

# REGULATION

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| <b>SPDOC No:</b><br><br><del>07-14</del>  | <b>Effective Date:</b><br><br><del>October 7, 2007</del> | <b>Index Reference:</b><br><br>Appraisal Methods | <b>Regulation Number:</b><br><br><b>3.11</b>   |
| <b>Issued By:</b><br><br>Classifications and<br>Selections  | <b>Rule Reference:</b><br><br>Rule: 3-1 (Examinations)   |  | <b>Replaces:</b><br><br>Reg. 3.11<br>(SPDOC <del>03-21, June 22, 2003</del> <a href="#">07-14, October 7, 2007</a> ) |
| <b>Authority:</b> Regulations are issued by the State Personnel Director under authority granted in the Michigan Constitution and the Michigan Civil Service Commission Rules. Regulations are subordinate to the Commission Rules. |  |  |  |
| <b>Subject:</b><br><b>WRITTEN, ELECTRONIC, AND OTHER APPRAISAL METHOD ADMINISTRATION</b>  |  |  |  |

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## **1. PURPOSE**

This regulation defines the Civil Service standards governing the application, administration, and scoring of written, electronic and other appraisal methods.

## **2. CIVIL SERVICE COMMISSION RULE REFERENCE**

Note: This Section 2 reprints only selected Commission Rules for quick reference by the reader. Additional Rules (that are not reprinted below) may apply. The complete, current version of the Rules can be found at [www.michigan.gov/mdcs](http://www.michigan.gov/mdcs).

## **Rule 3-1 Examinations**

### **3-1.1 Authority**

*Civil service staff shall prepare or approve examinations for all classified positions. Examinations are referred to as appraisal methods in these rules.*

### **3-1.2 Content and Method**

*Appraisal methods must assess relevant, job-related knowledge, skills, abilities, and other qualifications necessary for successful job performance. The state personnel director may authorize the use of another organization's appraisal results.*

### **3-1.3 Application**

*The state personnel director shall establish procedures for persons seeking positions in the classified service.*

### **3-1.4 Reasonable Accommodations**

*Civil service staff shall make reasonable accommodations in its application and appraisal process for a person with a disability who makes a reasonable request for accommodation in advance. Civil service staff may offer an alternative evaluation method for a person with a disability if the person is unable to participate in the regular appraisal process. Civil service staff is not required to make an accommodation that would cause undue hardship.*

### **3-1.5 Integrity of Process**

*To be considered for appraisal or appointment, an applicant shall comply with the established procedures and processes.*

**(a) Prohibited Practices.** *During the application, appraisal, or appointment process, a person shall not do any of the following:*

- (1) Make any false statement or omissions of a material fact.*
- (2) Misrepresent education or experience.*
- (3) Engage in deception or fraud.*
- (4) Cheat.*
- (5) Compromise the integrity of the appraisal process.*
- (6) Violate rule 2-7 [Drug and Alcohol Testing].*

**(b) Sanctions.** *If civil service staff finds that an applicant has engaged in any prohibited act, the state personnel director may do any of the following:*

- (1) Cancel or limit the applicant's eligibility for state employment.*
- (2) Require the separation of the applicant from state employment.*
- (3) Impose any other or additional sanction that is appropriate.*

### 3. **DEFINITIONS**

#### A. Civil Service Commission Rule Definitions

1. *Applicant* means a person who requests to participate in an appraisal process.
2. *Applicant pool* means a group of applicants whom civil service staff has determined to be qualified.
3. Appraisal method means a technique used to evaluate job-related knowledge, skills, abilities, competencies, and other qualifications to determine eligibility for a position in the classified service.
34. *Candidate* means a qualified person who requested to be considered for appointment to a specific position in the classified service and who was considered by the appointing authority.
5. Examination means an appraisal method.

#### B. Additional Definitions as used in this Regulation

1. Accommodation coordinator means the (1) appointing authority, (2) person designated by an appointing authority to administer the processing of reasonable accommodation requests, or (3) accommodation coordinator's designee.
2. State employee applicant means the following individuals, who are considered state employees for written, electronic, and other appraisal methods and applicant pool purposes:
  - a. Those presently employed on a career or noncareer basis.
  - b. Employees on layoff from a classified position.
  - c. Employees on a leave of absence whose rights to return to active employment are guaranteed.
  - d. Individuals currently in the disability retirement program or Return to Work Program.
  - e. Individuals appointed to executive branch unclassified positions.
  - f. Employees and members of the state legislature and judiciary.
  - g. Special personal services employees.
3. Qualified applicant means an applicant with a disability who can perform the essential functions of an examination or interview with or without reasonable accommodation.

