

STATE OF MICHIGAN  
CIVIL SERVICE COMMISSION

# **COMPENSATION PLAN**

**PAY RATES AND SALARY SCHEDULES FOR  
POSITIONS IN THE STATE CLASSIFIED SERVICE**

**EFFECTIVE OCTOBER 1, 2016**

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# CONTENTS

INTRODUCTION.....	ii
CONSTITUTION OF THE STATE OF MICHIGAN, ARTICLE XI, SECTION 5 .....	iii
CODES USED IN DESIGNATING CLASSIFICATION GROUPS, OVERTIME/ON-CALL ELIGIBILITY, AND SALARY CLASS.....	v
OVERTIME SALARY THRESHOLD.....	v
MAXIMUM OVERTIME RATE FOR INELIGIBLE EMPLOYEES .....	v
CODES USED IN DESIGNATING EXCLUSIVELY AND NON-EXCLUSIVELY REPRESENTED BARGAINING UNITS .....	vi
JOB CATEGORY DEFINITIONS AND CODES .....	vii
SECTION A - ALPHABETIC LIST OF CLASSIFICATIONS.....	A-1
SECTION B - NUMERIC LIST OF PAY RANGES .....	B-1
SECTION C - PERFORMANCE-PAY PROGRAM, SENIOR ATTORNEY, INFO TECH PROGRAMMER/ANALYST, INFRA ANALYST, AND PROJECT COORDINATOR P11, STATE POLICE DIGITAL FORENSICS ANALYST P11, TRANSITIONAL POSITIONS, STUDENT ASSISTANT, AND BARGAINING UNIT T01 PAY SCHEDULES.....	C-1

## INTRODUCTION

This compensation plan for the State of Michigan classified service is effective October 1, 2016.

The rates published in this plan are the official rates of compensation for all classifications of positions listed.

### Pay Increases for FY 16-17 by Employee Group

Employee Group	Unit	Base Pay Increase (10/1/16)
MSEA	Labor and Trades	1%
	Safety & Regulatory	1%
MCO	Security	1%
SEIU 517M	Scientific & Engineering	1%
SEIU 517M	Human Services Support	1%
SEIU 517M	Technical	1%
MSPTA	State Police Enlisted	1%
UAW	Human Services	1%
	Administrative Support	1%
AFSCME	Institutional	1%
NEREs	Business & Administration	1%
	Managerial	1%
	Supervisory	1%
	Confidential	1%

# CONSTITUTION OF THE STATE OF MICHIGAN

## Article XI

### SECTION 5

The classified state civil service shall consist of all positions in the state service except those filled by popular election, heads of principal departments, and members of boards and commissions, the principal executive officer of boards and commissions heading principal departments, employees of courts of record, employees of the legislature, employees of the state institutions of higher education, all persons in the armed forces of the state, eight exempt positions in the office of the governor, and within each principal department, when requested by the department head, two other exempt positions, one of which shall be policy-making. The civil service commission may exempt three additional positions of a policy-making nature within each principal department.

The civil service commission shall be non-salaried and shall consist of four persons, not more than two of whom shall be members of the same political party, appointed by the governor for terms of eight years, no two of which shall expire in the same year.

The administration of the commission's powers shall be vested in a state personnel director who shall be a member of the classified service and who shall be responsible to and selected by the commission after open competitive examination.

The commission shall classify all positions in the classified service according to their respective duties and responsibilities, fix rates of compensation for all classes of positions, approve or disapprove disbursements for all personal services, determine by competitive examination and performance exclusively on the basis of merit, efficiency, and fitness the qualifications of all candidates for positions in the classified service, make rules and regulations covering all personnel transactions, and regulate all conditions of employment in the classified service.

State police troopers and sergeants shall, through their elected representative designated by 50 percent of such troopers and sergeants, have the right to bargain collectively with their employer concerning conditions of their employment, compensation hours, working conditions, retirement pensions, and other aspects of employment except promotions which will be determined by competitive examination and performance on the basis of merit, efficiency, and fitness; and they shall have the right 30 days after commencement of such bargaining to submit any unresolved disputes to binding arbitration for the resolution thereof the same as now provided by law for public police and fire departments.

