Action). An employee that is dismissed or otherwise adversely affected as to compensation or employment status (formal disciplinary action defined in Section 7.1 as Written Reprimand, Suspension Without Pay, Involuntary Demotion or Dismissal) may review Chapters 8 and 9 concerning any applicable grievance or appeal procedures. Corrective action such as a documented warning/counseling session or other appropriate informal means intended to correct unsatisfactory job performance (Section 7.5) is not grievable. Although such action is not grievable, Human Resources should appropriately respond to questions or concerns raised by an employee concerning the Performance Review System. In the event that an agency does not have a Human Resources division, the appointing authority's designee who has Human Resources responsibilities should appropriately respond to such questions or concerns.

CHAPTER 11 - EMPLOYEE CORRECTIVE AND DISCIPLINARY ACTION

Mississippi Code Annotated § 25-9-127 provides that no employee of any department, agency, or institution under the State Personnel System, who is subject to the policies and procedures prescribed by MPB, may be dismissed, or otherwise adversely affected as to compensation or employment status except for inefficiency or other good cause.

Before such disciplinary action, a State Service employee must be provided written notice and hearing within the department, Board, or institution as provided in the policies and procedures promulgated by MPB complying with due process of law.

11.1 Dismissed Or Otherwise Adversely Affected As To Compensation Or Employment Status

Dismissed means an involuntary termination of employment. An employee is adversely affected as to compensation or employment status when the employee is dismissed, involuntarily demoted with a reduction in pay, or suspended without pay. Each of these personnel actions either reduces or terminates an employee's compensation and shall be based on inefficiency or other good cause. State Service employees are first entitled to due process of law before receiving such disciplinary action. Mississippi Code Annotated

§ 25-9-127 provides that this provision does not apply to the following persons: 1) employees separated from employment due to a curtailment of funds or a reduction in force approved by the MSPB; 2) employees dismissed or otherwise adversely affected as to compensation or employment status during the probationary period of state service of twelve (12) months; 3) or employees dismissed or otherwise adversely affected as to compensation or employment status, as an executive officer or other Non-State Service employees of any state agency who serves at the will and pleasure of the Governor, board, commission or other appointing authority.

Written Reprimand and Informal Corrective Action

Employees may also be issued a written reprimand before disciplinary action reducing or terminating an employee's compensation is necessary. A written reprimand is a formal notice to an employee of inefficiency or other good cause warranting disciplinary action and is intended to correct unacceptable behavior or unsatisfactory job performance. When warranted, an employer may attempt to correct unacceptable behavior or unsatisfactory job performance with a documented warning/counseling session or other appropriate informal means, before taking formal disciplinary action (Written Reprimand, Suspension Without Pay, Involuntary Demotion or Dismissal)

11.2 Inefficiency or Good Cause

The following list of examples illustrating inefficiency or other good cause is not all-inclusive. It is not intended to limit an appointing authority's discretion in determining that inefficiency or other good cause exists, warranting disciplinary action in compliance with MPB procedures.

- Failure to report to work at the required time.
- Unauthorized time away from the assigned work area.
- Leaving the worksite without permission during assigned work hours.

- Failure to report to work without giving the required notice to the supervisor.
- Acts in violation of Section 5.6 of the MSPB Handbook (Workplace Harassment).
- Acts in violation of Section 5.7 of the MSPB Handbook (Conflicts of Interest).
- Acts in violation of Section 5.8 of the MSPB Handbook (Political Activity).
- Acts in violation of Section 5.9 of the MSPB Handbook (Workplace Violence).
- Acts in violation of Section 5.13 of the MSPB Handbook (Prohibited Relationships).
- Acts in violation of Section 5.15 of the MSPB Handbook (Social Media).
- Conviction of a moving traffic violation while operating a state vehicle or operating a state vehicle in an unsafe manner.
- Operation of a state vehicle without a valid driver's license.
- Arrest or conviction of driving under the influence while in a state vehicle or while in a personal vehicle and on state business.
- Failure or refusal to follow the supervisor's instructions or perform assigned work.
- Failure or refusal to comply with Board policies or procedures.
- Resisting management directives through insolent behavior, undermining a supervisor's ability to manage.
- Failure to receive a Successful MPB Performance Review rating after a Review Period.
- Failure to perform job duties requiring disciplinary/corrective action before the conclusion of a Review Period.
- Use or possession of alcohol during assigned work hours or consuming alcohol preceding reporting to work.
- The unlawful manufacture, distribution, possession, or use of controlled substances during assigned work hours or being under the influence of or impaired by the unlawful use of controlled substances during assigned work hours.
- Refusal to take a drug or alcohol test when directed to do so by an employer, following applicable state and federal law
- Falsification of records (including electronic communication), such as, but not limited to, travel reimbursement vouchers, time records, leave records, employment applications, invoices, reports, or other documents.
- Intentionally or negligently causing damage to state property or the property of another employee or invitee of the Board.
- Violation of Board safety rules.
- Unauthorized possession or use of firearms, dangerous weapons, or explosives.
- Careless, negligent, or unauthorized use or intentional misuse of state property or records.
- Breach of Board confidentiality requirements.
- Refusing to cooperate or intentionally giving false statements in an administrative investigation concerning, but not limited to, work performance, misconduct, or violations of MPB/Board policies and procedures.
- The failure of any appointing authority or supervisor of an employee to properly deduct an employee's donation of leave to another employee for a catastrophic injury or illness from the donor employee's earned personal leave or major medical leave.
- Theft on the job.
- Arrest or conviction for a felony criminal charge.
- Arrest or conviction for a misdemeanor criminal charge that is related to an employee's job duties or conflicts with the mission of the Board.

- Other violations of Board policies, procedures, rules, or regulations not specifically referenced herein.

11.3 Due Process

A State Service employee may be dismissed or otherwise adversely affected as to compensation or employment status only after being given written notice and hearing, complying with due process of law. A Non-State Service employee may be dismissed or otherwise adversely affected as to compensation or employment status, with or without cause, and is not entitled to due process.

Written notice means the employee is provided with a statement summarizing the reasons(s) the employee is facing possible disciplinary action. The notice should state with sufficient specificity the inefficiency or other good cause reason(s), so the employee may adequately respond. The notice must state an appointed time and location for the employee to respond to the allegation(s) in a hearing. The reason(s) listed in the notice will be the only reason (s) addressed throughout the appeals process. The employee may choose to submit a written waiver of the hearing or respond in writing to the allegation(s) in the notice.

The hearing is an informal conference between the employee and the appointing authority or designated representative. The employee must be provided the notice at least five working days before the hearing. The purpose of the hearing is to give the employee a meaningful opportunity to respond to the allegation(s) in the notice and for the employer to determine if inefficiency or other good cause exists, warranting disciplinary action.

11.4 Administrative Leave/Suspension With Pay Pending the Employee's Due Process Hearing

An employee may be placed on administrative leave/suspension with pay before the due process hearing. The hearing must take place within twenty-five working days from the first day of the administrative leave/suspension with pay, and the written notice must be provided to the employee at least five working days before the hearing. Factors an employer shall consider in determining if administrative leave/suspension with pay pending the hearing is appropriate to include, but are not limited to:

- The seriousness of the allegation(s) against the employee, considering the mission of the Board and the employee's particular job duties.
- The reasonable possibility of serious disciplinary action being issued as a result of the pending hearing.
- Whether the employee's continued presence at work pending the hearing would be contrary to the best interests of the Board. In circumstances where the employee has been charged with a felony, the employee may be suspended without pay before the hearing. This period of suspension without pay before the hearing shall not be considered as a disciplinary Suspension Without Pay according to Forms of Discipline and Corrective Action.

11.5 Disciplinary/Corrective Action Decision

In the hearing, the appointing authority or designated representative should only consider the reasons stated in the written notice, any related supporting documentation, and the employee's response. A determination and recommendation from the designated representative to the appointing authority should include both a summary of the employee's response and the basis for

the decision and recommendation. The appointing authority should carefully consider the designated representative's determination and recommendation but may choose to accept or disregard the recommended personnel action.

