

**State of Michigan
CIVIL SERVICE COMMISSION
Public Meeting
September 23, 2009**

Present: Sherry L. McMillan, Chair
Andrew P. Abood, Commissioner
Kelly G. Keenan, Commissioner
Thomas M. Wardrop, Commissioner
Jeremy S. Stephens, State Personnel Director

1. CALL TO ORDER

The meeting of the Civil Service Commission was opened by Chair, Sherry McMillan, at 10:05 a.m. in Conference Room A, Lower Level, Capitol Commons Center, 400 S. Pine Street, Lansing, Michigan.

a. Approval of Minutes

Chair Sherry McMillan requested a motion to approve the minutes of the May 20, 2009 meeting. On motion duly made and supported, the Commission approved the minutes of the May 20, 2009, meeting.

b. Retirement Resolutions

On a motion duly made and supported the following Retirement Resolutions were adopted:

Linda Tennyson
Jessie Worthey

2. AMENDMENTS TO AGENDA

A motion was made to amend the Agenda to table Items 5b and 5c. On motion duly made and supported, the amendment passed.

3. INFORMATIONAL REPORTS

- a. **Director's Report:** The Commission received the following report from State Personnel Director, Jeremy S. Stephens.

Unclassified Position Report

Since the last report, the following approval was processed:

Department of Attorney General

A request dated May 20, 2009, to serve as a Director of Constituent Relations. Concurrently, the vacated Special Assistant to the Attorney General position was abolished. The request was approved effective May 4, 2009.

A request dated August 13, 2009, to serve as a Director of External Affairs and a Director of Public Affairs. Concurrently, the positions of Constituent Relations Analyst and Chief Administrative Officer positions were abolished.

A request dated September 14, 2009, to serve as Constituent Relations Analyst.

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 5.04, Special Pay Premiums, and Regulation 8.01, Grievance and Grievance Appeal Procedures (effective October 7, 2007)

These regulations were updated to reflect current rule language based on the rule amendments approved at the May 20, 2009 Civil Service Commission meeting. No other changes have been made, therefore, the effective date for both regulations remains October 7, 2007.

Regulation 5.09, Annual, Personal, and School and Community Participation Leave (effective May 31, 2009)

This regulation reflects deletion of the 720 hours waiting period and permits newly-hired employees to use annual leave as it accrues. Standard A(6) reflects deletion of the 720 hours of creditable service for payoff purposes of unused annual leave and the former A(7) has been deleted as it is no longer necessary.

Alfred P. Sloan Award for Business Excellence in Workplace Flexibility

On behalf of the Civil Service Commission, Director Jeremy Stephens accepted the the Alfred P. Sloan Awards for Business Excellence in Workplace Flexibility which recognizes exemplary employers across the U.S. for their innovative workplace effectiveness and flexibility initiatives. The Sloan Awards honor organizations and work sites that are using workforce flexibility as a strategy to increase workplace effectiveness and yield positive business results, and to help employees succeed at work and at home.

Civil Service Commission Fundraiser

Director Stephens reported on the recent generosity of the Civil Service Commission employees, who during difficult economic times, held several fund raising events to support the Food Bank Council of Michigan. The original goal of \$5,000 was tripled

and a total of \$15,351.35 was raised. Jane Marshall, Executive Director of the Food Bank Council of Michigan, appeared before the Commission to accept the donation and thanked the Civil Service Commission for their generosity. Chair Sherry McMillan also spoke thanking employees that participated for their generosity at a time when economic times are difficult.

4. UNFINISHED BUSINESS

There was no unfinished business.

5. NEW BUSINESS

a. FY '09-10 Schedule of Travel Rates

Ms. Joyce Van Coevering, with the Department of Management and Budget (DMB) addressed the Commission regarding travel expense reimbursement rates for FY '09-10. Ms. Van Coevering requested that the standard mileage rate decrease from \$0.399 to \$.0362, effective October 1, 2009. There are no other changes to the travel rates. A copy of the letter from Director Webb Sharpe is, by reference, a part of the record of this meeting.

b. Revisions to Civil Service Commission Bylaws

This item was tabled.

c. Rule Amendments – Rule 1-1.4, Interim Rule Action by Director and Chair, Rule 6-14, Administration

This item was tabled.

d-i. Letter of Understanding between OSE and the listed unions on paid annual leave

Michigan Public Employees, SEIU Local 517M
UAW International Union
Michigan State Employees Association
Michigan Public Employees, SEIU Local 517M
Michigan Corrections Organization
Michigan Council 25 AFSCME AFL-CIO

General Counsel D. Daniel McLellan addressed the Commission regarding the Letters of Understanding to delete the 720-hour annual leave waiting period for newly-hired employees, thereby permitting new employees to use annual leave as it accrues.

On a motion duly made and supported, the LOU between OSE and the above listed unions was approved.

j. Letter of Understanding between OSE and the MCO renewing pay protection

General Counsel D. Daniel McLellan addressed the Commission regarding the Letters of Understanding to extend the effective date to December 31, 2009 for the LOU's previously approved regarding the transfer of MCO members to vacant Forensic Security Assistant positions at the Center for Forensic Psychiatry.

On a motion duly made and supported, the LOU's between OSE and MCO was approved.

6. PUBLIC COMMENT

7. COMMISSION APPEALS

In a closed session conference call on August 19, 2009, the Commission considered 7 recommended decisions of the Employment Relations Board (ERB). In a closed session meeting on September 23, 2009, the Commission considered 13 ERB recommendations. Copies of the review sheets indicating the Commission's actions on these decisions are on file with the Civil Service Commission.

ADJOURNMENT

There being no further items for Commission approval or public comments to be heard, Chair McMillan adjourned the meeting at 10:18 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, Jeremy Stephens, State Personnel Director, hereby certify that the foregoing are the Minutes of the Civil Service Commission meeting of September 23, 2009.

State Personnel Director