

**INSTRUCTIONS FOR COMPLETING THE
TECHNICAL COMPLAINT
DISBURSEMENTS FOR PERSONAL SERVICES OUTSIDE THE CLASSIFIED SERVICE**

Civil Service Commission Rule 7-1, "Disbursements for Personal Services Outside the Classified Service," and Rule 8-3, "Technical Complaints;" and Civil Service Regulation 8.03, "Technical Disbursement Complaints," and Regulation 7.01, "Disbursements for Personal Services Outside the Classified Service," establish the standards and procedures for reviewing Civil Service decisions made in response to a request for approval for authority to make disbursements for personal services outside the classified service. The above-cited rules and regulations should be referenced in their entirety prior to submitting a technical complaint on disbursements for personal services. Past decisions on complaints similar to yours may be found on the Civil Service website, Rules and Regulations, DSTARS Decision Database.

Part A: Eligibility for Filing a Complaint — Only an interested party who participated in the timely submission of all relevant data and information at the initial staff review may file a technical complaint, as provided in the rules and regulations.

Part B: CS-138 Reference Number — Each CS-138 has a distinct reference number.

Part C: Proof of Meritorious Basis for Appeal — The technical complaint must specifically state how the technical decision (1) violated Article 11, Section 5, of the Michigan constitution, (2) violated a Civil Service Commission Rule or Civil Service Regulation, or (3) was arbitrary and capricious.

Part D: Other Interested Parties — Any person or organization directly affected and aggrieved by a technical decision who also participated in the staff review is an interested party.

Part E: Notification of Complaint — The technical complainant is responsible for mailing a copy of the technical complaint to each interested party.

Part F: Signature of Technical Complainant — The filing parties or their representative must sign the technical complaint.

Part G: Deadlines and Extensions — A completed technical complaint form (CS-212c) must be received by the Civil Service Commission **within fourteen (14) calendar days** after the date the technical disbursement decision is issued. A request for a filing extension must show sufficient justification and must be made by contacting the Office of Technical Complaints, at the Civil Service Commission, prior to expiration of the fourteen calendar-day period.

Upon receipt of the completed complaint, the Technical Review Officer will conduct a review. The review may include obtaining additional information from the appointing authority. The Technical Review Officer will usually issue the technical review decision within thirty weekdays after receipt of all information. A large volume of complaints could delay the issuance of the decision. **The technical review decision will be published on the Civil Service website in the DSTARS Decision Database after its issuance.**

State of Michigan
Civil Service Commission
OFFICE OF TECHNICAL COMPLAINTS
400 South Pine Street, P.O. Box 30002
Lansing, Michigan 48909
FAX (517) 241-9099

**Review the instructions
before completing this
form.**

TECHNICAL COMPLAINT
DISBURSEMENTS FOR PERSONAL SERVICES OUTSIDE THE CLASSIFIED SERVICE

PART A —	
TECHNICAL COMPLAINANT	E-MAIL ADDRESS
TECHNICAL COMPLAINANT'S REPRESENTATIVE	E-MAIL ADDRESS
MAILING ADDRESS	
CITY, STATE, ZIP CODE	TELEPHONE NUMBER (8AM - 5PM)
PART B — CS-138 REFERENCE NUMBER	
PART C — SPECIFIC REASONS WHY THE TECHNICAL DECISION VIOLATES ARTICLE 11, SECTION 5 OF THE MICHIGAN CONSTITUTION; VIOLATES A CIVIL SERVICE RULE OR REGULATION; OR WAS ARBITRARY AND CAPRICIOUS (Attach additional sheets if necessary.)	
PART D — OTHER INTERESTED PARTIES	
PART E — DATE NOTICE OF COMPLAINT WAS MAILED TO OTHER INTERESTED PARTIES	
PART F — SIGNATURE OF TECHNICAL COMPLAINANT OR REPRESENTATIVE	

NOTE: Keep a copy of this for your files and forward the original to Civil Service, using the above address.