If it is determined that inefficiency or other good cause exists, factors to consider in determining the appropriate personnel action include, but are not limited to:

- The seriousness of the misconduct/unsatisfactory job performance.
- The mission of the Board and the employee's duties.
- The employee's assigned level of responsibility.
- The employee's previous record of both formal and informal disciplinary/corrective action
- Consistency with past disciplinary/corrective action for other similarly situated employees

Disciplinary action should be timely, and employers are to ensure fair treatment for employees while also providing efficient operation of the Board. When warranted, employers should practice progressive disciplinary/corrective action to address employee misconduct or unsatisfactory job performance. Depending on the circumstances, escalated disciplinary/corrective action may not be possible.

If a disciplinary notice is issued because of the due process hearing, the notice shall:

- Re-state the reasons contained in the written notice that was the subject of the due process hearing and were determined to be inefficiency or other good cause for disciplinary action; the reason (s) listed in the notice will be the only reason (s) addressed throughout the appeals process.
- State the effective date(s) of the disciplinary action. If the employee is involuntarily demoted, the notice should state the new job class and salary.
- State the decision may be appealed to the Mississippi Employee Appeals Board (MEAB) with a written Notice of Appeal filed within fifteen calendar days after receipt of the disciplinary notice or within fifteen calendar days of the first attempted delivery date by certified mail, return receipt request, whichever occurs first. The disciplinary notice may be hand-delivered or sent by certified mail.
- Refer the employee to chapter nine of the MPB Handbook for additional information concerning appeals to the MEAB.
- Be issued by the appointing authority.

Mississippi Code Annotated § 25-9-127 provides that any State Service employee who appeals to the MEAB his or her dismissal or action adversely affecting compensation or employment status shall be required to furnish evidence that the reasons stated by the employer are not true or are not sufficient grounds for the action taken.

11.6 Forms of Discipline and Corrective Action

11.6.1 Dismissal

Dismissal is an involuntary termination of employment. Involuntary termination of employment can occur based upon disciplinary action or a Reduction in Force approved by the MPB. Dismissal can also occur based on the failure of the employee to continue to meet the eligibility criteria for the position held or an inability to perform the essential functions of the job.

The appointing authority may dismiss a permanent State Service status employee only for good cause of inefficiency. A probationary employee may be dismissed by the appointing authority at any time during the probationary period, with or without cause.

11.6.2 Involuntary Demotion

An involuntary demotion is when an employee is demoted for disciplinary reasons from a position in one job class to a position in a lower job class having a lower salary range.

The involuntary demotion shall include a reduced salary following the MSPB Variable Compensation Plan. An employee may receive an involuntary demotion in addition to a suspension without pay.

11.6.3 Suspension Without Pay

A disciplinary suspension without pay is the temporary removal of an employee from performing his or her duties and from receiving payment. The maximum period an employee may be suspended without pay during any twelve-month period is thirty cumulative workdays. The twelve-month period shall begin with the first day of the initial suspension.

11.6.4 Written Reprimand

A written reprimand is a formal notice to an employee of inefficiency or other good cause warranting disciplinary action. It is intended to correct unacceptable behavior or unsatisfactory job performance before disciplinary action, reducing or terminating an employee's compensation is necessary. A written reprimand should state with sufficient specificity the inefficiency or other good cause reason(s) for the disciplinary action. The reprimand must also:

- Inform the employee of his/her right to grieve the reprimand following MSPB grievance procedures
- Inform the employee that a copy of the reprimand will be placed in his/her personnel file
- Contain the employee's signature acknowledging that he/she has received the reprimand. If the employee refuses to sign the acknowledgment, the person issuing the reprimand should sign the acknowledgment section confirming the reprimand was delivered to the employee.

An employee is not entitled to a due process hearing before being issued a written reprimand. If the employee has a due process hearing before being issued the reprimand, the reprimand may be appealed directly to the MEAB without first exhausting the MPB grievance procedure. Otherwise, employees must exhaust the grievance procedure before appealing the reprimand to the MEAB.

11.6.5 Informal Corrective Action

When warranted, an employer may attempt to also correct unacceptable behavior or unsatisfactory job performance with a documented warning/counseling session or other appropriate informal means before taking formal disciplinary action (Written Reprimand, Suspension Without Pay, Involuntary Demotion or Dismissal.) Informal corrective action is not grievable.

A formal disciplinary action notice may be maintained in the employee's personnel file. Supervisors should coordinate with the Executive Director as to whether documentation of informal corrective action should be included in the employee's personnel file.

Employees must be given copies of any disciplinary/corrective action documentation placed in his/her personnel file. Documentation of formal disciplinary action or informal corrective action may be kept indefinitely.

CHAPTER 12 - GRIEVANCES

12.1 Grievable Issues

The following issues are grievable and appealable to the MEAB after exhausting the MSPB or Board grievance procedure:

- A. Written Reprimands issued according to MSPB or Board Policy. Non- state service employees may only grieve written reprimands based on alleged violations of state or federal law.
- B. Open Competitive Appointments or Promotions into a Permanent State Service position alleged to be in violation of MSPB or Board policy.
- C. Promotions or appointments alleged to violate state and federal law.
- D. Involuntary relocation of an employee as an alleged disciplinary measure or for arbitrary or capricious reasons.
- E. Alleged violations of Mississippi Code Annotated §25-9-171 through §25-9-177.

An employee is not permitted to file a grievance or appeal to the MEAB concerning issues that are pending or have been concluded in a separate administrative or judicial forum. Additionally, at any time during an EAB appeal, if an employee appeals issues pending before the EAB in a separate administrative or judicial forum, then it is grounds for dismissal of the EAP appeal.

When an employee has received due process (written notice and hearing according to Section 10.3 of the MBP Policy) before being issued a Written Reprimand, the employee may appeal directly to the MEAB without exhausting the MSPB grievance procedure.

12.2 Grievance Procedure

- A. Grievances must be submitted to the agency Human Resources Director or other agency designee(s) within seven (7) working days of the employee becoming aware of the alleged grievable issue. In the event that an agency does not have a Human Resources division, grievances must be submitted to the appointing authority's designee who has Human Resources responsibilities. The HR Director or other agency designee shall then timely forward the grievance to the appropriate level supervisor to review the issues, meet with the employee, and provide a 1st Level Agency Response. The agency Human Resources Director or other agency designee shall assist the supervisor in this process.
- B. Within seven (7) working days of the employee initially submitting the grievance, the designated supervisor shall meet with the employee. This timeframe may be extended by agreement of the parties. Within three (3) working days of the meeting, the supervisor shall provide the employee with the 1st Level Agency Response to the grievance.
- C. If not satisfied with the 1st Level Agency Response, within three (3) working days of receipt, the employee may re-submit the grievance to the Human Resources Director or other agency designee for it to be timely forwarded to the agency Appointing Authority.

- D. Within seven (7) working days of the grievance being re-submitted, the Appointing Authority or his/her designee shall meet with the employee. This timeframe may be extended by agreement of the parties. Within three (3) working days of the meeting, the Final Agency Response shall be provided to the employee.
- E. If not satisfied with the Final Agency Response, the employee may file an appeal with the Mississippi Employee Appeals Board in compliance with Chapter 9 of the Mississippi State Personnel Handbook.

12.3 Grievance Form and Timeframe Requirements

Grievances are to be submitted using the MSPB Grievance Form and management shall provide the 1st Level and Final Agency Response on the grievance form. If necessary, either party may attach relevant supporting documents.

An employee's failure to comply with the required timeframe in Section 8.2(A) or 8.2(C) prohibits the employee from using or exhausting the grievance procedure. In such circumstances, the MEAB does not have jurisdiction to hear an appeal concerning the issue.

If the agency fails to comply with the required timeframe in Section 8.2 (B) or 8.2 (D) the employee may elect to treat the relief requested as denied at that step and immediately appeal the grievance to the next step.

CHAPTER 13 –INFORMATION TECHNOLOGY SECURITY

13.1 Passwords

The purpose of this guideline is to provide best practices for creating strong passwords. This guideline applies to agency employees, sub-contractors, temporary workers, and vendors, including all personnel affiliated with third parties. This guideline applies to all passwords including but not limited to user-level accounts, system-level accounts, web accounts, email accounts, screen saver protections, voicemails, agency managed firewalls, and routers.

