

# Michigan Civil Service Commission

## Regulation 4.02

<b>Subject:</b> <b>Preauthorized Position Actions</b>		
<b>SPDOC No.:</b> 18-03	<b>Effective Date:</b> January 1, 2019	<b>Replaces:</b> Reg. 4.02 (SPDOC 16-06, January 1, 2017)

### 1. Purpose

This regulation establishes standards for preauthorized position establishments, reclassifications, and abolishments.

### 2. CSC Rule References

#### *Rule 4-1 Position Establishment and Classification*

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#### *4-1.3 Authority to Establish*

*The appointing authority may establish a position for reasons of administrative efficiency. An appointment cannot be made to a position until it has been established and classified.*

#### *4-1.4 Classification Plan*

\* \* \*

*(c) Predetermined classification and classification levels. An appointing authority may establish positions in predetermined classifications and classification levels in accordance with the regulations.*

\* \* \*

#### *4-4 Position Abolishment*

#### *4-4.1 Authority to Abolish*

*The appointing authority may abolish a position for reasons of administrative efficiency, including, for example, lack of work, lack of adequate funding, change in agency mission, or reorganization of the work force.*

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### 3. Definitions

#### A. CSC Rule Definitions.

1. **Classification** means a group of positions whose assigned duties and responsibilities are sufficiently alike to warrant assigning the same classification title and requiring the same qualifications.
2. **Classification Level** means the placement of a classification within a series based on the duties and responsibilities of the position.
3. **Class Series** means a series of classifications with similar but progressively more responsible job duties.
4. **Position** means a classified job identified by its respective duties and responsibilities.
5. **Preauthorized** means the specific authorization granted to an appointing authority to process a transaction in accordance with civil service rules and regulations without prior civil service review.
6. **Reclassification** means an authorized classification action to change an employee's classification or grade based on the gradual growth and accretion of higher level duties.

#### **B. Definitions in This Regulation.**

1. **Preauthorized classification establishment** means position establishments in approved Equitable Classification Plan (ECP) Group-1 or -2 worker classifications (i.e., position descriptions with an "-E" designation) where an appointing authority has submitted a composite position description and received Civil Service authorization to independently establish positions without additional Civil Service review.
2. **Preauthorized reclassification actions** means reclassifications under authorization granted by Civil Service for appointing authorities to independently reclassify vacant or staffed positions up through the experienced level within the class series of a Group-1 or -2 worker class without prior Civil Service review.

## **4. Standards**

#### **A. Establishment and Reclassification.**

1. Civil Service may preauthorize an appointing authority to establish or reclassify positions in a specified classification.
2. Preauthorized classification actions are subject to Civil Service audit.
3. Failure to follow standards in this regulation may result in revoking an appointing authority's preauthorization. If revoked, the appointing authority must submit a Position Action Request (CS-129) for each classification action under regulation 4.01.
4. The appointing authority must maintain a signed composite or position-specific Position Description (CS-214) on file for each preauthorized position establishment.
5. A preauthorized classification action constitutes the appointing authority's certification that assigned duties and responsibilities are compatible with the action.

6. A preauthorized classification action's effective date is assigned in accordance with regulation 4.04. The appointing authority may assign retroactive effective dates to individual preauthorized actions in accordance with regulation 4.04.

