



WELCOME
to
the STATE OF MICHIGAN
and
the DEPARTMENT OF
LICENSING and REGULATORY
AFFAIRS (LARA)



This presentation was designed for new LARA employees, but all LARA employees may find this presentation helpful and informative.

You will learn about:

- The Governor's Top 10 Goals for reinventing the State of Michigan and the Team Culture attributes identified by the governor
- LARA's Vision, Mission and Goals
- Services and programs LARA provides to its clients
- An overview of HR information (i.e. new employees retirement plan, deferred compensation options, payroll and leave accrual and use, performance management, and other miscellaneous information)



Governor's Top 10 Goals & Team Culture



The Governor has identified the following **Top 10 Goals** for reinventing the State of Michigan:

1. Create more and better jobs
2. Leverage our new tax system
3. Reinvent our government
4. Keep our youth - our future - here
5. Restore our cities
6. Enhance our national and international image
7. Protect our environment
8. Revitalize our educational system
9. Reinvent our health care system
10. Winning in Michigan through Relentless Positive Action



The Governor and LARA Leadership have committed to fostering the following **Team Culture** attributes through our leadership and actions:

Leadership:

- Enthusiasm – “Can do” and “will do” attitude
- Courage – Expressing viewpoints constructively
- Duty – Commitment to Michigan in word and deed
- Focus – Addressing and solving critical issues

Excellence:

- Vision – Believing in our vision, goals and culture
- Integrity – Always do what is right
- Measures – Results through measures that matter
- Accountability – Acting decisively, delivering on commitments

Teamwork:

- Results – Valuing team results and sharing credit
- Collaboration – Respecting and engaging colleagues
- Loyalty – Supporting decisions and those who make them
- Camaraderie – Having fun together, reinventing our State



LARA's Vision, Mission and Goals



LARA's Vision

LARA will reinvent government while consistently serving our customers fairly, honestly and respectfully through an engaged and creative employee team.



LARA's Mission

LARA supports business growth and job creation while safeguarding Michigan's citizens through a simple, fair, efficient and transparent regulatory structure.



LARA's Goals and Purpose

The goal of the Department of Licensing and Regulatory Affairs (LARA) is to create a licensing and regulatory environment that promotes business growth and job creation in Michigan by streamlining and eliminating unnecessary or burdensome regulations. The department is customer driven and business minded, while at the same time protecting the health and safety of Michigan's citizens.

LARA has four primary focuses: (1) Licensing and Regulatory; (2) The Michigan Administrative Hearing System; (3) Employment Security and Workplace Safety; and (4) The Office of Regulatory Reinvention (ORR).

LARA oversees the licensing and regulation of individuals and entities in Michigan. It supports the health, safety and economic well-being of the public through services to, and regulation of, the activities of organizations and individuals. As a part of LARA, the ORR is responsible for creating a regulatory environment and regulatory processes that are fair, efficient, and transparent.



LARA Organization Chart

Click to view [LARA's Organization Chart](#). The most up-to-date chart is always available from the LARA intranet home page.



LARA's Agencies and Commissions

The Michigan Department of Licensing and Regulatory Affairs (LARA) is composed of agencies and commissions that promote business growth and job creation through streamlined, simple, fair and efficient regulation, and at the same time protect the health and safety of Michigan's citizens.

To learn more about LARA's agencies and commissions, please click on the link below.

[Agencies and Commissions Listing](#)



Deferred Compensation & Retirement Plan Information



Deferred Compensation/Defined Contribution Retirement Plan

The state offers two deferred compensation plans that will help you save for retirement:

- **401(k)** – In addition to being a voluntary deferred compensation plan for all State of Michigan employees, this plan also serves as the primary retirement plan for employees hired since April 1, 1997.
- **457** – This is a voluntary pre-tax savings plan available to all State of Michigan employees. The state does not match any funds contributed by the employee to this plan.

Both plans are tax-deferred savings plans that can help you plan for a secure financial future by allowing you to automatically save a portion of your salary and invest it in a broad variety of investment funds or a self-managed account. Your current taxable income will be reduced by the amount you invest on a pre-tax basis, lowering your tax liability. There are strict federal restrictions regarding withdrawal of the funds so, prior to enrolling, we recommend that you review available plan information: [ING](#).

The current maximum allowed for employee pre-tax contributions is the lesser of \$17,000 or 100% of compensation.