Strong passwords should be long in length and complex. Passwords should not be stored in clear text on any electronic media. Access to password protected systems must be timed out after an inactivity period of 20 minutes or less. Any third-party account should be disabled or deleted when no longer in use or needed. When an account owner leaves or is terminated, immediate action should be taken to revoke all access. The password change interval is a 90-day interval. Logon attempts will be limited to 5 attempts and will require administrative release. Administrative passwords are to be changed every 30 days. Any password suspected of being hacked or stolen must be reported and changed immediately.

User password creation guidelines:

- Passwords must contain at least 8 characters.
- Passwords must contain a combination of lowercase letters, upper case letters, numbers, and at least one symbol.
- Passwords must not contain the user ID
- Passwords cannot be displayed when entered or transmitted in the clear.

- Passwords must not be identical to the previous 10 passwords.

13.2 Release of Data

The purpose of this guideline is to properly manage and classify data throughout the life of the data. This guideline applies to agency employees, sub-contractors, temporary workers, and vendors, including all personnel affiliated with third parties.

This data classification guideline is in place to proactively mitigate the risks associated with unauthorized disclosure and access, to comply with industry's standards that require information classification, retrieve specific information, or store data only in specific locations with limited access. Release of any data in the possession of the Board must be carefully analyzed to determine if it is confidential and/or private data. If a question arises as to whether the data may be released, consultation with legal counsel is required prior to its release.

13.3 Email

The purpose of this guideline is to inform and instruct Board email users on the importance of utilizing the State of MS email systems properly. Our goal is to protect our confidential data from breaches and safeguard our reputation and technological properties. This guideline applies to Board employees, sub-contractors, temporary workers, and vendors, including all personnel affiliated with third parties, who are assigned or given access to Board email.

State of Mississippi email users' emails go through ITS' mail relays to increase security and limit spam/virus contained emails. This is to include incoming and outbound emails. When accessing emails via a secure browser, Board email users must utilize the web portal to access emails. The following applies:

- Board email users should not have State of MS emails forwarded to personal email accounts.
- Email accounts are State of Mississippi property. All email accounts should be used to conduct official business only.
- The Board has the right to monitor and archive Board emails.
- Email users should avoid clicking on any links or opening any attachments when in question. Emails of such should be reported to upper management and/or IT support team for further investigation.
- All emails containing sensitive information must be encrypted both in transport and at rest.
- Email users must not sign up for illegal, unreliable, or disreputable websites or services.
- Email users must not send unauthorized marketing content or solicitation emails.
- Email users must not send insulting or discriminatory messages and content.

13.4 Virus Protection

The purpose of this guideline is to prevent viruses, malware, or malicious code from infecting the Board network and computing devices. By preventing infections/malware, data, files, and other resources will also be protected. This guideline applies to all Board employees, sub-contractors, temporary workers, and vendors, including all personnel affiliated with third parties, who use computers/mobile devices on Board network. This includes state owned devices as well as personal devices on the Board network.

Implementing antimalware and antivirus systems, blocking unnecessary access to networks and computers, improving user security awareness, and early detection and mitigation of security incidents are best practice actions that must be taken to reduce risks and manage the Board computing environment. All workstations and server-based assets used for State business, whether connected to the Board network or as standalone units, must use Board approved antivirus/antimalware protection software and configuration provided by Board. The following procedures shall be followed:

- Virus protection software must not be disabled or bypassed.
- Settings for the virus protection software must not be altered in a manner that will reduce the software effectiveness.
- Automatic update frequency cannot be altered to reduce the frequency of updates.
- All servers connected to Board's network must use Board approved antivirus/antimalware protection software.
- Any threat that is not automatically cleaned, quarantined, and deleted by malware protection software constitutes a security incident and must be reported to IT Help Desk.
- Any virus-infected computer or server will be removed from the network and remain off the Board's network until it is verified as virus-free by IT Support.

13.5 Personal and Mobile Device Use

The purpose of this guideline is to instruct users on how to properly manage their mobile devices when accessing any Board systems or storing sensitive data on mobile devices. This guideline applies to Board employees, sub-contractors, temporary workers, and vendors, including all personnel affiliated with third parties.

Mobile device users that access State data must always maintain a screen protective password on all devices. Laptops and tablets should be configured to timeout after 30 minutes of inactivity and require re-authentication.

Other mobile devices (cell phones) should be configured to time out after 30 seconds of inactivity and require re-authentication. Authentications should not be disabled on any mobile devices.

13.6 Firewall

Firewalls are hardware devices or software programs that control the flow of traffic between networks, servers, and computer systems. They protect internal resources from intrusion and are an important part of information security. This policy defines the policies and procedures around firewall implementation within the Board. This policy applies to all Board staff and IT support responsible for managing on-premises, physical, and logical networks as well as internet and application security.

The Board uses a multi-layered approach to protect computer resources and assets. Network security design includes firewall functionality at all places in the network where outside exploitation exposures exist. This may include areas other than the network perimeter to provide an additional layer of security and protect devices that are placed directly onto external networks (de- militarized zone)

- Use stateful packet inspection technologies so that only established connections are allowed into the network
- Authorized methods to obscure IP addressing shall include Network Address Translation (NAT) configurations, removal, or filtering of route advertisements for private networks, and internal use of RFC1918 address space instead of registered addresses
- Implement anti-spoofing measures to detect and block forged source IP addresses from entering the internal network
- All device passwords shall be long and complex meeting all requirements in the Password policy
- Disallow private IP addresses and routing information to unauthorized parties
- Implement network traffic rules that are as specific as possible while allowing user functionality
- Monitoring and alerting tools shall be used to proactively monitor and address issues before the environment has an outage or a threat is detected
- Rules, reviews, and periodic tests are performed to ensure continued compliance with organizational policy
- Performance shall be monitored to ensure availability and operation of all premise and architectural firewall components
- Configuration rules and policies shall be managed by a formal change management control process
- Rules, reviews, and periodic tests shall be performed to ensure continued compliance with organizational policy
- Inbound - Allow Internet traffic that supports the mission of the Board and is in accordance with defined system, application, and server policies.

13.7 Disposal of Hardware/Media

The purpose of this guideline is to define the guidelines for the proper disposal of technology equipment and components owned by the Board. This guideline applies to any computer/technology equipment or peripheral devices that are no longer needed within Board including, but not limited to the following: personal computers, servers, hard drives, laptops, smart phones, or handheld computers (i.e., Windows Mobile, iOS or Android-based devices), peripherals (i.e., keyboards, mice, speakers), printers, scanners, portable storage devices (i.e., USB drives), backup tapes, and printed materials.

Technology equipment often contains parts which cannot simply be thrown away. Proper disposal of equipment is both environmentally responsible and often required by the law. In addition, hard drives, USB drives, CD- ROMs and other storage media contain various kinds of data belonging to the Board, some of which is considered confidential and sensitive. To protect our data, all storage mediums must be properly erased before being disposed of. However, simply deleting or even formatting data is not considered enough. When deleting files or formatting a device, data is marked for deletion, but is still accessible until being overwritten by a new file.

- All data and licensed software can be removed from equipment using the following methods:
 - Disk sanitizing software that cleans the media while overwriting each disk sector of the machine with zero-filled blocks.

- All electronic drives can be degaussed or overwritten with a commercially available disk cleaning program.
- Hard drives may also be removed and rendered unreadable (drilling, crushing or other demolition methods).
- No computer or technology equipment may be sold to any individual.
- No computer equipment should be disposed of via skips, dumps, landfill etc.
- Equipment, which is working, but reached the end of its useful life to the Board, will be sent to State Surplus AFTER all data has been properly removed.
- Prior to leaving the Board's premises, all equipment must be removed from the Information Technology inventory system.

13.8 Acceptable Use of Computer Equipment

The purpose of this guideline is to outline the acceptable use of computer equipment at the Board. These rules are in place to protect the employees and Board. Inappropriate use exposes Board to risks including but not limited to virus attacks, compromise of network systems and services, and legal issues. This guideline applies to Board employees, sub-contractors, temporary workers, and vendors, including all personnel affiliated with third parties.

