



JOHN ENGLER, Governor

DEPARTMENT OF MANAGEMENT & BUDGET

P.O. BOX 30026, LANSING, MICHIGAN 48909

PATRICIA A. WOODWORTH, Director

OFFICE OF ADMINISTRATIVE SERVICES
ADVISORY MEMORANDUM No. 92-3

DATE: August 10, 1992

TO: All Bureaus and Offices

SUBJECT: Automatic Departure of Temporary NonCareer and Emergency
Appointments Upon Expiration

According to Civil Service Rules 2-16.3, 2-16.4, 3-5.4 and 3-5.5 and Selection Administrative Procedure 3, temporary noncareer appointments must not exceed 719 hours in a calendar year (1040 hours for Student Assistant positions) and emergency appointments may last only thirty calendar days unless extended by Civil Service.

In order to ensure compliance with the rule limitations on these appointments, the Department of Civil Service has implemented a new policy effective the pay period ending June 6, 1992. Henceforth, PPRISM (the Payroll/Personnel system) will automatically terminate emergency appointments at the end of the pay period in which they exceed thirty calendar days unless specific action is taken by Civil Service to extend the appointment. In addition, temporary noncareer appointments will be automatically terminated at the end of the pay period in which the appointment reaches 719 hours (1040 hours for Student Assistant classifications).

The Personnel Division will notify agency directors two pay periods in advance of those employees who are approaching the time limit on their appointments. With the exception of Civil Service potentially extending an emergency appointment, there is no possibility of extending temporary noncareer appointments beyond the limits specified above. If management permits individuals in emergency or temporary noncareer appointments to work beyond the cap, we will not be able to compensate those individuals for the work performed as they will have been automatically terminated in PPRISM. To avoid such an occurrence, it is essential that you ensure that individuals in such appointments do not exceed the applicable time limits.

For your convenience, two copies of this memorandum have been provided. Please retain one copy in a central file for future reference. The other copy should be forwarded to those individuals within your agency responsible for daily administration of the subject activity.

Questions regarding this memorandum may be directed to the attention of Ann Kroneman at 31000.

Your cooperation and adherence to these procedural considerations will be appreciated.



William R. Buckley, Director
Office of Administrative Services