Defined Contribution Plan Administration

The 401(k) and 457 plans are administered by ING.

ING Advisor Service

You can access personalized, professional retirement planning assistance through the state's partnership with ING. This service helps you set your personal retirement goals and then recommends savings and investment adjustments to help you reach them. There are no service fees for current state employees for this service.

ING Plan and Contact Information

Website: [ING](#)

Toll Free Number: 1-800-748-6128

Defined Contribution Retirement Plan

- Employees initially hired after April 1, 1997 are a member of the Defined Contribution Retirement Plan.
- ING will mail a Welcome Packet, User Id & Pin to your home address following your official hire in the state's personnel and payroll system, HRMN.
- The State automatically contributes an amount equal to 4% of the employees bi-weekly gross salary to the employee's 401(k) account for those employees in the Defined Contribution Plan.
- The State will match any contributions the employee makes to his/her 401(k) account, up to another 3%.



Defined Contribution Retirement Plan (continued)

- Vesting in state-made contributions – You are fully vested to retain the dollars contributed by the state after the equivalent of 4 years of full-time service; you are 75% vested after three (3) years, and 50% vested after two (2) years. If you leave state employment prior to completing four (4) years of service, you will lose some or all of the state made contributions to your 401(k) account based on the vesting requirements above. Regardless of whether or not you are full or partially vested, you retain the monies you personally contributed to the account when you leave state employment.
- If you become totally incapacitated because of an injury or illness incurred at work, a duty disability benefit may be payable regardless of how long you have been employed by the state. Your non-duty disability protection (from an illness or injury incurred outside of work) begins when you have the equivalent of 10 years of full-time state employment. In both cases, you must be totally incapacitated and the disability must be permanent to be eligible for a benefit.

Defined Contribution Retirement Plan (continued)

- Group Insurance Benefits – New employees hired after December 31, 2011 have a Personal Healthcare Fund for retirement healthcare expenses. Employees in the Defined Contribution Plan who were hired between April 1, 1997 and December 31, 2011 had a choice between two retirement health care plans in early 2012. More information about the DC Plan retiree health care benefits is available from the [Office of Retirement Services website](#).
- The Retiree Health Insurance Plan for employees in the Defined Benefit (DB) retirement plan, and for those who switched from the DB Plan to the DC plan in 1997, was not changed.

Timekeeping (DCDS),
Leave, Payroll,
and
Miscellaneous Information



Pay Periods and Pay Dates

- Pay periods are two weeks long, beginning on Sunday and ending on Saturday.
- Pay dates are the second Thursday of each pay period. The pay dates are shown on the [Lake Trust State of Michigan Calendar](#).

Pay Checks

- New employees receive their first paycheck during their second pay period of employment. For example, if you start work on the first Monday of a pay period, you will work three (3) weeks and four (4) days before you get your first paycheck for the first two weeks worked.
- Your first paycheck is mailed to your home.
- Pay Earnings Statements can be accessed in your MI HR Self-Service account. You will normally be able to see your earnings statement in self-service the Friday before pay day.



Data Collection & Distribution System (DCDS) – Timekeeping

DCDS is the State's timekeeping system.

LARA's DCDS Policy, Timekeeping Procedures, and user guides for employees, supervisors, timekeepers, and certifiers can be found on the Office of Human Resources' website at www.michigan.gov/laraohr. Click on "DCDS Information".

This site also includes a training guide for use of the Time & Expense System which is utilized by employees to obtain reimbursement for travel or other work related expenses.

The user id and password for DCDS is supplied by your transactions staff person in HR.



Direct Deposit Required

- All employees hired by the state after 10/1/2002 are required to have their paychecks direct deposited.
- Human Resources will set up the default account from the information provided by the employee on the 3487 Form.
- You can set up additional direct deposits in your MI HR Self-Service account or by contacting the MI HR Service Center at 877-766-6447. Your paycheck can be deposited in up to five (5) accounts (including your default account).



Overtime Pay

- Eligible employees receive overtime pay based on the provisions of the applicable collective bargaining agreement or Civil Service Rules and Regulations.
- The overtime pay rate is typically 1½ times your normal hourly rate.
- Use of annual leave and sick leave are not considered as time worked when determining eligibility for overtime pay.
- Overtime hours must be approved prior to being worked.