13.8.1 Computer Access Control

Access to the Board IT systems is the individual's responsibility and is controlled using User IDs, passwords, and/or tokens. All User IDs and passwords are to be uniquely assigned to named individuals, and consequently, individuals are accountable for all actions on the Board IT systems. Individuals must not:

- Allow anyone else to use their user ID/token and password on any Board of Pharmacy systems.
- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which the Board of Pharmacy considers offensive in any way, including sexually explicit, discriminatory, defamatory, or libelous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to Board, alter any information about it, or express any opinion about Board, unless they are specifically authorized to do this.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Use someone else's user ID and password to access the Board IT systems.
- Leave their password unprotected (for example writing it down).
- Perform any unauthorized changes to the Board IT systems or information.
- Attempt to access data that they are not authorized to use or access.
- Exceed the limits of their authorization or specific business need to interrogate the system or data.
- Connect any non-Board authorized device to the Board network or IT systems.
- Store Board data on any non-authorized Board equipment.

- Give or transfer Board data or software to any person or organization outside the Board without the authority of the Board.

13.8.2 Internet and Email Conditions of Use

Use of Board internet and email is intended for business use. Personal use is permitted where such use does not affect the individual's business performance and is not detrimental to the Board in any way.

- Forward Board mail to personal (non-Acme Corporation) email accounts (for example a personal Hotmail account).
- Make official commitments through the internet or email on behalf of the Board unless authorized to do so.
- Download copyrighted material such as music media (MP3) files, film, and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks, or other intellectual property.
- Download any software from the internet without prior approval of the IT Department.
- Connect Board devices to the internet using non-standard connections.

13.8.3 Clear Desk and Clear Screen Policy

In order to reduce the risk of unauthorized access or loss of information, Board enforces a clear desk and screen policy as follows:

- Personal or confidential business information must be protected using security features provided.
- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
- Care must be taken to not leave confidential material on printers or photocopiers.
- All business-related printed materials must be disposed of using confidential waste bins or shredders.

13.8.4 Working Off-Site

It is accepted that laptops and mobile devices may be taken off-site. The following controls must be applied:

- Equipment and media taken off-site must not be left unattended in public places and not left in sight in vehicles.
- Laptops must be carried as hand luggage when traveling.
- Information should be protected against loss or compromise when working remotely (ex. at home or in public places). Laptop encryption must be used.
- Mobile devices must be protected by a password or PIN.

13.8.5 Mobile Storage Devices

Mobile devices such as memory sticks, CDs, DVDs, and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only Board authorized mobile storage devices with encryption enabled must be used when transferring sensitive or confidential data.

13.8.6 Software

Employees must only use software that is authorized by the Board on the Board's computers. Authorized software must be used in accordance with the software supplier's licensing agreements. All software on the Board's computers must be approved and installed by the Board IT department.

Individuals must not store personal files such as music, video, photographs, or games on Board's IT equipment.

13.8.7 Viruses

The IT department has implemented centralized, automated virus detection and virus software updates within the Board. All PCs have antivirus software installed to detect and remove any virus automatically.

Individuals must not:

- Remove or disable anti-virus software.
- Attempt to remove virus-infected files or clean up an infection, other than using approved Board of Pharmacy anti-virus software and procedures.

13.8.8 Telephone/Voice Equipment Use

The use of Board of Pharmacy voice equipment is intended for business use. Individuals must not use Board telecommunications for sending or receiving private communications on personal matters, except in exceptional circumstances. All non-urgent personal communications should be made at an individual's own expense using alternative means of communication.

Individuals must not:

- Use Board's voice equipment for conducting private business.
- Make hoax or threatening calls to internal or external destinations.
- Accept reverse charge calls from domestic or international operators unless it is for business use.

13.8.9 Actions upon Termination of Contract

All Board equipment and data, for example laptops and mobile devices including telephones, smartphones, USB memory devices and CDs/DVDs, must be returned to Board at termination of contract.

All Board data or intellectual property developed or gained during the period of employment remains the property of Board and must not be retained beyond termination or reused for any other purpose.

13.8.10 Monitoring and Filtering

All data that is created and stored on Board computers is the property of Board. IT system logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of breach of this or any other policy. The Board has the right to monitor activity on its systems, including internet and email use, in order to ensure systems' security and effective operation and to protect against misuse.

13.9 Acceptable Software

The purpose of this policy is to ensure that the Board's employees are properly trained in appropriate procedures surrounding safe and legal use of company-owned software. Furthermore, this policy is intended to discourage inadvertent (or deliberate) violations of the terms of our organization's software license agreements and applicable laws when installing and/or using software on computers owned by the Board or private computers used to perform work related to the Board. This guideline applies to the Board employees, sub-contractors, temporary workers, and vendors, including all personnel affiliated with third parties.

Installing unauthorized software on a computer system, workstation, or network server within the Board's computers can lead to potential system failures, system degradation, or viruses. Unauthorized installations also place the Board and its employees at risk for civil and criminal action, which can result in punitive measures imposed on all involved parties. The installation of unauthorized or illegal software carries civil fines of up to \$150,000 per copy of unlicensed software and criminal penalties of up to \$250,000, a five-year jail sentence, or both.

- Board employees that use computer systems for work-related purposes must therefore agree to the following conditions for the use of software:
- To abide by the terms of all license agreements as they pertain to the use of software on Board issued computers.
- Not to reproduce or duplicate software, in any way, except as provided by the license agreement between the Board and the software manufacturer.
- To purchase, install, and/or use only software that has been authorized for use on Board of Pharmacy computers.
- Personal software or software that an employee has acquired for non-business purposes may not be installed on Board issued computers. The only software permitted for installation on Board computers is authorized software for which Board has been granted a license.

13.10 Security Incident Reporting and Response

The purpose of this policy is to provide general guidance to enable quick and efficient recovery from security incidents; respond in a systematic manner to incidents and carry out the steps necessary to handle an incident; and to minimize disruption to critical computing services or loss or theft of sensitive or mission critical information. This guideline applies to Board employees, sub-contractors, temporary workers, guests, and vendors, including all personnel affiliated with third parties.

An information technology security incident is an event involving an IT resource at the Board that has the potential of having an adverse effect on the confidentiality, integrity, or availability of that resource or connected resources. Resources include individual computers, servers, storage devices and media, mobile devices, as well as the information, messages, files, and/or data stored on them. Prompt detection and appropriate handling of these security incidents is necessary to protect the Board's information assets and to preserve the privacy and confidentiality of all data.

The Executive Director will chair an Incident Response Team to handle a breach or exposure. The team may include members from:

- Legal

- Board of Pharmacy Associate Director
- Finance (if applicable)
- IT Support (contractor)
- The supervisor of the affected unit or department that uses the involved system or output or whose data may have been breached or exposed
- Any additional departments based on the data type involved or any additional individuals as deemed necessary by the Executive Director

The Executive Director will be notified of the theft, breach, or exposure. The designated Incident Response Team will analyze the theft, breach, or exposure to determine the root cause.

The following steps should be followed:

- Immediately notify Executive Director and Executive Management Team of the security incident
- Gather as many details (system, data, owner of system or data, dates, time stamps, illegal activity) as possible about the breach or exposure to pass along to the Incident Response Team
- Remove breached or exposed system from network
- Notify Mississippi Department of Information and Technology Services (ITS) of incident

IT Support and MS Dept of ITS will work closely with the Board to complete a thorough investigation and analysis to determine the extent of damage caused by the breach or exposure.

The following questions should aid in drafting an analysis for any incident:

- Is there any suspicious or unaccounted for network traffic that may indicate data exfiltration?
- Did attackers have privileges to access the data or was the data encrypted in a way that would have prevented reading?
- Are file access audit logs available or are file system times intact that show whether the files have been accessed post-compromise?
- How long was the host compromised and online?
- Was a human involved in executing the attack or was an automated “drive-by” attack suite employed? Did the tools found have capabilities useful in finding or exfiltrating data?
- Is there any indication that the attackers were data-thieves or motivated by different goals?