#### **B. Reclassification.**

1. Any ECP Group-1 or -2 classification with an "-E" designation is preauthorized to the appointing authority to reclassify either vacant or staffed positions from the beginning level through the experienced level within the class series, unless Civil Service takes specific action to terminate preauthorization.
2. The classification review of an occupied position through the experienced level in a class series typically can only be conducted once in any 12-month period in accordance with regulation 4.05. An appointing authority may reclassify before the 12-month period in accordance with regulation 4.05, §§ 3.E.1 and 2.
3. Reclassification of an occupied position through the experienced level in a class series is not automatic. A standard reclassification progression is one classification level, after the equivalent of one year (2,080 hours) of full-time satisfactory service. The appointing authority must certify in HRMN that the employee (a) meets the higher classification level's minimum requirements, (b) is satisfactorily performing the duties and responsibilities of the requested classification level, and (c) has a current satisfactory probationary or performance rating. The appointing authority shall maintain a timely probationary or performance rating showing satisfactory performance as a prerequisite to an occupied position's preauthorized reclassification.
4. Reclassification of an occupied position between classification levels through the experienced level should be timely processed after the equivalent of one year (2,080 hours in level) of full-time documented satisfactory performance and with assignment and performance of duties and responsibilities compatible with the higher level. The appointing authority must enter the necessary information in the Human Resources Management Network (HRMN) by (1) indicating approval of the reclassification if the agency participates in centralized processing or (2) directly handling all aspects of the reclassification with any necessary pay adjustments.
5. If, during the qualifying period, an employee is on an extended paid absence of over two consecutive pay periods, the appointing authority may delay reclassification for a period equal to the absence's length.
6. If, during the qualifying period, an employee is on an unpaid absence, the reclassification is delayed for a period equal to the absence's length.
7. A vacant position in a class series may be reclassified downward for an appointment only after the appointing authority has verified that no names are on the agency recall list for all levels between the original and downgraded level.

8. The official date for the reclassification or appointment transaction is the controlling standard for establishing any future reclassification's effective date.
9. Entry of preauthorized reclassification actions in HRMN serves as notice to Civil Service of the classification action.
10. If the appointing authority does not reclassify a position to the next classification level up to the experienced level in the class series, the incumbent may submit a position description and request a position review under regulation 4.03.
11. An occupied frozen position in any classification is ineligible for reclassification to any higher classification level in the class series. The position remains frozen until vacated or the position duties are appropriate for its classification and classification level.
12. A position cannot be reclassified if its assigned duties experience a substantial change where the job's primary function and purpose change, requiring a different base of knowledge, skills, and abilities. In these cases, a new position must be established and an appointment made.

### C. **Abolishing Positions.**

1. The appointing authority may abolish positions as authorized by rules 4-4.1 and 6-4.1
2. Civil Service inactivates positions in HRMN at the request of the appointing authority.
3. If a position abolishment may impact other positions' classification, the appointing authority shall notify Civil Service to allow review of the affected positions.

## 5. **Procedures**

### A. **Preauthorized Establishments.**

Responsibility	Action
Appointing Authority	1. Submits a Position Description (CS-214) to Civil Service with a request and explanation of the need to add the classification to the Preauthorized Classification Establishments Listing.
Civil Service	2. Reviews the request for compliance with the standards. 3. If approved, adds the classification to the listing and notifies the appointing authority. If denied, notifies the appointing authority.
Appointing Authority	4. Establishes position in conformance with previously identified standards.

**B. Preauthorized Standard Reclassifications.**

Responsibility	Action
Appointing Authority	<ol style="list-style-type: none"> <li>1. Receives a position description and a request from agency management to reclassify an employee's position up through the experienced level.</li> <li>2. Reviews the request for compliance with the standards set forth in the Civil Service regulations.</li> <li>3. If approved, enters information in HRMN. If the agency participates in centralized processing, indicates approval of the reclassification so that Civil Service can process the reclassification with any necessary pay adjustments. Otherwise, reclassifies the employee to the appropriate classification level. Maintains necessary documentation in the employee file.</li> </ol>
Civil Service	<ol style="list-style-type: none"> <li>4. For agencies participating in centralized processing, effectuates the reclassification in HRMN.</li> </ol>

**C. Abolishing Positions.**

Responsibility	Action
Appointing Authority	<ol style="list-style-type: none"> <li>1. Submits request to Civil Service identifying position code to be inactivated.</li> </ol>
Civil Service	<ol style="list-style-type: none"> <li>2. Processes abolishment in HRMN by inactivating the position code.</li> <li>3. Informs the appointing authority of the abolishment.</li> </ol>
Appointing Authority	<ol style="list-style-type: none"> <li>4. Verifies the information in HRMN.</li> </ol>

**CONTACT**

Questions on this regulation may be directed to Classifications and Selections, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; 517-284-0103; or [MCSC-OCSC@mi.gov](mailto:MCSC-OCSC@mi.gov).