



# MI Civil Service News

## 2006 ANNUAL LABOR DAY MACKINAC BRIDGE WALK/RUN

Department of Civil Service  
James D. Farrell, Director

*Our mission is to provide innovative, effective, and timely HR consultation and services to attract, develop, and retain a workforce that is diverse, flexible, creative, and competent to meet the every-changing needs of state government.*



### Mackinac Bridge Trivia:

- ◆ When did construction of the Mackinac Bridge begin?
- ◆ What year did the Mackinac Bridge open for traffic?
- ◆ Name of the person who designed the Mackinac Bridge.

(Answers on page 6)

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Governor Granholm is offering another opportunity to participate in the Labor Day Bridge Run, which kicks off the September 4, 2006, Mackinac Bridge Walk. Each department is invited to have one or more representative runner(s) based on the number of employees in their respective department. Each department will establish selection criteria to determine who will run with the Governor.

This annual five-mile event is held in conjunction with the biggest tourist event of Northern Michigan—the Labor Day Bridge Walk. This event draws 50,000+ walkers and their families to the Mackinac City and St. Ignace areas every year.

A lottery system will be used to select a total of 300 runners to cross the Mighty Mac with the

Governor, so if you aren't selected by your department you can still enter on line, provided you have participated in a Governor's Council endorsed event. The lottery entry form and additional eligibility requirements can be found on the Governor's Council on Physical Fitness, Health & Sports and the Michigan Fitness Foundation website:

[www.michiganfitness.org](http://www.michiganfitness.org)

Even if you are not a runner or are not selected to run with the Governor,

you are in for the thrill of your lifetime just by attending this event. You will experience a spectacular view, exhilaration when looking down nearly 200 feet into the azure blue Straits of Mackinac, and a sense of accomplishment in taking on the Mighty Mac!

To view some great pictures of the 2005 Governor's Labor Day Run, click here:

<http://www.mackinacbridge.org/>



Photo provided courtesy of Marge Beaver at [www.photography-plus.com](http://www.photography-plus.com).



# state of michigan employee appreciation night!



**saturday, july 22, 2006 @ 7:05 pm (game time)**

**pre-game festivities begin at 5:00 pm**

## go nuts together!

Sit together in a block of reserved seats held especially for State of Michigan Employees, Family and Friends!

## lafcu fireworks!

Stick around after the game and enjoy the crowd-pleasing fireworks sponsored by LAFCU!



## group recognition!

State of Michigan employees will be recognized on the scoreboard and welcomed with a P.A. announcement at Olds Park!

## special benefits!

*(that only you will receive)*

- Early entry to watch batting practice!
- Group recognition!
- Early entrance for free access to the playground area!

### Chance to win the opportunity to:

- Watch the game from the owner's suite!
- Throw out the first pitch!
- Join our radio broadcaster!
- Sing the National Anthem!

For more information call:

Nick Grueser

517-485-4500 ext. 276

or

[ngrueser@lansinglugnuts.com](mailto:ngrueser@lansinglugnuts.com)

space is limited!  
reserve your  
tickets today!



where everyone gets to play!

**order your tickets online!**

**Order deadline: June 23, 2006**

To order tickets for State of Michigan Employee Appreciation Night, go to the State of Michigan button on our website at [www.lansinglugnuts.com](http://www.lansinglugnuts.com). Just follow the instructions to make your ticket ordering simple and fast. Go Nuts for State of Michigan Employees!

or

Call Nick Grueser @ (517) 485-4500 ext.276  
to order over the phone.



## GENERAL HR INFORMATION WORKING OUT OF CLASS

Occasionally, circumstances require that an employee be assigned to perform the work of another position in a different classification. When that occurs, the employee is considered to be “working out of class.” An example of a time when an employee is assigned to work out of class is while a department is recruiting to fill a position permanently.

Through this brief discussion, we hope employees will gain a better understanding of what is, and what is not, “working out of class.”

