



STATE OF MICHIGAN
CIVIL SERVICE COMMISSION

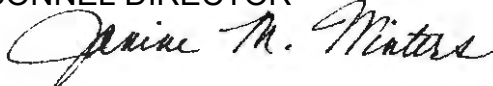
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STATE PERSONNEL DIRECTOR
JANINE M. WINTERS

STATE PERSONNEL DIRECTOR OFFICIAL COMMUNICATION
SPDOC No. 21-04

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

FROM: JANINE M. WINTERS, STATE PERSONNEL DIRECTOR

DATE: SEPTEMBER 3, 2021 

SUBJECT: **AMENDMENTS TO RULES 2-7, 3-1, 3-2, 3-3, 3-8, AND 9-1;
AMENDMENTS TO CIVIL SERVICE REGULATIONS 1.04,
REASONABLE ACCOMMODATIONS; 2.07, DRUG TESTING; 2.10,
DRUG TESTING COMPLAINTS BY NON-EMPLOYEES; 3.04,
SELECTION OF EMPLOYEES FOR POSITION VACANCIES; 3.06,
EMPLOYMENT SANCTIONS; 3.07, APPOINTMENTS AND JOB
CHANGES; 3.09, RECALL LISTS; 3.10, HIRING-RESTRICTION
CONDITIONS; 8.02, TECHNICAL CLASSIFICATION AND
QUALIFICATION COMPLAINTS; AND RESCISSION OF CIVIL
SERVICE REGULATIONS 2.08, ALCOHOL TESTING, 3.05, TWELVE-
MONTH TRIAL APPOINTMENT PROCESS FOR PERSONS WITH
DISABILITIES; AND 3.11, WRITTEN, ELECTRONIC, AND OTHER
APPRAISAL METHOD ADMINISTRATION**

**THIS DOCUMENT IS AVAILABLE UPON REQUEST IN ALTERNATIVE FORMATS.
FOR FURTHER INFORMATION CALL (517) 284-0115.**

At its meeting of August 23, 2021, the commission approved revisions to several rules related to updating veterans' preference and housekeeping on obsolete provisions dating back to the 1990s related to selection processes. The attached revised rulebook reflects those changes, which take effect September 5, 2021.

Under Regulation 1.01, § 4.C, revised regulations are also being issued, effective September 5, 2021. The changes are as follows:

- Updating rule references and general non-substantive edits and streamlining to make consistent with other regulations in style and format.
- Amending regulation 1.04 to clarify existing processes for accommodation of applicants and employees.
- Combining regulations 2.07 and 2.08 due to the preponderance of duplicate provisions. The attachment shows additions to current regulation 2.08 from

regulation 2.07, which will become the new regulation 2.07 covering both drug and alcohol testing. Regulation 2.08 will be rescinded. Both testing programs will continue consistent with protocols established under federal testing procedures.

- Amending regulation 2.10 to require new-hire drug-testing complaints to be filed at a different email address, MCSC-Hearings@mi.gov.
- Specifically clarifying in regulation 3.04 longstanding practice that appointing authorities' may maintain continuous postings and conduct some credential reviews.
- Rescinding regulations 3.05 and 3.11, which once provided procedures for alternate methods to be added to applicant pools that the commission has not maintained in decades and scored appraisals that the commission no longer administers.
- Streamlining a non-exhaustive listing of grounds for administrative dismissal in regulation 8.02 with a more general statement allowing dismissal of challenges to the Equitable Classification Plan.

Attachments