No person shall be appointed to or promoted in the classified service who has not been certified by the commission as qualified for such appointment or promotion. No appointments, promotions, demotions, or removals in the classified service shall be made for religious, racial, or partisan considerations.

Increases in rates of compensation authorized by the commission may be effective only at the start of a fiscal year and shall require prior notice to the governor, who shall transmit such increases to the legislature as part of his budget. The legislature may, by a majority vote of the members elected to and serving in each house, waive the notice and permit increases in rates of compensation to be effective at a time other than the start of a fiscal year.

Within 60 calendar days following such transmission, the legislature may, by a two-thirds vote of the members selected to and serving in each house, reject or reduce increases in rates of compensation authorized by the commission. Any reduction ordered by the legislature shall apply uniformly to all classes of employees affected by the increases and shall not adjust pay differentials already established by the civil service commission. The legislature may not reduce rates of compensation below those in effect at the time of the transmission of increases authorized by the commission.

The appointing authorities may create or abolish positions for reasons of administrative efficiency without the approval of the commission. Positions shall not be created nor abolished except for reasons of administrative efficiency. Any employee considering himself aggrieved by the abolition or creation of a position shall have a right of appeal to the commission through established grievance procedures.

The civil service commission shall recommend to the governor and to the legislature rates of compensation for all appointed positions within the executive department not a part of the classified service.

To enable the commission to exercise its powers, the legislature shall appropriate to the commission for the ensuing fiscal year a sum not less than one percent of the aggregate payroll of the classified service for the preceding fiscal year, as certified by the commission. Within six months after the conclusion of each fiscal year the commission shall return to the state treasury all money unexpended for that fiscal year.

The commission shall furnish reports of expenditures, at least annually, to the governor and the legislature and shall be subject to annual audit as provided by law.

No payment for personal services shall be made or authorized until the provisions of this constitution pertaining to civil service have been complied with in every particular. Violation of any of the provisions hereof may be restrained or observance compelled by injunctive or mandamus proceedings brought by any citizen of the state.

## CODES USED IN DESIGNATING CLASSIFICATION GROUPS

<u>JOB CLASS</u>	<u>JOB CLASS TITLE</u>	<u>CLASSIFICATION TYPES</u>
CL1	Equitable Classification Plan – Group One	Technical, Office, Paraprofessional and Service Occupations (Non-Supervisory)
CL2	Equitable Classification Plan – Group Two	Business, Human Service, Scientific, and Engineering Professional Classes (Non-Supervisory)
CL3	Equitable Classification Plan – Group Three	Supervisors and Managers
CL4	Equitable Classification Plan – Group Four	Executives and Administrators
CLA	Classified - Others	

## CODES USED IN DESIGNATING OVERTIME/ON-CALL ELIGIBILITY

<u>EXEMPT CODE</u>	<u>DEFINITION</u>
N	Eligible for overtime pay. (Non-exempt)
Y	Not eligible for overtime pay. (Exempt)

## CODES USED IN DESIGNATING SALARY CLASS

<u>CODE</u>	<u>DEFINITION</u>
S	Salary
H	Hourly

## OVERTIME SALARY THRESHOLD, EFFECTIVE 12/01/16: \$22.83

Some classifications designated as exempt (Y) may include pay rates below the salary threshold established by the Department of Labor. Employees with base hourly rates below the threshold must be coded as non-exempt (N).

## MAXIMUM OVERTIME RATE, EFFECTIVE 10/01/16: \$38.20

Time and one-half times \$38.20 is \$57.30.

- Employees whose base hourly rate is equal to or less than \$38.20 receive time-and-one-half payment.
- Employees earning \$57.30 or greater receive straight time payment.
- Employees earning between \$38.20 and \$57.30 will receive \$57.30.

