

POLICY MANUAL

CHAPTER 6 - HUMAN RESOURCES POLICIES

6.30 EMPLOYMENT OFFER POLICY

PURPOSE:

This policy compliments and supplements Mississippi Lottery Corporation's Recruitment and Selection Policy, provides guidance in extending an offer of employment to a candidate.

POLICY:

All offers of employment with the Mississippi Lottery Corporation must comply with our internal policies and federal and state legal requirements.

The only individuals authorized to commit the company to an offer of employment are the MLC President, the Vice President of Human Resources or in special circumstances the Executive Vice President with the President's express authorization.

The Human Resources Department will be advised by the appropriate hiring manager of the need for an offer of employment letter and the recommended start date. HR will then contact the candidate to discuss the forthcoming written offer of employment, prepare and mail via UPS all required supporting materials; offer letter and supporting documentation will be emailed to candidate

An offer of employment is extended with contingencies upon a successful background, fingerprints, and drug screen and other pre-employment requirement(s) as necessary. All offers of employment must explicitly include at will employment language.

Offer letters must be signed by the MLC President, the Vice President of Human Resources or the Executive Vice President as directed by the President.

Candidates will be given up to five (5) business days to consider an offer of employment, return fingerprints, background release form and provide drug screen acknowledge form. Extensions may be granted when circumstances warrant. Failure of a candidate to respond within the specified time frame or to request an extension will result in withdrawal of the employment offer.

Any adjustments to the initial written offer of employment sent to the candidate must be a written request submitted to the Human Resources Department and approved by the MLC President.