Paid Holidays

- Full time classified employees receive eight (8) hours pay for each paid holiday.
- Paid holiday hours are pro-rated for less than full-time employees.
- See [Civil Service Regulation 5.08](#) for information regarding eligibility for holiday pay.
- If a new employee's first day of work is the day after a paid holiday; the new employee is not entitled to pay for that holiday.
- Non-career employees (such as student assistants) are not eligible for holiday pay.
- See next slide for a listing of paid holidays.



Eligible state employees receive 12 paid holidays each year:

- New Years Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- The day after Thanksgiving
- Christmas Eve
- Christmas
- New Years Eve

In addition, in even numbered years, you will receive a paid holiday for:

- General Election Day



Annual Leave

- New full-time classified employees accrue four (4) hours of annual leave per pay period. Accrual amounts increase with years of service (chart follows on next page).
- Annual leave is available for use only in biweekly work periods subsequent to the biweekly work period in which it is earned.
- Annual leave accruals are pro-rated if the employee is in pay status less than 80.0 hours in the pay period.
- Annual leave usage must be pre-approved by the supervisor.
- Upon separation, employees are paid for 100% of their annual leave balance up to the maximum hours allowed by [Civil Service Regulation 5.09](#).
- Non-career employees do not accrue annual leave.

Years of Service	Service Hours	Hours of Annual Leave Accrued (for 80 hours of service)	Maximum Accumulation (total hours of annual and personal leave)	Maximum Accumulation That May be Paid Off
Less than 1	0 – 2,079	4.0	296	256
1 – 5	2,080 – 10,399	4.7	296	256
5 – 10	10,400 – 20,799	5.3	311	271
10 – 15	20,800 – 31,199	5.9	326	286
15 – 20	31,200 – 41,599	6.5	341	301
20 – 25	41,600 – 51,999	7.1	346	306
25 – 30	52,000 – 62,399	7.7	356	316
30 – 35	62,400 – 72,799	8.4	356	316
35 – 40	72,800 – 83,199	9.0	356	316
40 – 45	83,200 – 93,599	9.6	356	316
45 and above	93,600 +	10.2	356	316

Initial Leave Grant

An initial leave grant of 16 hours is given to new classified career employees. This leave grant may be used any time with prior supervisor approval.

School/Community Participation Leave

Career employees who have completed 1040 hours of satisfactory service are credited with eight *(8) hours of school/community participation leave annually on October 1. These hours do not carry forward beyond the fiscal year.

- School/Community Leave must be used in one (1) hour increments.
- Employees must obtain prior approval for use from their supervisor. Use of these hours requires that the employee enter a comment in the DCDS timekeeping system to include:
 - School name or community activity sponsor
 - Event name/description
 - Description of volunteer service provided by the employee
 - Time period the employee performed the volunteer service

Sick Leave

Career employees accrue four (4) hours of sick leave each pay period if they are in full-time pay status (i.e. 80 hrs/pay period). Non-career employees, such as student assistants, are not eligible for sick leave.

- The accrual amount for sick leave does not increase with additional years of service.
- Sick leave accruals are pro-rated for employees who are in less than full-time pay status.
- Sick leave can be used in any pay period subsequent to the pay period in which it is earned.
- A comment is required in the DCDS timekeeping system for all sick leave usage indicating the reason for the time used.
- Use of sick leave for more than five (5) consecutive days requires a doctor's statement and the employee must contact OHR to discuss the need for additional documentation.
- If hired after 10/1/1980, the employee receives no payoff for remaining sick leave balance at the time of separation from state employment.

October Leave Grants & Longevity

Leave Grants

On October 1 of each year, eligible career employees are credited with:

- 16 hours of personal leave that is added to the annual leave counter.
- Eight (8) hours of school/community participation leave.

To be eligible for these grants, an employee must have completed at least 1040 hours of satisfactory service.



Worker's Compensation Claims

Worker's compensation claims for LARA employees are processed by the Disability Management Office (DMO) located within the Civil Service Commission. You must report any work related injury or illness to the DMO. Additional information is available at the [DMO website](#).

Leave of Absence Requests

FMLA, medical and parental leave of absence requests are also handled by the DMO. If it necessary for you to be off work for five or more days for an FMLA qualifying reason, personal medical issue, or parental leave, you must contact the DMO to request an approved leave of absence. Information and forms are available at the [DMO website](#), or you can call 877-766-6447.

