

## 1510.01 Personnel Transactions and Conditions of Employment

Issued: January 1, 1994  
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### PURPOSE

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To identify rules that cover personnel transactions and conditions of employment, as approved by the Civil Service Commission.

### APPLICATION

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Executive Branch Departments and Sub-units.

### CONTACT AGENCY

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Civil Service Commission (MCSC)

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### SUMMARY

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Each Executive Branch Department and Sub-unit must follow approved rules governing personnel transactions and conditions of employment for all state classified employees.

For information on personnel transactions and conditions of employment, managers should also refer to internal departmental policy documents and applicable collective bargaining agreements.

Within these internal policies and collective bargaining agreements, agencies must implement personnel transactions in accordance with civil service rules and regulations.

### APPLICABLE FORMS

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Contact respective human resources offices.

### PROCEDURES

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Rules and regulations governing personnel transactions and conditions of employment are frequently updated. Agencies can consult the chart below and should follow up with their respective human resources office with any questions.

Subject	Civil Service Rule	Civil Service Regulation	Other
Abolishment of position	4-4	4.02	none
Administrative leave	2-11	2.03; 5.06; 6.01; 6.02. 6.05; 8.01	none
Affirmative Action	1-8.5	None	none
Alcohol Testing	2-7	2.08; 2.09	none
Annual leave	2-12.4; 5-10.2	2.03; 5.09	none

Subject	Civil Service Rule	Civil Service Regulation	Other
Applicant Pools	3-2	3.03; 3.04; 3.08	none
Appointments	3-3	3.03; 3.04; 3.07	none
Appointment, Revocation	3-7	3.07; 3.06; 8.04	none
Bumping	2-5	2.01	none
Callback compensation	5-4.4	5.02	none
Certification, Appointments	3-3	3.03; 3.04	none
Citizenship	1-11	none	none
Collective bargaining	6-2; 6-8; 6-9	6.01	none
Compensation	Chapter 5	5.01-5.19	none
Compensatory Time	5-4.2	5.02	none
Conflict of interest	2-8	none	none
Contractual employment	Chapter 7	7.01	none
Death of employee (wage, leave and longevity payoffs)	5-3.6	5.05; 5.09; 5.10	none
Demotion	2-6; 3-3.2; 3-3.5; 3-3.6	2.06; 3.07; 3.08; 3.10	none
Disability management Return-to-work Appointments	3-2.1; 3-3.1	3.12	none
Disclosure of interest	2-8.3	3.06	none
Discriminatory Harassment	1-8.3	1.03	none
Dismissals and suspensions	2-6.1	2.06	none
Downgrading	none	4.01	none
Duty incurred injury	5-9	5.13	none
Effective dates (Classifications)	4-1.5, 4-2	4.04	none
Emergency appointments	3-3.3	3.07	none
Emergency conditions (compensation under)	none	5.06	none
Employee relations and employee organizations	Chapter 6	6.01-6.08	none
Employment preference	2-5	2.01; 2.02; 3.09	none
Equal employment	1-7; 1-8	1.02; 3.03; 3.04; 3.05;	none
Establishment of positions	4-1	4.01 – 4.07	none
Examinations	3-1	1.04; 3.01; 3.03; 3.04; 3.05	none
Expense reimbursement	5-7	5.14; 5.15	Standardized Travel Regulations
Family Medical Leave Act	none	2.03	none
Funeral attendance	none	2.04; 5.10	none

Subject	Civil Service Rule	Civil Service Regulation	Other
Grievances and appeals	Chapter 8	8.01 ; 8.05; 8.06	none
Holidays	5-10	5.08	none
Housing	5-12	5.14	none
Impasse	6-9	6.05	none
Insurance: Health; Dental; Income Protection; Life; and Vision	5-11	5.18; 5.19	none
Jury Duty	5-6.9	2.03	none
Layoff	2-4	2.01	none
Leave of absence	2-11; 2-12; 2-13	2.03; 2.04	none
Longevity	5-8	5.05	none
Maintenance Allowance	5-12	5.14	none
Mileage	5-7.1	none	Standardized Travel Regulations
Military leave	2-14	2.04	none
Moving expense	5-7	5.15	Standardized Travel Regulations
Multiple agency employment	none	5.11	none
Non-career employment)	2-1.2	3.02	none
On-call compensation	5-4	5.02	none
Overtime	5-4	5.02	none
Overpayment	none	5.16	none
Pay for performance	2-3; 4-6; 5-3.4	5.07	none
Performance Ratings	2-3	2.06	none
Permanent intermittent employees (Position types)	2-1.1	none	none
Personal leave	5-10.2	5.09	none
Political activity	1-12		none
Position freezes	none	4.06	none
Predetermined classifications	4-1.4	3.07; 4.01; 4.02	State of Michigan Applicant Recruitment Strategies
Prison Premium Pay	5-5.1	5.04	none

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