

REGULATION

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Subject TECHNICAL CLASSIFICATION AND QUALIFICATION COMPLAINTS			

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1. PURPOSE

This regulation establishes standards and procedures to file and process technical classification and qualification complaints, as authorized in rules 4-3 and 8-3.

2. CIVIL SERVICE COMMISSION RULE REFERENCE

Note: This section reprints only selected Civil Service Commission Rules for quick reference by the reader. Additional rules may apply. The complete, current version of the rules can be found at www.mi.gov/mdcs.

Rule 3-3 Appointments and Job Changes

3-3.10 Qualification

An employee or appointing authority that does not agree with a staff qualification decision may file a written request for reconsideration with the state personnel director as provided in the regulations. The state personnel director or the director's designee shall reconsider the staff qualification decision in writing. If an employee's appointment is revoked as provided in rule 3-7 due to a staff qualification decision, the employee or appointing authority may file a technical appointment complaint as provided in the rules and regulations in lieu of requesting reconsideration.

Rule 4-3 Appeals

Only the appointing authority may appeal the classification of a newly established position. Either the appointing authority or an adversely affected employee may appeal a change in the classification or classification level of a previously established position through authorized technical appeal procedures.

Rule 8-3 Technical Complaints

8-3.1 Complaint Regarding Technical Decision Authorized

An authorized individual, appointing authority, or organization may file a technical complaint with civil service technical review staff, as provided in this rule and the regulations.

*(a) **Technical classification complaint.** An employee directly affected by a technical classification decision, or the employee's appointing authority, may file a technical classification complaint.*

8-3.2 Time Limits

*(b) **Other technical complaints.** A technical classification complaint or technical disbursement complaint must be filed within 14 calendar days after the date the civil service staff issued the original technical decision.*

8-3.3 Civil Service Technical Review

*(a) **Referral to technical review officer.** If the technical complaint is not administratively dismissed under rule 8-4 [Summary Dismissal], a technical review officer shall conduct an expeditious review in accordance with the civil service rules and regulations.*

*(b) **Technical review procedures.***

*(1) **Hearing not authorized.** A technical review officer is not authorized to conduct a hearing.*

*(3) **Technical review decision.** At the conclusion of the technical review, the technical review officer shall issue a final technical review decision setting forth the review officer's material findings of fact, conclusions of law, and remedial orders, if any. The final technical review decision shall be based on (1) the technical expertise of the review officer, (2) the civil service rules and regulations, (3) agency records, and (4) the documents and written submissions of the parties. In a review of a technical appointment*

complaint, the technical review officer shall also consider the written recommendation of the hearing officer on any certified question of fact.

8-3.4 Further Appeal to Commission Authorized

An interested party in a technical review proceeding may file an appeal of a final technical review decision, including a summary dismissal of the technical complaint, to the civil service commission, as provided in the civil service rules and regulations.

8-3.5 Effective Date of Decision of Technical Review Officer

*(a) **Technical classification review.** A final technical review decision on a technical classification complaint is effective immediately upon issuance, unless a different effective date is specified in the decision.*

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3. DEFINITIONS

A. Civil Service Commission Rule Definitions

1. ***Interested party,** in any other technical review, means a party that filed a technical complaint or a written appearance in the technical complaint review proceeding.*
2. ***Party** means any of the following persons or organizations:*

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*(b) **Party,** in a technical classification review, means any of the following:*

- (1) An employee whose classification is directly affected by a technical classification decision.*
- (2) The appointing authority of an employee in subdivision (b)(1).*
- (3) Any other interested person with a demonstrable special interest in the technical classification decision that is granted permission to participate in the review.*

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3. ***Technical complainant** means any of the following persons when directly affected and aggrieved by a technical decision:*
 - (a) An applicant for employment.*
 - (b) A classified employee.*
 - (c) An appointing authority.*
 - (d) The office of the state employer.*
 - (e) Any other person or organization specifically authorized by civil service rule or regulation to file a technical complaint.*
4. ***Technical complaint** means a written complaint that a technical decision (1) violated article 11, section 5, of the Michigan constitution, (2) violated a civil service rule or regulation, or (3) was arbitrary and capricious.*
5. ***Technical decision** includes each of the following individual decisions:*

(a) **Technical classification decision** means a civil service staff decision (1) classifying a position in the classified service or (2) making a working-out-of-class determination.