**CODES USED IN DESIGNATING  
EXCLUSIVELY REPRESENTED AND NON-EXCLUSIVELY REPRESENTED  
BARGAINING UNITS**

The unit designation code is a three-position alpha/numeric code used to identify the unit assignment of classifications and positions.

<b><u>Unit Code</u></b>	<b><u>Unit</u></b>	<b><u>Exclusive Representative</u></b>
A02	Safety & Regulatory - Employees in this unit are involved in one or more of the following activities: conducting inspections or investigations designed to detect violations of federal or state statutes, rules, regulations; enforcing these rules, regulations, or statutes; appraising the grade, condition, or sanitation of food, objects, activities, or procedures; protection of person, buildings, grounds, or natural resources.	Michigan State Employees Association (MSEA)
A31	Labor & Trades - Employees in this unit perform skilled and semi-skilled trades work as well as general labor activities.	Michigan State Employees Association (MSEA)
C12	Security - This unit includes non-professional employees involved in direct custody and treatment of inmates under the supervision of the Department of Corrections and residents of state facilities for the criminally insane.	Michigan Corrections Organization (MCO)
E42	Human Services Support - This unit consists of classifications engaged in the delivery of paraprofessional human services to the citizens of the State.	Service Employees International Union (SEIU) 517M
H21	Scientific & Engineering - Employees in this unit perform work in the areas of the physical and biological sciences or in the field of engineering or architecture through applying principles, theories, practices, and methods generally learned through a four-year or advanced post-secondary course of study.	Service Employees International Union (SEIU) 517M
L32	Technical - Employees in this unit provide support services in the area of science and engineering.	Service Employees International Union (SEIU) 517M
T01	State Police Enlisted - This unit consists of all non-supervisory enlisted positions, including sergeants, in the Michigan State Police.	Michigan State Police Troopers Association (MSPTA)

<b><u>Unit Code</u></b>	<b><u>Unit or Designation</u></b>	<b><u>Exclusive Representative</u></b>
U11	Institutional - This unit includes all non-professional, classifications which provide indirect or direct services to patients or residents of state facilities, excluding correctional security classifications.	Michigan Council 25, AFSCME, AFL-CIO
W22	Human Services - Employees in this unit perform work in the areas of counseling, education, rehabilitation, and other assistance for the socially disabled or disadvantaged through applying principles, theories, practices, and methods learned through educational degrees, special training and experience.	United Automobile Workers (UAW)
W41	Administrative Support - This unit includes all occupational groupings engaged in preparing, transcribing, recording, filing, systematizing, maintaining, and routinely dispensing of records, reports, communications, and information by manual process and by operating various office machines and equipment. Also, this unit includes employees who use work products from clerical classifications and exercise judgment in the application of statutes, rules, regulations, or policies including positions supporting business and administrative activities.	United Automobile Workers (UAW)
Y23	Business & Administrative - Employees in this unit perform work in such areas as personnel, accounting, training, auditing, commercial, and business fields, information, and other fields related to business, commercial, and administrative support, through applying principles, theories, practices, and methods learned through educational degrees, special training and experience.	No Exclusive Representative (NER)
Y50	Pending Unit Assignment	
Y51	Supervisory	No Exclusive Representative (NER)
Y52	Non-Career	No Exclusive Representative (NER)
Y98	Managerial	No Exclusive Representative (NER)
Y99	Confidential	No Exclusive Representative (NER)



## JOB CATEGORY DEFINITIONS & CODES

(from Federal Equal Employment Opportunity job categories)

<b><u>Code</u></b>	<b><u>Category and Definition</u></b>
1.	<b><u>Officials and Administrators</u></b> : Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and-housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.
2.	<b><u>Professionals</u></b> : Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.
3.	<b><u>Technicians</u></b> : Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.
4.	<b><u>Protective Service Workers</u></b> : Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.
5.	<b><u>Para-Professionals</u></b> : Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included: research assistants, medical aids, child support workers, policy auxiliary welfare service aids, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

6. **Administrative Support (Including Office & Clerical and Sales)**: Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.
7. **Skilled Craft Workers**: Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.
8. **Service/Maintenance Workers**: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.