To request a military leave, waived rights leave of absence, Plan C leave, or for information on other leave types (such as disaster response leave, political leave, union leave, unclassified appointment leave, or administrative leave) please contact the LARA Office of Human Resources at 517-373-4769. Information is also available on the LARA [OHR Leave of Absence web page](#).

Longevity Payments

A career employee who is expected to complete, or has completed, the equivalent of 6 years (12,480 hours) or more of continuous full-time classified service in a fiscal year is eligible for an annual longevity payment on October 1 of that fiscal year (with payment being on the pay date following the first full pay period in October) in the amount provided below:

Years of Full-time Service Expected to be Completed During the Fiscal Year	Annual Longevity Payment Due on October 1 of the Fiscal Year
6 - 9	\$260
10 - 13	\$300
14 - 17	\$370
18 - 21	\$480
22 - 25	\$610
26 - 29	\$790
30 & over	\$1,040

Military Service Credit

If you are a career employee and have prior active military service, you may be eligible for full or partial credit for the time you served.

Up to five (5) years of active military service can be credited towards annual leave accruals and longevity. If you have prior active military service and would like credit for it, you must provide your Human Resources Office with a copy of your DD-214 showing your active service time.

This information must be provided prior to reaching 720 hours of continuous service for the credit to be effective as of the original hire date. If the documentation is provided after that time, the appropriate service credit will become effective in the pay period in which the Human Resources Office receives the information.

Military service time does not count for seniority or retirement purposes.



Supplemental Employment

Before engaging in supplemental employment (another job in addition to your position with the Department of Licensing and Regulatory Affairs), you must submit a completed [“Supplemental Employment Approval Request”](#) form to your supervisor for approval. The Director of the Office of Human Resources has final authority to approve or deny supplemental employment requests. As a new hire to LARA, if you are already engaged in Supplemental Employment at the time of hire, the above referenced approval request form should be submitted within the first pay period of work.

Supplemental employment requests will not be approved if there is any conflict of interest between your present job and the second job. In addition, if the activities connected with the second job interfere with your attendance or the efficiency of your State of Michigan employment, it will be necessary to terminate one of the two positions.

Employees covered by bargaining unit agreements should refer to the provisions of such negotiated agreements.



Union Membership

If you accept a union-represented position, you will be required to become a dues-paying member of that union or pay a service fee.

You will sign either:

- An authorization for membership, which will begin bi-weekly dues deductions

or

- An authorization for representation service fees, which will begin bi-weekly service fee deductions



Unions Representing LARA Employees

- **UAW Local 6000** – The UAW Local 6000 is certified as the exclusive representative for the Human Services and Administrative Support Units employed by the State of Michigan.
- **SEIU Local 517M** – The SEIU Local 517M represents the Human Services Support, Scientific and Engineering, and Technical Units employed by the State of Michigan.
- **The American Federation of State, County, and Municipal Employees (AFSCME)** – AFSCME represents Institutional Workers employed by the State of Michigan.
- **The Michigan State Employees Association (MSEA)** –The MSEA represents Safety/Regulatory and Labor/Trades Units employed by the State of Michigan.



Miscellaneous

The ***State Employees Charitable Campaign*** (SECC) was created in 1987 to combine all charitable appeals and provide a means for state employees to voluntarily contribute to participating charities through easy and convenient methods of giving. If you would like to help those in need, you may choose to make a one-time contribution, or make a biweekly pledge that will be automatically deducted from your paycheck on a biweekly basis for as long as you choose. For a listing of participating charities or more information, visit the [SECC website](#). To make a pledge, please call the MI HR Service Center at 877-766-6447.

Please be sure to enter ***emergency contact information*** via your self-service account so that we know who to contact in the event of an emergency. Information about your self-service account and how to access it are included later in this presentation.

Performance Management and Service Ratings



Performance Management & Ratings

New hires without status will be evaluated and rated on their performance, based on the identified job performance factors and competencies, at the end of three calendar months, six calendar months, and twelve calendar months. For less than full-time employees, the evaluations will occur at three, nine, and eighteen calendar months.

Additionally, all current employees with status promoted to a new position must serve a minimum probationary period of twelve calendar months. An employee who is promoted is given a probationary service rating at the end of six calendar months and twelve calendar months; nine and eighteen calendar months for less than full-time employees.



