

**State of Michigan  
CIVIL SERVICE COMMISSION  
Public Meeting  
May 23, 2012**

Present: Thomas M. Wardrop, Chair  
James Barrett, Commissioner  
Charles Blockett, Jr., Commissioner  
Robert W. Swanson, Commissioner  
Jeremy Stephens, State Personnel Director

**1. CALL TO ORDER**

The meeting of the Civil Service Commission was opened by Chair Thomas Wardrop at 11:03 a.m. in Conference Room A, Lower Level, Capitol Commons Center, 400 S. Pine Street, Lansing, Michigan.

**Approval of Minutes**

Chair Wardrop requested a motion to approve the minutes of the March 14, 2012 meeting. On motion duly made and supported, the Commission approved the minutes of the March 14, 2012 meeting.

**2. AMENDMENTS TO AGENDA**

There were no amendments to the agenda.

**3. INFORMATIONAL REPORTS**

**State Personnel Director's Report**

The Commission received the following report from Jeremy S. Stephens, State Personnel Director:

Unclassified Position Report

On May 10, 2012, a request was received from the Department of State Police to establish an unclassified position to serve as the Chief Administrative Officer. The request was approved on May 11, 2012.

Regulations

Civil Service Commission Rules require that the State Personnel Director report to the Commission on the promulgation of regulations, which are issued to further implement Commission Rules.

Regulation 3.04, Selection of Employees for Position Vacancies

Director Stephens stated that this Regulation modification formalizes a practice already used by many agencies allowing the consideration of applicants who will soon obtain the required educational credentials to assume a classified position, but seek employment while still concluding their studies.

**4. UNFINISHED BUSINESS**

There was no unfinished business.

**5. NEW BUSINESS**

**A. Rules**

General Counsel John Gnodtke presented the following proposed Rule amendments:

**Amendments to Rule 5-6, Additional Compensation: Miscellaneous**

Mr. Gnodtke stated that these amendments are updates reflecting approvals that were made in the Coordinated Compensation Panel process in 2008 but not memorialized in the Rules regarding the Lottery Sales Incentive Payments Program and updating the classifications for some positions in the Department of Licensing and Regulatory Affairs that are eligible for an out-of-state premium. The amendments were circulated in April 2012. On motion duly made and supported, the Commission approved the Amendments to Rule 5-6.

**B. Collective Bargaining Agreement**

General Counsel John Gnodtke presented the following Collective Bargaining Agreement between the Office of the State Employer (OSE) and the Michigan State Police Troopers Association (MSPTA):

The OSE and the MSPTA reached an agreement for a new Collective Bargaining Agreement which was ratified on March 5, 2012. It was then transmitted to the Commission on March 27, 2012. On motion duly made and supported, the Commission approved the Collective Bargaining Agreement between OSE and MSPTA.

**C. Secondary Agreements (Interim Approval Granted) – Resolution 12-01**

General Counsel John Gnodtke presented Resolution 12-01:

Resolution 12-01 is to affirm and approve the Interim Approval Granted by the State Personnel Director with consent of the Commission Chair for two secondary agreements between AFSCME Council 25; Department of Corrections (DOC) and the Department of Human Services (DHS). On motion duly made and supported, the Commission approved the AFSME Secondary Agreements for the DOC and the DHS.

**D. Secondary Agreements (New) – Resolution 12-02**

General Counsel John Gnodtke presented Resolution 12-02:

Resolution 12-02 addresses four Secondary Agreements with the International Union and the United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) for the Department of Community Health, Department of Education, Department of Licensing and Regulatory Affairs, and the Department of Technology, Management and Budget. On motion duly made and supported, the Commission approved all four Secondary Agreements.

**6. PUBLIC COMMENT**

There was no public comment.

## **ADJOURNMENT**

There being no further items for Commission approval or public comments to be heard, Chair Wardrop adjourned the meeting at 11:08 a.m.

## **NOTE:**

Copies of any written statements, reports, or staff proposals which were presented to the Commission may be obtained by contacting the Civil Service Commission, Executive Office, Capitol Commons Center, 400 S. Pine Street, P.O. Box 30002, Lansing, Michigan, 48909, or by telephone at 517-373-3020.

I, Acting State Personnel Director, hereby certify that the foregoing are the Minutes of the Civil Service Commission meeting of May 23, 2012.

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Janet McClelland  
Acting State Personnel Director