

# Michigan Civil Service Commission

## Regulation 4.06

<b>Subject:</b> <b>Freezing Positions</b>		
<b>SPDOC No.:</b> 19-11	<b>Effective Date:</b> October 1, 2019	<b>Replaces:</b> Reg. 4.10 (SPDOC 16-06, January 1, 2017)

### 1. Purpose

This regulation defines frozen-position actions and establishes standards for the actions.

### 2. Definition

#### A. Definition in This Regulation.

1. **Freeze** means an action on a position to identify an employee in a specific position with duties and responsibilities that are no longer proper for the current classification.

### 3. Standards

- A. Civil Service shall not establish an improperly classified position.
- B. Appointing authorities shall notify Civil Service of material changes in a position's duties and responsibilities that may impact its proper classification such that it should be frozen.
- C. When Civil Service issues a classification action to freeze a position, the basis for the freeze must be identified on the Position Action Request. If determinable, the appropriate future classification may be identified.
- D. A freeze action is designated by a "Y" in the HRMN Frozen User field on the PA02.1 and adding "FZN" to the position description.
- E. An employee cannot appeal a freeze action.
- F. A freeze on a position in a preauthorized class series precludes reclassification to any higher level in the class series for the current employee.
- G. Freeze actions are employee- and position-specific and only transfer to another position when approved by Civil Service.
- H. A vacant frozen position must be reviewed and properly reclassified before an appointment to the position can be made.

- I. An occupied frozen position can be reclassified to the proper classification if the employee's current pay rate is not negatively impacted and the employee is not placed in a lower pay range.
- J. Frozen positions are not exempted from reduction-in-force (RIF) actions. Once vacated, all frozen positions must be properly classified to apply bumping under regulation 2.01.
- K. Transactions on frozen positions are subject to audit.

#### 4. Procedure

Responsibility	Action
Appointing Authority	<ol style="list-style-type: none"> <li>1. Receives information that employee in position is no longer assigned duties and responsibilities commensurate with its classification.</li> <li>2. Submits Position Action Request to Civil Service to add freeze to position.</li> </ol>
Civil Service	<ol style="list-style-type: none"> <li>3. Reviews action and approves request, if appropriate.</li> <li>4. HRMN is updated with "Y" in the Frozen User field and "FZN" added to end of position description.</li> </ol>
Appointing Authority	<ol style="list-style-type: none"> <li>5. Receives notification of completed Position Action Request and verifies information in HRMN.</li> <li>6. Informs management and employee.</li> </ol>

#### **CONTACT**

Questions on this regulation may be directed to Classifications and Selections, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; 517-284-0103; or [MCSC-OCSC@mi.gov](mailto:MCSC-OCSC@mi.gov).