All processes and facts must be thoroughly documented, preferably in the form of a timeline. All recommendations should be resolved or acknowledged and deferred. The systems administrators and IT Support will remediate the compromise host and restore the host to normal function. This is most often performed by reinstalling the compromised host; although, if the investigation confirms that the attacker did not have root/administrator access, other remediation plans may be effective. The system administrators and IT Support will make short-term system, application, and business process changes to prevent further compromise and reduce operating risk.

13.11 Criminal Justice Information

The purpose of this policy is to establish the rules and security for viewing, storing, retaining, auditing, and destroying Criminal Justice Information Services (CJIS) related data including

Criminal History Record Information (CHRI). This guideline applies to all Board employees, board members, sub-contractors, temporary workers, guests, and vendors, including all personnel affiliated with third parties.

The CJIS Security Policy is the foundation of all Board activities related to the handling of CJI. This policy's intent is to provide clarity on Board specific practices in handling CJI. Nothing in this policy is intended to conflict with the minimum requirements of the most recent CJIS Security Policy.

13.11.1 Terminal Agency Coordinator (TAC)

The Board designates the position of Associate Director as the Board's TAC. In the event this position is vacant, the Executive Director will assume this role.

13.11.2 Local Area Security Officer (LASO)

The Board designates the Owner of the Contractor selected by the Board to provide IT Services.

13.11.3 Visitor Access

All visitors will sign in and be escorted until they sign out and leave the premises. This does not apply to Board Members.

13.11.4 Dissemination

The Board will not disseminate CJI to any other entity or individual.

13.11.5 Electronic Storage

Background checks will be electronically received in a designated CJIS compliant folder. Only the following job titles will be granted access to the electronic folder:

- Director of Compliance
- Director of Licensing
- Admin Support Team Lead
- Associate Director
- Legal Counsel and Support

13.11.6 Media Destruction

All printed CJI will be shredded by CJIS trained Board staff according to the designated retention time.

13.11.7 Media Retention Times

Will vary depending on the results of the criminal background check.

- Clean checks » data will be purged or destroyed within 90 days of receipt.
- Background check with hits » data will be purged no later than 2 years from receipt.

Version History

Version	Author	Revision Date	Reason
1.0	U.S.NEXT, INC	09/30/2020	Creation
2.0	Todd Dear	7/1/2022	General Update; CJIS

CHAPTER 14. BUSINESS MANAGEMENT

This policy by unauthorized viewing, use, or disclosure of such information, will be subject to disciplinary action up to and including termination.

When in doubt as to whether licensee, applicant, or employee information should be obtained or released, an employee must discuss the matter with the Executive Director of the Board before any access or release occurs.

14.1 Mississippi Public Records Act

The Public Records Act ensures public access to public records in the possession of governmental entities in Mississippi. The Board of Pharmacy has adopted and supports the Model Public Records Rules, as outlined by the Mississippi Ethics Commission, according to The Public Records Act of 1983, Mississippi Code Section 25-61-1 et al.

Employees who receive requests for access to Board records shall forward such requests to Legal Counsel for the Board for review and response pursuant to the Board's Public Records Policy.

14.2 Information Confidentiality

The Board supports the right of all licensees and applicants to have the confidentiality of their medical, financial, personal, and other information, records, data, etc. protected from unauthorized viewing, use, and disclosure. All employees of the Board have the same right of confidentiality regarding their personal data, records, and information.

To safeguard these rights, employees or contract personnel may view, use, or disclose licensee, applicant, or employee information only for reasons necessary in the performance of their job. Any employee violating confidentiality will be subject to disciplinary action up to and including termination.

14.3 Records Management

The Board complies with the provisions of the record management laws of the State of Mississippi as administered by the Mississippi Department of Archives and History. All Board records must be maintained, stored, and destroyed or preserved under schedules in place with the Department of Archives and History. Employees must comply with these schedules in place for the Board records for which they are responsible. Contact the Executive Director for additional requirements of the Records Management Act.

14.4 Purchase Requests

Purchasing of all supplies, equipment, and other tools needed to perform Board tasks is centralized in the accounting office. Employees are not authorized to procure items needed to perform their daily work independently but should submit a written request, signed by their supervisor, to the executive assistant. The Purchase Request should be as detailed as possible, including product codes, sizes, number of items, vendor if known, etc. The date the item(s) is needed should be noted on the request. Employees should not indicate ASAP (as soon as possible) but provide a realistic date that would give the accounting unit and the vendor a reasonable amount of time to procure the item(s). Employees should plan and anticipate supply/equipment needs to avoid outages. The

executive assistant will verify purchases with the Executive Director, then will submit them to the purchasing agent.

The executive assistant will prepare an official Purchase Order document from within the state accounting system. Once the purchase order is approved, the initiating Purchasing Agent will submit the written Purchase Order to the vendor. No goods or supplies shall be ordered by an individual staff member.

The executive assistant will serve as the Purchasing Agent for supplies and items routinely stocked by the Board. The Board's Fiscal Officer shall serve as the Purchasing Agent for services, equipment, and items requiring a quote, bid, or other formal procurement processes.

All purchase requests for equipment items and contractual services must be approved by the Executive Director before being submitted to the Fiscal Officer for procurement. If the items require bidding, the Executive Director will work with the Fiscal Officer to ensure the proper procurement method is utilized.

Items requiring a contract will be given to the Board Attorney or Executive Director to draft the contract before completing the purchasing process. Once the contract has been finalized, the Executive Director will give the contract to the fiscal officer for placing into the accounting system for upload to the state's transparency website. Once the contract has been entered, the Fiscal Officer will enter a purchase order.

14.5 Receipt of Goods

When a purchased item(s) is received at the Board, the executive assistant will act as the Receiving Clerk. The Receiving Clerk shall check to ensure the correct item(s) was received and undamaged.

The packing slip or other documentation included with the item(s) should be signed by the person receiving the item, indicating satisfaction with the purchase. Partial receipts for items ordered must be noted on the documentation. The Fiscal Officer will enter the receiving report into the accounting system. Payment cannot be made for items for which no receiving report has been entered. Partial payments will be made if all items are not received.

If the purchased item(s) is incorrect or unacceptable, the requestor should return the item(s) to the executive assistant for return to the vendor. The responsible Purchasing Agent will re- order the correct item(s).

14.6 Use of Procurement Card

The following is a User's Guide for the State of Mississippi's Procurement Card. The Procurement Card is designed to provide a convenient and efficient method of purchasing commodities or services that are \$5,000 and below.

Participating agencies will follow the rules and regulations set forth by the Mississippi Department of Finance & Administration (DFA) regarding the use of the Procurement Card, and procedures for this Board will be utilized.

14.6.1 Procedure

The filing system can accommodate monthly statements, supporting documentation, copies of cardholder agreements and applications, etc.

- Sign In/Out form is maintained along with the procurement card in the Executive Director's office.
- There must be a cardholder agreement form on file before signing out.
- The card must be returned by 5:00 pm (unless authorized by the Executive Director)

If you are unsure about what can be purchased, please see: (Executive Director or Executive Assistant)

14.6.2 Program Coordinator Responsibilities

Participating agencies will designate a Procurement Card Program Coordinator to handle all communication with the Office of Purchasing and Travel and the contractor. Agencies will also designate the appropriate individuals who will be responsible for review, verification, and approval of the cardholder statements. The program coordinator will identify cardholders authorized to purchase on behalf of the State of Mississippi and will establish written internal procedures consistent with the State of Mississippi Procurement Card Guidelines. The following are the minimum requirements: the program coordinator will collect and sign all cardholder agreement forms (maintain cardholder agreement forms on file).

14.6.3 Cardholder Responsibilities

The Executive Assistant and Executive Director are the card holders for the Board. The following are the minimum requirements:

- The cardholder should only use the procurement card for proper purchases, as outlined in this manual and the office of purchasing and travel manual.
- The cardholder should safeguard the procurement card and account number.
- Individual procurement cards may only be used by the named cardholder.
- Only agency cards may be used by more than one person.
- The cardholder should not loan a procurement card to anyone.
- The cardholder should ensure that the procurement card is kept in an accessible, secure location.
- The cardholder should not post the account number of the procurement card.
- The cardholder shall read and sign the cardholder agreement stating that he/she has read and understands the minimum requirements and any additional policies or procedures.
- The cardholder should obtain an itemized receipt/invoice for each purchase. (If receipt/invoice cannot be obtained, complete a Procurement Card Missing Document Affidavit Form).

