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**STATE PERSONNEL DIRECTOR OFFICIAL COMMUNICATION**

**SPDOC No. 16-03**

TO: ALL APPOINTING AUTHORITIES, HUMAN RESOURCES OFFICERS,  
AND RECOGNIZED EMPLOYEE ORGANIZATIONS

FROM: *Jmw* JANINE M. WINTERS, STATE PERSONNEL DIRECTOR

DATE: JULY 8, 2016

SUBJECT: COORDINATED COMPENSATION PANEL TIMELINE

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Rule 5-1.3 establishes the coordinated compensation panel (CCP) and charges it with recommending a compensation plan for all nonexclusively represented employees (NEREs) to the commission. Regulation 6.06, § 4.B authorizes participation in the CCP process by the state employer, limited-recognition organizations (LROs), and NEREs granted leave to participate who are not members of LROs.

NEREs can now request to participate in the CCP process for wages and benefits for fiscal year 2017-18. Requests must be received by September 2, 2016, to be considered. Requests must include the following: (1) the name, address, and phone number of the employee or spokesperson for a group of employees; (2) certification that no employee or group member is a member of an LRO; (3) a description of specific compensation or benefit changes proposed and the classifications affected; and (4) a brief explanation of why the requested change is necessary.

Employees granted leave to participate will be asked to submit a more detailed position statement on their issues and invited to present their position at the CCP hearing.

Application requests must be sent to the Coordinated Compensation Panel, c/o Kristen Hillman, Michigan Civil Service Commission, Compensation Program, P.O. Box 30002, Lansing, Michigan 48909 or to [hillmank@mi.gov](mailto:hillmank@mi.gov).

THIS DOCUMENT IS AVAILABLE UPON REQUEST IN ALTERNATIVE ACCESSIBLE FORMATS TO  
INDIVIDUALS WITH DISABILITIES. FOR FURTHER INFORMATION CALL:  
VOICE (517) 373-3020 OR MICHIGAN RELAY CENTER 711.

Copies of Regulations may be viewed in Civil Service Commission's Regulatory Information Web site, at  
<http://www.michigan.gov/mdcs/0,1607,7-147-6877---,00.html>