### 4. **STANDARDS**

#### A. Notice.

1. Civil Service shall establish procedures for persons seeking positions in the classified service.

- a. The written, electronic, and other appraisal method procedures must include appraisal method numbers and titles, and anticipated appraisal dates.
  - b. Written, electronic, and other appraisals open to the general public are identified in the appraisal method procedures.
2. An appraisal method announcement must be published for each appraisal method listed in the procedures and contain information specific to the appraisal, including the application procedure and the retake policy.

**B. Eligibility.**

1. Applications will be accepted consistent with workforce needs for all written, electronic, and other appraisal methods.
2. Applicants are not scheduled to take written, electronic, or other appraisals for classifications for which they already possess passing scores.

Note: If the applicant pools are being replaced as a result of modification to an existing written, electronic, or other appraisal method or a newly developed appraisal method, persons in the existing applicant pool must be notified of the need to participate in the new appraisal method.

3. Applicants must fulfill the requirements for at least one classification covered by the appraisal method on the date their credentials are reviewed by Civil Service staff in order to be scheduled for the written, electronic, or other appraisal methods.
4. Applicants may take specific written or electronic appraisals as often as permitted for that appraisal method. Retake time frames for specific appraisals are addressed in the appraisal announcement.
5. Applicants who are determined to be ineligible for a written, electronic, or other appraisal may appeal that determination, as provided in regulation 8.02 [Technical Classification and Qualification Complaints].

**C. Appraisal Administration.**

1. Application, administration, and scoring processes for all applicants must be in conformance with established procedures.
2. If scheduled for a written, electronic, or other appraisal, applicants may request an alternate appraisal date for reasons of emergency or unalterable prior commitments. Requests must be submitted in writing, to Civil Service.
3. Persons with disabilities needing an accommodation to participate in a written, electronic, or other appraisal process ~~may should~~ submit a ~~written~~ request indicating the type of accommodation needed ~~and the specific appraisal desired~~. The request must be made before the appraisal ~~method process~~ is administered. For an accommodation in an appraisal method administered by Civil Service, a qualified applicant should request the accommodation in their online application for an examination or using a CS-944 or CS-630 form. A qualified applicant who needs an accommodation in an appraisal process administered by a hiring agency should request the accommodation in writing from the hiring manager or the hiring agency's accommodation coordinator.

Any accommodation requests received by someone other than the accommodation coordinator must be forwarded to the appropriate accommodation coordinator. The ~~Civil Service component~~ accommodation coordinator for Civil Service or the hiring agency shall review the accommodation request and may request additional information from the qualified applicant, if necessary. The accommodation coordinator shall approve or deny the qualified applicant's accommodation request, unless the accommodation would cause undue hardship.

4. Some disabilities may preclude applicants' participation in written, electronic, or other appraisal ~~processes~~ methods, with or without reasonable accommodation. These applicants may be eligible for the twelve-month trial appointment process for persons with disabilities as provided in regulation 3.05 [Twelve-Month Trial Appointment Process for Persons with Disabilities].

#### **D. Workforce Need Testing.**

1. An appointing authority request for workforce need testing must identify at least one of the following needs:
  - a. Geographic need.
  - b. Change of program priorities or new program or service initiatives.
  - c. Specific skill sets needed.
  - d. Employee separations creating opportunities for internal promotions.
  - e. Reorganizations.
  - f. Applicant pool under-representation.
  - g. Any other reason approved by Civil Service.
2. An immediate workforce need must exist; i.e., one or more vacant positions are to be filled.
3. Special workforce need testing may not be approved if a regularly scheduled administration will take place within 28 calendar days. If it is feasible and appropriate, candidates may be added to the examination in process.
4. Applicants will be placed on employment lists for all classifications in the examination component for which they qualify.
5. The requesting appointing authority must provide Civil Service Application forms (CS-102) and any other required documents from candidates to Civil Service by an agreed-upon date.
6. Civil Service will expedite the processing of workforce need testing; i.e., necessary credential reviews, exam administration, and scoring.

#### **E. Removal from Appraisal Process.**

1. Applicants may be removed from the written, electronic, or other appraisal process for any of the reasons specified in rule 3-1.5 or as otherwise authorized in the Civil Service rules or regulations.

2. Civil Service shall enforce appraisal integrity and apply sanctions as a result of violations, in accordance with rule 3-1.5 and applicable [rules and regulations](#).

### **CONTACT**

Questions regarding this regulation should be directed to Classifications and Selections, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; by telephone, at 517-373-3030 or 1-800-788-1766; or by e-mail to [MCSC-BHRS@michigan.gov](mailto:MCSC-BHRS@michigan.gov).