The first thing employees should know is that they cannot independently decide to work out of their approved classification. Only the departmental appointing authority (typically the Director of Human Resources or his/her designee) can authorize a working out of class assignment.

When a working out of class assignment has been made, employees may be eligible to receive additional compensation if the salary range of the classification to which they are being temporarily assigned is higher than that of their current classification. To qualify for working out of class compensation, an employee must work at least 10 consecutive work days (80 hours excluding holidays and leave usage) in the different classification.

In addition to receiving any compensation the employee may be entitled for working out of class, employees may also be eligible to receive credit for the experience they gained while working in the different classification. To receive this credit, the employee must meet the minimum educational and licensure or certification requirements for the position to which they were temporarily assigned. This credit can be applied to either the qualification period for appointment to a new position, or for reclassification.

Employees are not working out of class if they are in a classification which has sequential levels within a class series that are attainable upon completion of specific time increments. For example, a Departmental Analyst 9 is not eligible for working out of classification in a Departmental Analyst 10 position because the employee’s position is eligible for reclassification to the 10 level upon completion of one year of satisfactory service.



Additional information regarding working out of class can be found in Civil Service [Regulation 4.08](#).

### 2006 State Employee Appreciation Week

The National Association of State Personnel Executives (NASPE) celebrated its fifth year of public employee recognition, declaring May 3 as “State Employee Recognition Day.” For the fourth year, Governor Granholm participated in the national celebration, proclaiming May 1 through 5 as “State Employee Appreciation Week.”

Governor Granholm held “meet and greets” with employees in Lansing and Detroit, and visited state employees in the Upper Peninsula on May 30, 2006. The Governor also held teleconferences with Department of Corrections’ employees, and participated in several other departmental events.

On behalf of the Civil Service Commission at its May 2, 2006 meeting, Chairperson Susan Grimes Munsell thanked all state employees in recognition of State Employees Appreciation Week. Chairperson Munsell acknowledged the excellent work that state employees do to serve the citizens of Michigan.

## DEPENDENT AUDIT STATUS UPDATE

We are now in the final stages of the dependent benefit audit and are pleased to inform you that over 90 percent of the 38,000 state employees who claim dependents on their health care plans have provided the required documentation substantiating their dependents' eligibility for benefits.

The current focus of the audit is to gain compliance from individuals who have either not responded to the audit or have provided only a portion of the required documents. Certified letters have been mailed to those employees, informing them that they must provide the required documentation to ensure continued benefit coverage.



Please direct any questions regarding the dependent benefit audit to:

**MI HR Service Center**

1-877-766-6447 or 517-241-8046  
(TTY)

**March was  
the BEST  
month  
so far in the  
'total'**



**donations  
by state  
employees:  
893**

## State Employee Blood Challenge

Dates and Locations of Upcoming Blood Drives

- Carson City Regional Correctional Facility - June 6
- Detroit Probation Depart/Chrysler District, 426 Clinton - June 26
- Detroit Probation Depart/Eastern District, 1600 Algonquin - June 9
- Eastlake Oaks Correctional Facility - June 8
- Grand Rapids - DEQ, 4460 Patterson SE - June 5
- Grand Rapids - DMB, 350 Ottawa NW - June 29
- Grand Rapids - MDOT, 150 Scribner NW - June 8
- Ionia - MI Training Unit, 1728 W. Bluewater Hwy. - June 7
- Lansing - Capitol Commons Center, 400 S. Pine - June 1
- Lansing - Williams Bldg., 525 Ottawa - June 1
- Lansing - Grand Tower, 235 S. Grand - June 6
- Lansing - Ottawa Bldg., 100 S. Pine - June 9
- Lansing - Secondary Complex, 7150 Harris Dr. - June 21
- Lansing - Transportation Bldg., 425 W. Ottawa - June 14
- Lapeer - Thumb Correctional Facility, 3225 John Conley Rd - June 16
- Muskegon - Muskegon Correctional Facility, 2400 S. Sheridan Rd. - June 9
- Newberry - Newberry Correctional Facility, 300 Newberry Ave. - June 27
- Saginaw - State Office Bldg., 411 E. Genesee - June 21
- Selfridge ANGB, Bldg. 780, Room 13 - June 23
- Traverse City - Disability Determination Service, 310 E. Front - June 20

## **POLITICAL ACTIVITIES—DOS AND DON'TS**

This article appeared in the first issue of MI CS News issued in 2004. Due to the upcoming election, we thought it was worth reissuing as a reminder about political activities.