The Cardholder(s) shall:

- Assure that the item(s) purchased are required for official government purposes.
- Assure that the prices paid are fair and reasonable.
- Notify the merchant that the purchase is being made in the name of a government entity that is exempt from state and local taxes.
- Assure that a list of the items purchased (either in the form of a detailed sales receipt or an order description) is reviewed and confirmed by the cardholder.

- Assure that all items are received (no backorders allowed). Ensure that state contract items are purchased only from the state contract vendor at or below the state contract price.
- Assure that purchases are within limits set by the individual agency and available budget authority.
- Any form of travel-related expenses is not allowed.
- Cash advances are not allowed.
- Upon receipt of the monthly statement, the cardholder shall review all charges to assure accuracy, complete applicable dispute documents, if needed, reconcile the statement with copies of receipts and order logs, approve and sign the statement.
- Forward the statement, copies of receipts, logs, and disputed documents to the appropriate official within the agency according to agency policy. This should be done within one day after receipt of the statement.
- Each cardholder will be required to report lost or stolen cards as soon as the loss or theft is discovered.

14.7 Travel

The information in the paragraphs that follow has been summarized from the Department of Finance and Administration's (DFA) State Travel Policy Rules and Regulations. This document may be found on the DFA website <https://www.dfa.ms.gov/travel> . The current reimbursement rate is listed in the revised mileage reimbursement rate memo from this site. All travel vouchers should be submitted within ten days of completion of travel, if possible.

The Board adheres to the State's travel policies enumerated in the State Travel Manual.

Board members and employees should become familiar with the State policies before traveling for the Board of Pharmacy on official State business for which reimbursement will be requested.

This manual provides more detailed information regarding reimbursable expenses and the Board's requirements regarding travel. Board members may also contact the Board staff members, who are prepared to assist with any travel, expense, and reimbursement issues.

14.7.1 Meal Reimbursement

An employee may claim the **actual** cost of meals up to the maximum rate allowed by the State when traveling on authorized State business. Meals are considered taxable per IRS regulations if the traveler does not have an overnight stay. The Board will pay taxable meals to travel employees provided they do not occur within the greater Jackson metropolitan area (or within a 30-mile radius of the Board's office).

Any employee with the authorization to work from home or based from home will only be allowed to claim taxable meals when considered to be on travel status (working outside of a 30- mile radius from home).

Meal tips should be included in the actual cost of the meal unless the inclusion of the tips causes the meals to exceed the maximum daily meal reimbursement. If the daily meal limitations would be exceeded, then the tips can be separated and recorded as other expenses. All tips reported in this manner should be totaled for the day and not exceed 20% of the maximum daily meal

reimbursement or the actual meal expense, whichever is less. Receipts will not be required for a meal or tip reimbursements.

14.7.2 Mileage Reimbursement

The Board vehicles should be used whenever available for in-state travel. If a state-owned vehicle is available for the employee's use, and the employee uses a personal vehicle, the employee is reimbursed at a lower mileage rate.

Section 25-3-41, Mississippi Code of 1972, mandates that State officers and employees traveling on official State business in their private automobile be reimbursed at the same rate federal employees are reimbursed for official federal business in private automobiles. This rate changes periodically and is listed on the U. S. General Services website as well as on the Department of Finance and Administration's Travel website. State officers and employees will be reimbursed at that same rate in compliance with Mississippi statutes.

14.7.3 Hotel Expense Reimbursement

The State has current contracts for in-state room rates, when available, with several area hotels. The Board has entered into agreements with several hotels in the State, which will invoice the Board for rental of their rooms. These agreements eliminate the need for the employee or Board member to have to pay out-of-pocket for a hotel room and eliminate the payment of taxes. The traveler should ask for the government rate before securing a hotel reservation for their travel.

If there is not a direct bill agreement available, the Board member or employee should ask for the State rate when making reservations with a hotel under State contract. If a state rate room is not available, the Board member or employee should try to secure the best rate available. If a rate appears unreasonably high compared to the State rate, the traveler should contact the Board office before making the reservation.

14.7.4 Out-of-State Travel

All out-of-state travel for employees must be pre-approved by the employee's supervisor and approval of travel by the Board must be documented on the Board minutes. Approval of Board member out-of-state travel must be documented on the Board minutes.

The Travel Authorization Form must be completed before reimbursement of any prior to trip expenses, requesting travel advances, or traveling outside the continental USA.

Typically, the Board will reimburse the traveler for costs incurred at the most inexpensive rate of travel and shall follow the State Travel Policy Rules and Regulations

When travel is by private vehicle, the total travel expenses reimbursed, including meal and lodging costs incurred as a result of driving instead of flying, shall not exceed the cost of the lowest unrestricted air fare unless a complete written justification signed by the employee's Agency Head determines that it is in the best interest of the agency that the employee drive, or that, on comparison of "total driving" and "total flying" expenses, it is less expensive to drive than to fly. If the employee chooses to drive and expenses exceed the cost of the lowest unrestricted air fare, reimbursement will be limited to cost of flying.

To determine reimbursable driving expenses the "total cost of driving" must be compared with the "total cost of flying".

"Total cost of driving" shall include enroute meals, enroute lodging, and the official rate for mileage reimbursement when a private vehicle is used for state business.

"Total cost of flying" shall include the lowest unrestricted air fare, any charges for shipping of equipment and/or supplies required at destination, and all required ground transportation at destination, e.g., taxis to/from meeting site. If a vehicle is deemed by the Agency Head to be required at the destination, then the cost of a rental vehicle will also be included in this total cost for comparison.

Airline tickets can be purchased utilizing a state travel agent, which is listed on the DFA website, or the traveler can make his or her reservations provided that a minimum of 2 fares are evaluated pursuant to State Travel Policy Rules and Regulations. It is recommended that employees utilize the state travel agent.

14.7.5 Travel Advances

Employees can request an advance for instate items that must be paid before the travel. For example, many hotels require the first night's lodging to be paid at the time the reservation is made. Instate advances cannot be made for items such as meals that do not occur prior to traveling. Travel advances can be made for the estimated costs of an out of state trip. The travel advance can include any costs which will be paid by the employee such as the cost of hotels, airfare, taxis, meals, and related expenses. Travel advances should not include items paid directly by the Board such as prepaid registrations, airline tickets charges to an agency travel card, etc.

All travel advances must be requested on the official Travel Authorization form. The advance must be settled within ten days of the traveler's return. Any unused advanced funds must be returned to the Board at that time. If the travel advance is not settled within the 10-day timeframe, DFA may hold the employee's payroll check.

14.7.6 Reimbursement Requests

The Board member or State employee should complete the reimbursement request promptly. Receipts, except for meals and tips, will be required for all expenses greater than \$10.00. Required receipts should be attached to the completed Travel Voucher form. This **MUST** be submitted within ten days upon completion. The employee's supervisor or the Board Director must approve the reimbursement with a signature on the form. This reimbursement request must be filed on the approved Travel Voucher form.

Employees traveling in-state should complete a travel voucher. A separate line should be completed for each day of travel. All vouchers submitted will be processed on the next travel run, which will pay the following Thursday.

CHAPTER 15. TELEWORK PROGRAM

While previous informal telework assignments for Mississippi Board of Pharmacy employees were implemented in response to the requirements of Executive Order 1458 concerning the March 14, 2020 state of emergency declaration, this policy is created to ensure effective internal controls and consistency for Mississippi Board of Pharmacy (MBP) employees assigned to telework at an approved alternate worksite. This policy is also applicable to employees assigned to telework in non-emergency/pandemic circumstances.

15.1 Purpose

Teleworking is an assignment that allows eligible MBP employees to work in a designated area outside the office.

