

## 1520.04 Change in Compensation or Other Conditions of Employment

Issued: January 1, 1994  
Revised: April 23, 2012

### PURPOSE

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To provide a mechanism for departments to seek changes in compensation or conditions of employment for MSCs (manager, supervisor, confidential) or NEREs (non-exclusively represented employee).

### APPLICATION

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Executive Branch Departments and Sub-units.

### CONTACT AGENCY

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Department of Technology, Management and Budget (DTMB)  
Office of the State Employer (OSE)

Telephone: 517-373-7400

Fax: 517-373-3771

### SUMMARY

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This section specifies the procedure to follow when seeking changes in compensation or other conditions of employment for employees who are not exclusively represented. Such changes must be approved by the Civil Service Commission and compensation changes must be timed so as to be included in the coordinated compensation process and coincide with the state budget process.

### APPLICABLE FORMS

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None.

### PROCEDURES

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#### Requesting Department

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- Documents the requested change in writing, specifying:
  - Proposed change.
  - Number of employees involved.
  - Classification(s) of employees involved.
  - Operation effects.
  - Costs (or savings) associated with proposed change.
  - Analysis of how proposed change will enhance operations.
  - Statewide impact, if any.

### **Department Director (or designee)**

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- Reviews request and approves (with or without modifications) or denies.
- If approved, sends to the OSE.

### **OSE**

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- Receives request and determines if proposal could affect other departments. If yes, contacts other departments for comments.
- Assesses merits of request and responds to requestor in 1 of 3 ways:
  - Holds request in abeyance until next coordinated compensation process.
  - If appropriate, formats change as a Civil Service rule change and transmits to the State Personnel Director for action by the Civil Service Commission.
  - Denies request.

### **Department Director (or designee)**

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- May request reconsideration if the OSE denies request. Contacts the OSE and provides reasons for reconsideration.

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