



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
**OFFICE OF THE STATE EMPLOYER**  
LANSING

THOMAS N. HALL  
ACTING DIRECTOR

TO: Human Resource Directors  
FROM: Thomas N. Hall  
DATE: August 7, 2006  
RE: Executive Directive 2006-3

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[Executive Directive 2006-3](#), which was released July 26, 2006 with immediate effect, requires departments to provide notice to the OSE of each temporary personal service contract assignment.

Notice of assignment is required for all existing temporary personal services contracts and new temporary personal services contracts entered into subsequent to July 26, 2006. Existing temporary personal services contracts may continue for the number of hours initially approved by the Department of Civil Service. Prior approval for use of temporary personal services beyond 480 hours is required for new, amended, extended, renewed, or reauthorized assignments subsequent to July 26, 2006.

The reporting and approval requirements are the same as they were under ED 2004-9, except that they are now extended to all temporary (Standard A) placements rather than only to clerical or administrative support workers. The directive does not apply to services (including medical personnel) approved under Standard B, C, or D of Civil Service Rule 7-3. The directive also does not apply to State of Michigan employees placed under the Work Experience program.

The form for submitting information and extension requests to OSE can be found on the [Office of the State Employer](#) web page, under "Forms", as the first listing under "Other Forms". Please provide notice of each temporary worker only once. An extension authorization request should be made each time additional hours are necessary for a particular placement. For purposes of calculating hours, we will use the same methodology as civil service, and count hours in an assignment on a year-to date basis, not on a fiscal or calendar year basis.

The notice of use of temporary services should be sent concurrent with the start of the temporary assignment. The request for authorization to extend the use should be sent as soon you become aware of the need, but should allow us at least a week to evaluate and grant approval if that is appropriate. For more information on civil service approval for disbursements for personal services under Standard A, please see [Regulation 7.01](#) and [Advisory Bulletin 7.01-6](#).

This office will work cooperatively to minimize disruption in your departments. Questions about the reporting and approval process should be directed to Bethany Beauchine at [beauchineb@michigan.gov](mailto:beauchineb@michigan.gov) or Cheryl Schmittiel at [schmittielc@michigan.gov](mailto:schmittielc@michigan.gov). Thank you for your cooperation with our efforts to promote workforce stability and continuity.