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B. Additional Definitions as used in this Regulation

1. **Staff qualification decision** means a civil service staff decision determining the qualifications and fitness of a candidate for a position in the classified service.
2. **Technical qualification complaint** means a request for reconsideration of a decision by the state personnel director or the director's designee, as authorized in rule 3-3.10.

4. STANDARDS

A. Filing Complaints.

1. An employee or appointing authority directly affected by a technical classification decision or staff qualification decision made by the Office of Classification, Selection, and Compensation may file a technical classification or technical qualification complaint with the Civil Service Office of Technical Complaints. The complaint must be submitted on the Technical Complaint form (CS-212) to MCSC-OTC@mi.gov.
 - a. An employee organization cannot file a complaint regarding a technical decision. An employee organization is limited to serving as representative for the complainant.
 - b. A complaint for a position in a preauthorized classification is accepted only if Civil Service staff has made a technical decision. If an appointing authority denies a preauthorized reclassification, the incumbent must first request a position review with Civil Service, in accordance with regulation 4.03.
 - c. Disputes concerning the evaluation of an incumbent's work performance are not subject to technical complaints.
 - d. Incumbents in the same classification may file a joint complaint of a denied or modified classification action. The incumbents must be performing the same duties and responsibilities and must have occupied their positions for the equivalent of one year of full time service. Only incumbents who sign the CS-212 are considered complainants.
2. **Complaint.** The technical complaint is the final opportunity for the complainant to offer new evidence into the administrative record without needing to demonstrate a legal basis to add the evidence. The complaint must include the following:
 - a. All information required in Part A of the CS-212 for each complainant.
 - b. A clear and concise description of the technical decision being questioned, including any additional information required in the instructions for the form.
 - c. A complete statement of why the technical decision (1) violated article 11, section 5 of the Michigan Constitution; (2) violated a Civil Service rule or regulation; or (3) was arbitrary and capricious.

- d. Any documentary evidence that the complainant believes supports the technical complaint.
 - e. A clear statement of the desired outcome, which must be within the authority of Civil Service staff to grant.
 - f. The signature of each complainant. A signature can be a scanned document of an actual signature or the complainant's typed name followed by "/s/" (e.g., "John Doe /s/").
 - g. The name, mailing address, and email address of the complainant's representative, if any.
3. **Time Limits.** To be timely, the complaint must be **received** by the Civil Service Office of Technical Complaints within 14 calendar days after the date that the technical decision involving the complainant was **issued**.
 4. **Extension.** The technical review officer may grant an extension to file if, before the filing deadline passes, the technical complainant shows sufficient justification for the extension.

B. Administrative Denial.

1. **Reasons.** In addition to the grounds in rule 8-4, a technical classification or qualification complaint may be administratively dismissed without prior notice for the following reasons:
 - a. The complaint fails to set forth allegations with sufficient particularity to permit review.
 - b. The complaint involves one or more of the following actions, decisions, and matters that are not subject to review:
 - (1) Michigan Civil Service Commission Rules.
 - (2) Civil Service regulations, standards, and procedures.
 - (3) The official classification plan, including job specifications, job-evaluation factors, and the policies, procedures, and other official publications for administration of the classification system.
 - (4) The establishment, abolishment, or modification of a classification.
 - (5) The job evaluation factoring for a classification.
 - (6) The pay range assigned to a classification.
 - (7) Classifications preauthorized for position establishment and reclassification to agencies.
 - (8) Individual position freezes.
 - (9) Appraisal method and content.
 - (10) Appraisal determination, including section/item weights, passing points, and experience and education rating charts.
 - (11) Appraisal method administration decisions, including (a) replacing or combining applicant pools; (b) scheduling examinations and filing requirements; and (c) limitations on appraisal participation.