Performance Management & Ratings (continued)

Shortly after you begin work, your supervisor will explain and review with you some specific job performance factors and/or competencies. These performance factors and competencies will be entered in the on-line Performance Management system within MI HR Self-Service. You will be required to review and certify the performance plan; your certification on the form indicates that you were made aware of the job performance factors and competencies that are significant elements of your job. You will be able to print a copy of the probationary performance plan if you desire to do so. At the end of the rating period, your supervisor will rate your performance and discuss the rating with you. Probationary ratings are graded as (1) High Performing, (2) Meets Expectations, or (3) Unsatisfactory.



Performance Management & Ratings (continued)

You must have a “satisfactory” rating upon completing twelve calendar months of work in order to satisfactorily complete the probationary period. Your service ratings become a permanent part of your record and are saved as a historical review in the performance management system. Your performance ratings can have an important bearing on your eligibility for salary increases and promotional opportunities.

If you are given a rating of “Unsatisfactory” during your probationary period, you may be separated from your job. In such case, your supervisor and the Director of Human Resources may make a determination to separate you before completion of your probationary period.



MI HR Self Service, the MI HR Service Center



MI HR Self-Service

MI HR Self-Service is an on-line web-based tool designed to provide you with access to update and view your personnel information. It allows you to:

- View and print your pay earnings statements
- View and change personnel information such as your personal profile, home address, and emergency contact information due to adoption, birth, marriage, divorce, legal separation, or a move
- View your current leave balances
- View your current insurance benefits information
- Sign up for or change your insurance benefits during the annual open enrollment period
- View and manage your direct deposit information
- View and change your federal and state tax withholdings
- Review your state employment history
- Verify if your name is on any Civil Service applicant pools (if you have taken any Civil Service exams)



MI HR Self-Service (continued)

Your MI HR Self-Service account will be created the day after LARA HR enters your hire information into the system. HRMN Central Security will create an account and mail three separate letters to your home address on record.

The first letter notifies you that your MI HR Self-Service account has been created and provides you with your MI HR Self-Service username (which is your employee ID number with an “h” in front of it). A wallet card with your username, additional web addresses and contact information is also included in the letter.



MI HR Self-Service (continued)

You will then receive an e-mail that includes a temporary PIN and instructions on how to set up your security profile on-line and activate your MI HR Self-Service account. Once you complete your security profile and submit the required information on-line, your new password will appear in a pop-up window for 93 seconds. Your MI HR Self-Service account will be fully activated and accessible within 30 minutes after receipt of your new password.

You will receive a third letter thanking you for activating your account and giving you the address to the self-service log in page.

For password/self service support contact the MI HR Service Center at 877-766-6447.



MI HR Service Center

The MI HR Service Center can assist you with HR issues and questions like new hire benefit enrollment, benefit changes, payroll deductions, personal information changes and more. The Center also responds to all requests for verification of employment for state employees.

They can also provide you with login, password, and navigation support for MI HR Self-Service.

For a list of the MI HR Service Center's Services, click on the following link:
[Welcome to MI HR Brochure.](#)

Phone Number: (877) 766-6447 or (517) 335-0529.

TDD: (517) 241-8046.

Fax: (517) 241-5892.

Address: PO Box 30002, Lansing, Michigan 48909.

Hours: 7:00 am to 6:00 pm, Monday through Friday (except state holidays)



OHR Internet Website

The Office of Human Resource's internet website can be accessed by going to <http://www.michigan.gov/laraohr> or through the [LARA intranet site](#) by clicking on "Inside LARA" in the top header and selecting 'Human Resources". A wide variety of information is available from this website including:

- Accessible Meetings
- DCDS/Timekeeping
- Equal Opportunity (Includes Discriminatory Harassment, ADA, and Ergonomics issues)
- OHR Forms
- Labor Relations
- Leave of Absence
- Orientation
- Performance Management
- LARA Handbook and Policies & Procedures
- Worker's Compensation
- OHR Staff Directory
- Bureau Personnel Liaison Directory



Contact Information

Please contact your bureau HR Liaison with any HR related questions. If necessary, they may refer you to the appropriate HR staff that can help with your question or concern.

Questions about transaction issues can be directed to Darlene Marciniak in the Office of Human Resources at 517-373-1596 or MarciniakD@michigan.gov.

The Office of Human Resources (OHR) is located on the fourth floor of the Ottawa Building in downtown Lansing. Mail to OHR should be sent to:

Address: 611 W. Ottawa, Lansing, MI 48933

Fax: (517) 373-6526



**This has been a LARA
OHR Presentation**