Teleworking can enable MBP to continue operations during a declared state of emergency, including a pandemic event, when employee contact and access to the workplace should be minimized. The benefits related to teleworking in non-emergency circumstances include assisting in recruiting and retaining highly qualified employees. The flexibility teleworking provides to eligible staff can be a positive addition to the work environment and to the Board.

Teleworking benefits to employees, departments and the community can include:

- Ability to function when the regular worksite is inaccessible;
- Continuity of operations;
- Efficient use of agency resources, including office space;
- Recruitment and retention of highly qualified employees;
- Greater flexibility for employees and departments.

15.2 Scope

This policy applies to all Board offices, departments, divisions, and employees. The scope of implementing this policy will be directed by the executive director and communicated through the division directors and/or their designee.

15.3 Policy Details

Teleworking is a privilege, and this policy does not create an expectation of any right to telework. An employee's telework status may be revised at the sole discretion of the Board. All Board employees who telework shall have an approved telework assignment under this policy. An Board division may have additional telework requirements, guidelines, or procedures, provided they are consistent with the intent of this policy.

Teleworking does not change the job duties, obligations, responsibilities, or terms and conditions of Board employment. Teleworking employees must comply with all Board rules, policies, practices, and instructions. Division directors or their designee shall continually assess whether an employee's telework assignment is effective and accomplishing the responsibilities and mission of the Division.

A teleworking employee shall perform work during scheduled teleworking hours. Employees may not engage in activities while teleworking that would not be permitted at the regular worksite.

Teleworking employees may take care of personal business during unpaid lunch periods, as they would at the regular worksite, or requested accrued leave.

A teleworker must have a knowledge of both essential job functions and performance expectations and be an organized, highly disciplined, conscientious self-starter who needs little supervision. Each teleworker must independently set priorities, efficiently manage time, and effectively communicate with supervisors, co-workers, and others, while consistently maintaining high performance ratings.

An employee approved to telework may request to modify a telework assignment, but any modification to the assignment is at the sole discretion of the division director and/or his or her designee. If notified that an employee's telework assignment has been terminated, the employee shall comply with applicable directives concerning reporting to the workplace.

A telework assignment is intended to be cost neutral. The Board is not required to provide teleworking employees with materials or supplies needed to establish an alternate worksite (i.e., desk, chair, computer, software, cell phone, fax, copier, etc.), and assumes no responsibility for set-up or operating costs at an alternate worksite (i.e., telephone, internet services, etc.).

Division directors or their designee have the discretion to provide equipment, software, or supplies, or allow employees to use their personal devices and equipment while teleworking.

Division directors or their designee providing equipment, software, or other supplies to teleworking employees must reasonably allocate those resources based on operational and workload needs.

The Board will not reimburse employees for the costs of using personal equipment while teleworking.

All Board policies, procedures and rules apply while an employee is teleworking, including policies and procedures regarding the use of computers, security standards and the Internet, regardless of whether the employee is using Board provided or personal equipment.

15.4 Program Guidelines

Eligibility for teleworking is based on both the position and the employee. Factors to consider can include, **but not be limited** to the following:

- Are the employee's duties independent in nature;
- Are the employee's duties primarily knowledge-based;
- Do the employee's duties allow for measurable deliverables;
- Do the employee's duties require in person interaction at the regular worksite with supervisors, colleagues, clients, or the public;
- Do the employee's duties require the need for his or her immediate presence at the regular worksite to address unscheduled events which can be managed by other means; and
- Are the employee's duties not essential to the management of on-site workflow.
- Employees teleworking are expected to demonstrate and maintain:

- Dependability and responsibility;
- Effective communication with supervisors, coworkers, and clients;
- Motivation to ensure success of the teleworking assignment;
- The ability to work independently;
- A consistently high rate of productivity;
- A high level of skill and knowledge of the job;
- The ability to prioritize work effectively; and
- Good organizational and time management skills;

An employee's telework assignment may be revised or terminated at the sole discretion of the division director or his or her designee.

15.5 Work Hours

All rules of the regular worksite are applicable while teleworking, including but not limited to:

- Any deviations from the approved teleworking assignment must be pre-approved by the employee's supervisor;
- Employees shall account for and report time spent teleworking as required according to the terms of the teleworking assignment.
- Employees shall work overtime only when directed to do so and must be pre-approved in advance by the supervisor;
- Employees must obtain approval to use accrued leave benefits in the same manner as employees not approved to telework;
- Employees unable to work due to illness shall use applicable accrued leave for hours not worked; and
- Employees approved for teleworking shall report to the worksite when directed by his or her supervisor.

15.6 Work Site

A teleworking employee shall designate a work area suitable for performing his or her job duties and responsibilities. Requirements for the designated work area may vary depending on the nature of the work and resources needed.

Teleworking employees shall work in an environment that allows them to perform their duties safely and efficiently. The division director may request photographs of the employee's designated work area to ensure it complies with the intent of this policy.

Employees are covered by workers' compensation laws when performing work duties at their designated alternate locations during scheduled work hours. Employees who suffer a work-related injury or illness while teleworking shall immediately notify their supervisor, follow established reporting protocols, complete any required forms and/or assist with any necessary worksite inspections as determined by the division director or designee.

The Board is not liable for damages to an employee's personal or real property while the employee is working at an alternate worksite.

15.7 Equipment and Supplies

An employee approved for teleworking shall communicate with MBP management to identify necessary equipment, software, supplies, and support required to perform his or her duties at the alternate work location. Availability and assignment of such needed support items will be considered in determining an employee's eligibility to telework.

Teleworking should be accommodated with portable technology (e.g. laptop or tablet). The relocation of non-portable technology equipment such as desktop computers, monitors, printers, or other equipment is at the sole discretion of the division director or designee.

In the event that a division director or designee chooses to relocate non-portable equipment under the authority of this policy, the Board Asset Tag # must be identified in the telework assignment and the division director or designee must do the following:

- Take appropriate precautions to package and transport the Board-owned equipment safely; and
- Set up must be performed by the employee or other division personnel.

The division director or designee must notify the MBP Property Officer, in writing, of the change of any asset location. Notification should include at least the Board Asset tag #, asset description (make, model, quantity), employee name and number who will have possession of the equipment, and physical location of the equipment.

All equipment, software, and/or supplies provided by the Board shall be used for official Board business use only.

A teleworking employee does not obtain any right to Board equipment, software, or supplies provided in connection with teleworking. The employee shall immediately return all Board equipment, software, and supplies at the conclusion of the telework assignment or at the division's direction.

A teleworking employee shall take reasonable measures to protect Board equipment, software, and supplies from possible theft, loss, and damage. In such circumstances, the teleworking employee may be liable for replacement or repair of the equipment, software, or supplies consistent with MBP and state property/equipment regulations.

Any equipment, software files, and/or databases provided by the Board shall remain the property of the Board.

A teleworking employee shall adhere to all software copyright laws and may not make unauthorized copies of any Board-owned software.

Employees may not add hardware or software to any Board equipment without prior written approval from the Office of Technology and Strategic Services.

A teleworking employee, who uses personal equipment for teleworking, is responsible for the installation, repair, and maintenance of the equipment.

A teleworking employee shall immediately contact his or her supervisor if equipment, connectivity, and/or other supply problems prevent them from working.

15.8 Security and Confidential Information

All files, records, papers, and/or other materials created while teleworking is Board property and designated MBP officials may have access to any personal equipment used while teleworking, such as a personal computer, telephone and internet records. Teleworking employees shall cooperate fully to assist designated MBP officials when access to such personal equipment is required. Teleworking employees and their supervisors shall identify any confidential, private, personal information, and/or records to be accessed and ensure appropriate safeguards are used to protect them. A division director or designee should require employees to work in private locations when handling confidential and/or sensitive information. A division director or designee may prohibit employees from printing confidential information in teleworking locations to avoid breaches of confidentiality.

Employees may not disclose confidential or private files, records, materials, or information, and may not allow access to Board networks or databases to anyone who is not authorized to have access.

