

# REGULATION

<b>SPDOC No.:</b> 10-07	<b>Effective Date:</b> June 13, 2010	<b>Index Reference:</b> Terms of Employment: Students	<b>Regulation Number:</b>  <b>3.02</b>
<b>Issued By:</b> Classifications and Selections	<b>Rule Reference:</b> Rule: 2-1 (Terms of Employment)		<b>Replaces:</b> Reg. 3.02 (SPDOC 07-14, October 7, 2007)
<b>Authority:</b> Regulations are issued by the State Personnel Director under authority granted in the Michigan Constitution and the Michigan Civil Service Commission Rules. Regulations are subordinate to the Commission Rules.			
<b>Subject:</b>  <b>STUDENT ASSISTANTS IN THE CLASSIFIED SERVICE</b>			

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### 1. PURPOSE

This regulation establishes standards and conditions governing the employment of Student Assistants in the classified service.

### 2. CIVIL SERVICE COMMISSION RULE REFERENCE

Note: This Section 2 reprints only selected Commission Rules for quick reference by the reader. Additional Rules (that are not reprinted below) may apply. The complete, current version of the Rules can be found at [www.michigan.gov/mdcs](http://www.michigan.gov/mdcs).

#### *Rule 2-1 Terms of Employment*

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#### *2-1.2 Noncareer Appointment*

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*(b) Student and special noncareer classifications authorized. The state personnel director may issue regulations to permit noncareer employment exceeding the equivalent of 89 full-time workdays in a calendar year, without fringe benefits, for designated student and special classifications.*

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### 3. **STANDARDS**

- A. Student Assistants are hired on a temporary, noncareer basis and may work more than 89 full-time workdays in a calendar year.
- B. Student Assistants must be continually enrolled in, and attending, a high school, vocational school, or post-secondary educational institution. Summer attendance is not required.
- C. Students must provide proof to the appointing authority of their enrollment and updated information whenever changes to their status occurs such as: (a) change in degree program, (b) change in class status (freshman to sophomore), (c) school transfer, (d) granting of a degree, or (e) leaving school.
- D. Students accepted by, but not yet enrolled in, a post-secondary educational institution must provide proof of their acceptance to that institution.
- E. Student Assistants should be employed in a work area that is relevant to the student's academic and career goals.
- F. Student Assistants may be eligible to receive course credit for the work performed, in conjunction with an internship program.
- G. The appointing authority shall assign a pay rate within the pay range that reflects the student's level of academic attainment and contribution to the organization within the following guidelines:

Academic Attainment	Pay Concept
<b>High School:</b> Student is currently enrolled in or has completed high school and has been accepted by a post-secondary educational institution.	A
<b>College:</b> Student is currently enrolled in a post-secondary educational program related to the work assigned.	B
<b>Post-bachelor's degree:</b> Student is currently enrolled in an advanced degree program related to the work assigned and has completed a bachelor's degree.	C

The pay schedule for these concepts will be published annually in the *Civil Service Commission Compensation Plan*.

- H. The appointing authority shall retain and make available for audit purposes all documentation related to the selection and evaluation process, in accordance with regulation 3.04 [Selection of Employees for Position Vacancies].
- I. The appointing authority shall provide the student with orientation, supervision, and an evaluation of the student's performance.
- J. Student Assistant work time is credited toward meeting the requirements for related future employment.

- K.** A Student Assistant in the classified service is a state employee for examination and employment consideration purposes.
- L.** A Student Assistant who receives a degree prior to completing an assignment or project in an appointment may continue in that employment until the assignment or project is completed. Only experience gained after the attainment of a bachelor's degree will be considered qualifying for professional positions.
- M.** Reclassification of a Student Assistant to an appropriate career classification requires Civil Service review and approval.
1. A Student Assistant employee may be eligible for reclassification if all of the following conditions are met:
    - a. The appointing authority selected the Student Assistant employee for the Student Assistant position after conducting a full evaluation and selection process.
    - b. The Student Assistant employee satisfactorily completed a performance review period of 1040 hours.
    - c. The Student Assistant employee meets the minimum qualifications for the new classification.
    - d. The duties and responsibilities for the new classification are similar to those assigned to the employee's Student Assistant position.
    - e. Any applicable collective bargaining agreement provisions must be met.
    - f. No agency recall names exist for the new classification.
    - g. Statewide recall names for the new classification will preclude reclassification, unless a hiring freeze (as described in regulation 3.10 [Promotion or Lateral Job Change Within an Agency of Current Employees Under Hiring Restriction Conditions]) is in effect as of the effective date of reclassification. When a hiring freeze is in effect and statewide recall names exist, reclassification may only be approved for limited-term employment.
    - h. The appointing authority must certify that the agency authorizes the Student Assistant employee to be reclassified as a career employee in the new classification, meets the minimum qualifications of the new classification, is satisfactorily performing the duties and responsibilities of the requested classification, has satisfactorily completed a performance review period of 1040 hours and has a current satisfactory performance rating.
  2. The effective date of the reclassification is the beginning of the pay period in which a fully documented position action request is approved by Civil Service staff in accordance with regulation 4.04 [Effective Dates for Classification Actions]. Retroactivity is not permitted under any circumstances.
  3. Upon reclassification, the employee must satisfactorily complete a probationary period to gain status in the classified service.

- a. Full-time employees shall be reviewed upon completion of 3 months, 6 months, and 12 months of service.
  - b. Less than full-time employees shall be reviewed upon completion of 3 months, 9 months, and 18 months of service.
- N.** This regulation is not applicable to Student Assistants hired as unclassified Special Personal Services (SPS) employees.
- O.** The State Personnel Director may approve, with or without modification, an agency request to establish a special noncareer classification permitted under rule 2-1.2.

#### 4. **PROCEDURE**

<b>Responsibility</b>	<b>Action</b>
Appointing Authority	<ol style="list-style-type: none"> <li>1. Establishes a student position based on work functions.</li> <li>2. Solicits applications through a web posting, advertisement, contacts with educational institutions, or other means.</li> <li>3. Selects a student in accordance with Civil Service Commission rules and regulations.</li> <li>4. Verifies that the applicant is a student in good standing with an accredited educational institution.</li> <li>5. Assigns pay rate in accordance with the Student Assistant compensation schedule and based on the student's amount and type of job-related education.</li> <li>6. For position reclassification, submits a Position Action Request (CS-129) and a Position Description form (CS-214) to Civil Service. Certifies on the CS-129 that the employee meets the minimum qualifications, is satisfactorily performing the duties and responsibilities of the requested classification, has satisfactorily completed a performance review period of 1040 hours and has a current satisfactory performance rating.</li> </ol>
Civil Service	<ol style="list-style-type: none"> <li>7. Reviews the request.</li> <li>8. If approved, enters the necessary position information in the Human Resources Management Network (HRMN).</li> </ol>

Responsibility (continued)	Action (continued)
Civil Service	9. Releases the CS-129 to the appointing authority.
Appointing Authority	10. Receives the completed CS-129 and enters applicable employee information in HRMN.
Civil Service	11. May conduct an audit for compliance with Civil Service rules and regulations.

## **CONTACT**

Questions regarding this regulation should be directed to Classifications and Selections, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; by telephone, at 517-373-3030 or 1-800-788-1766; or by e-mail to [MCSC-BHRS@michigan.gov](mailto:MCSC-BHRS@michigan.gov).