Every election year, questions arise about what state employees can and can't do with regard to political activities. The Civil Service Rules governing political activities came about as the result of some interesting history. That history, and some guidance to assist you, is outlined below so that you will know your rights and obligations.

### **History**

In 1940, the citizens of Michigan amended the state constitution to create the Civil Service Commission. They sought to clean up a spoils system under which obligations to political parties overwhelmed state employees. Employees did party work while on the clock, and paid part of their salaries back to the parties to keep their jobs. Annual turnover was high and could approach 40 percent when political parties changed control.

From 1941 to 1980, Civil Service Rules severely restricted political activities of classified employees. In 1980, the Michigan Supreme Court struck down blanket prohibitions on off-duty political activities. The Civil Service Commission then amended its rules to focus on political activities while on duty.

### **Political Activities on the Job Are Prohibited**

- ◆ You can express an opinion about politics, but cannot attempt to persuade anyone to be "for" or "against" any candidate or issue while on-duty.
- ◆ You cannot engage in political activities, including political fundraising, during on-duty hours.
- ◆ You cannot do outside political work on state time.
- ◆ You cannot levy, solicit, collect, pay, order, or authorize any type of political assessment.

### **Off-Duty Political Activity Must Not Conflict With Your Job Performance**

A classified state employee may hold a party office, be a delegate to a party convention, or engage in political activities on behalf of a candidate or issue. When engaging in these off-duty political activities, you are exercising basic constitutional rights. However, by accepting a classified state position, you assume an obligation to structure your activities to not conflict with your job. Remember that any political activities must be consistent with your ethical obligations regarding conflicts of interest and supplemental employment.

### **Discrimination Based on Partisan Considerations Is Prohibited**

Whether expressed or not, your political views are a personal matter. You cannot be advanced or held back on the job because of them. The Civil Service Commission wants to know about improper political activities, political solicitation, or political "pressure" in the state classified workplace. If you believe your rights are being violated, you may file a grievance in the appropriate forum.

### **Running for Political Office**

You may run for partisan or nonpartisan public office, subject to the following conditions:

- ◆ Your campaign must be conducted entirely on your own time.
- ◆ If you run for the state legislature, a state executive branch office, or the Michigan Supreme Court or Court of Appeals, you must ask for an unpaid leave of absence from your state job.
- ◆ If you work in a federally-funded program, federal law (the Hatch Act) prohibits candidacy for public elective office in a partisan election.

For additional information regarding political activities, please visit <http://www.michigan.gov/mdcs> and view [Civil Service Rule 1-12, Political Activities](#).



# EVENTS

## EVENTS

2006 Holidays		
Tuesday	July 4	Independence Day
Monday	September 4	Labor Day
Tuesday	November 7	Election Day
Friday	November 10	Veterans Day
Thursday, Friday	November 23, 24	Thanksgiving
Monday, Tuesday	December 25, 26	Christmas

### We Welcome Your Comments

PLEASE CONTACT US BY E-MAIL AT:

[MDCS-CIVILSERVICENEWS@MICHIGAN.GOV](mailto:MDCS-CIVILSERVICENEWS@MICHIGAN.GOV)

OR IN WRITING TO:

MI CS NEWS  
400 SOUTH PINE STREET  
P.O. Box 30002  
LANSING, MI 48909

### Civil Service Commission 2006 Meetings

July 18  
October 3  
December 5  
(Meeting dates subject to change.)

### Answers to Mackinac Bridge Trivia:

- ◆ May 7, 1954
- ◆ November 1, 1957
- ◆ Dr. David Steinman

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