- (12) Educational, experience, special, license, and certification requirements in the job specifications for classifications.
 - (13) Special posting requirements, standard staffing patterns, and other limitations previously requested by agencies and approved by Civil Service staff.
- c. The complaint fails for other good and sufficient reason to warrant further review.

C. Technical Review Decisions.

1. **Complaint Investigation.** A technical review officer is not authorized to conduct a hearing, but may contact or meet with the complainant or other interested parties to discuss the complaint.
2. **Decisions.**
 - a. The technical review officer shall review *de novo* all submissions and decide the matter based on the submissions, agency records, Civil Service rules and regulations, and technical expertise.
 - b. **Technical Classification Review Decisions.** The decision of a technical review officer in a technical classification complaint shall contain notice of the right of interested parties to file an application for leave to appeal to the Civil Service Commission, as provided in regulation 8.05.
 - c. **Technical Qualification Review Decisions.** The technical qualification review decision of a technical review officer in a technical qualification complaint is the final decision of the commission and may be appealed to the circuit court under the review procedures described in Rule 8-7.9

D. Implementing Decisions.

1. **Effective Date.** The effective date assigned to a technical classification complaint decision is the beginning date of the pay period in which the original request for a position review was received. If the appointing authority submitted the request for a position review, the effective date is assigned in accordance with regulation 4.04. If the employee submitted the position review request, the effective date is assigned in accordance with regulation 4.03.
2. **Parties Granted Relief.** Only complainants listed on the CS-212 may obtain full relief, including the effective date of the original position review. Other similarly situated individuals may be granted the same classification relief on a prospective basis only.
3. **Effects of Vacating a Position.** If an incumbent vacates a position before the complaint process ends and ultimately prevails, the following processes occur:
 - a. The employee who complained about a classification action receives compensation in the awarded classification retroactive to the effective date of the original position review up to the date the employee vacated the position.
 - b. The employee has reinstatement rights in the awarded classification, as described in the Civil Service rules and regulations.

- c. If the employee vacated the position as a result of a reduction in force, the employee's name is placed on the appropriate recall list for the awarded classification. This does not require the bumping chain to be reinstated.
 - d. The awarded classification is limited to the position that gave rise to the complaint and cannot be transferred to other positions.
4. **Effect of Decision on Subsequent Employee.** In a successful complaint, when a new incumbent has been appointed to the position, the position remains at the previous classification until the successor has satisfactorily performed the duties for the equivalent of one year of full-time service. The position may be reclassified to the awarded classification sooner if the successor qualifies for an early reclassification in regulation 4.05.
- E. **Grievance Settlements.** An appointing authority cannot unilaterally settle a classification or qualification dispute through a grievance or arbitration proceeding covered by a collective bargaining agreement or the Grievance and Grievance Appeal Procedures.

5. PROCEDURE

Responsibility	Action
Civil Service	1. Mails technical decision.
Complainant	2. Prepares technical complaint and submits to the Office of Technical Complaints at MCSC-OTC@mi.gov .
Office of Technical Complaints	3. Upon receipt of the technical complaint, conducts preliminary review to determine timeliness and sufficiency of the complaint.
	4. If the complaint is untimely or fails to meet the requirements of this regulation, dismisses the technical complaint.
	5. Obtains submissions from appointing authority and agency staff, if required.
	6. If necessary, meets with the technical complainant and any other interested persons to review and discuss the complaint, with notification to the appointing authority.
	7. Prepares and issues technical complaint decision.
Complainant or Interested Party	8. May apply for leave to appeal a technical classification review decision to the Civil Service Commission. A technical qualification review decision is final.

CONTACT

Questions regarding this regulation should be directed to the Office of Technical Complaints, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909, by telephone at (517) 241-9093, or by email to MCSC-OTC@mi.gov.