15.9 State of Mississippi Public Information Act and Records Retention Requirements

The Mississippi Public Records Act and Records Retention requirements apply to information created by teleworking employees in the course of carrying out their job duties and responsibilities for the Board. Public records include all information relating to the conduct of Board business regardless of where the information is stored. Upon receipt of a request for access to information relating to Board business, a teleworking employee must permit inspection and examination of any information in the employee's custody that relates to Board business as directed by the division director. This requirement exists regardless of where the public record is located. Records created during teleworking are subject to all applicable record retention laws and Board record retention policies.

15.10 Procedures

Employees assigned to telework must have the following:

- A fully executed and approved telework assignment form;
- Applicable Virtual Private Network (VPN) security agreement;
- Applicable MBP Property Office form(s).

Came on November 20, 2024, the matter of Candace M. Jefferson, Pharmacy Technician Certificate of Registration Number PT-220771, herein also referred to as Petitioner, pursuant to a request to petition the Mississippi Board of Pharmacy.

BEFORE THE MISSISSIPPI BOARD OF PHARMACY

IN THE PETITION OF:

CANDACE M. JEFFERSON
1821 MARSHALL PLACE
JACKSON, MISSISSIPPI 39211

PHARMACY TECHNICIAN CERTIFICATE OF REGISTRATION NUMBER PT-220771
JURISDICTION

The Mississippi Board of Pharmacy (Board) has jurisdiction of the subject matter pursuant to Section 73-21-103(2), Mississippi Code of 1972, Annotated.

PROCEEDINGS

The Petitioner's pharmacy technician registration was revoked on January 19, 2023. The Petitioner requests that the Board reinstate her Pharmacy Technician Certificate of Registration. The Board heard testimony concerning the Petitioner's request.

ACTION OF THE BOARD

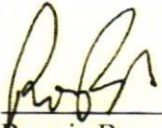
The Board approves the Petitioner applying for reinstatement of her registration

A certified copy of this ORDER shall be served on the Petitioner and maintained in the office of the Board.

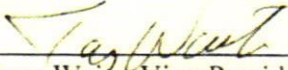
All members participating in the hearing affirmed this Order.

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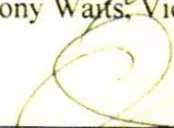
ORDERED AND AGREED TO, this the 20th day of November 2024.



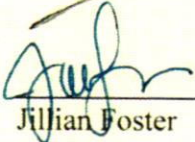
Ronnie Bagwell, President



Tony Warts, Vice-President



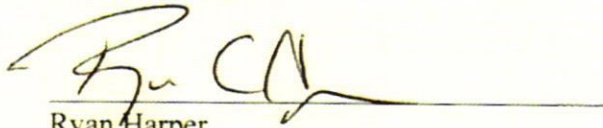
Craig Sartin, Secretary




Jillian Foster



Michael Gilbow



Ryan Harper



David Hudson

Came on November 20, 2024, the matter of Jordan Rodenbaugh, herein also referred to as Petitioner, pursuant to a request to petition the Mississippi Board of Pharmacy.

BEFORE THE MISSISSIPPI BOARD OF PHARMACY

IN THE PETITION OF:

JORDAN B. RODENBAUGH
103 BAY OAKS DRIVE
BAY SAINT LOUIS, MS 39520

LICENSE TO PRACTICE PHARMACY NUMBER T-101087

JURISDICTION

The Mississippi Board of Pharmacy has jurisdiction of the subject matter pursuant to Section 73-21-103(2), Mississippi Code of 1972, Annotated.

PROCEEDINGS

The Mississippi Board of Pharmacy entered an Order on March 23, 2023, which approved the transfer of the license of the Petitioner with several restrictions. See attached Order. The Board heard testimony concerning the treatment and recovery of the Petitioner.

ACTION OF THE BOARD

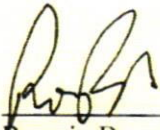
Based upon the clear and convincing evidence presented at the petition hearing, all members of the Board present voted to deny the request by the Petitioner to remove the restrictions on her license. The Petitioner shall not be placed on the agenda on this matter until at least one (1) year from the date of this Order.

This ORDER OF THE BOARD is effective immediately. A certified copy of this ORDER shall be served on the Petitioner and maintained in the office of the Board.

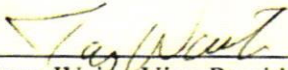
All members participating in the hearing affirmed this Order.

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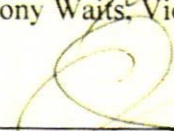
ORDERED AND AGREED TO, this the 20th day of November 2024.



Ronnie Bagwell, President



Tony Warts, Vice-President



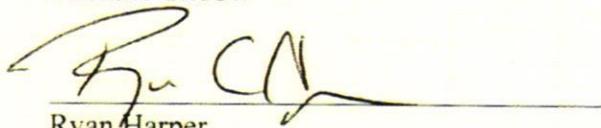
Craig Sartin, Secretary



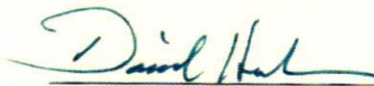
Jillian Foster



Michael Gilbow



Ryan Harper



David Hudson

Came on March 23, 2023, the matter of Jordan Rodenbaugh, herein also referred to as Petitioner, pursuant to a request to petition the Mississippi Board of Pharmacy.

BEFORE THE MISSISSIPPI BOARD OF PHARMACY

IN THE PETITION OF:

JORDAN B. RODENBAUGH
103 BAY OAKS DRIVE
BAY SAINT LOUIS, MS 39520

LICENSE TO PRACTICE PHARMACY NUMBER T-101087

JURISDICTION

The Mississippi Board of Pharmacy has jurisdiction of the subject matter pursuant to Section 73-21-103(2), Mississippi Code of 1972, Annotated.

PROCEEDINGS

Petitioner requests approval of the transfer of her license to Mississippi. The Board heard testimony concerning the treatment and recovery of Petitioner.

ACTION OF THE BOARD

Based upon the clear and convincing evidence presented at the petition hearing, all members of the Board present voted to approve the transfer of the Petitioner's license. The Petitioner shall be subject to the following conditions and restrictions:

- The Petitioner shall enter into a contract with the Mississippi Association of Recovering Pharmacists ("MARF") and comply with the terms of that contract, which shall include random drug and alcohol screens, including the use of Peth blood alcohol testing. The MARF contract shall expire ten (10) years from the date of this Order.
- Petitioner shall abstain from the use of alcohol or the unauthorized use of controlled substances or other habit-forming legend drugs.
- Petitioner shall not take any mood-altering drug which has not been prescribed for her.
- Petitioner shall immediately inform the Board in writing (by email or fax) of all medications prescribed for her, stating the name of the drug, the number and strength of the doses prescribed, the dosage regimen and the name and registration number of the prescriber.
- The Petitioner shall submit a urine specimen, serum specimen or hair sample when requested by the Board or any agent of the Board of Pharmacy.
- The Petitioner shall only work day shifts.
- The Petitioner's access to controlled medications shall be monitored.
- The Petitioner is not authorized to work in a pharmacy alone, but rather shall work with another pharmacist.
- The Petitioner is not authorized to have a key to the pharmacy in which she works.
- The Petitioner is not authorized to work in a supervisory role.
- The Petitioner shall have a workplace monitor who is informed by the Petitioner of her history in order to be adequately observed in the workplace.
- The Petitioner is not authorized to work more than fifty (50) hours per week.

- Petitioner shall keep the Board informed at all times as to place of her employment as a Pharmacist and any change in residential address.
- Petitioner shall submit a written quarterly report (on a form prescribed by the Board) to the Board, due the first week of January, April, July and October, detailing her personal and professional well-being.

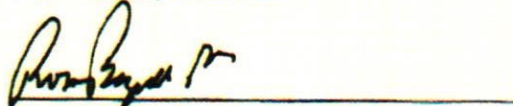
This ORDER OF THE BOARD is effective immediately. A certified copy of this ORDER shall be served on the Petitioner and maintained in the office of the Board.

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ORDERED AND AGREED TO, this the 23rd day of March, 2023.



Todd Barrett, President



Ronnie Bagwell, Vice-President



Ryan Harper, Secretary



Jillian Foster



Guy Phillips



Craig Sartin



Tony Waits