



SUBJECT: Time Accounting and Compensation

TO: Members of the Department

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47.1 ON-CALL POLICY FOR COURT APPEARANCES

47.1.1. WORK SITE COMMANDER RESPONSIBILITIES

- A. Work site commanders are authorized and encouraged to develop an on-call (stand-by) policy to provide for a member's availability for scheduled court cases during the member's off-duty hours.

- B. Under the policy, members with cases scheduled for a court appearance during their off-duty hours shall be scheduled for on-call duty and shall be recalled to duty if their case proceeds as scheduled, or released from on-call duty if the case does not proceed on the day it is scheduled. The member's work schedule need not be altered.
- C. Post commanders shall contact the courts and prosecutors in their area and implement the policy where the courts and prosecutors are willing to cooperate.

47.1.2. POLICY REQUIREMENTS

- A. Where an on-call policy is feasible, with cooperation of the court and prosecutor, the post commander shall develop a policy addressing the following:
 - (1) A method of determining whether a case will actually proceed and whether the member should be recalled to duty.
 - (2) A pre-established method of communication to recall the member to duty if a case proceeds.
 - (3) The maximum response time in which the member shall respond to duty once notified that a case will proceed, as agreed to by the court and prosecutor.
 - (4) The specific hours of on-call duty that are necessary to determine whether a case will proceed requiring the member to be recalled to duty (e.g., 9 a.m. to 11 a.m.), or a method whereby the member is notified that the on-call obligation has terminated.
 - (5) A method of providing notice to the member of the scheduled on-call duty as soon as possible after the post receives a court notice or subpoena.
 - (6) A method of providing notice to the member of removal from on-call duty if the proceeding is canceled or postponed prior to the day scheduled.
 - (7) Members shall be compensated for on-call hours in accordance with applicable collective bargaining agreements and Civil Service rules. On-call duty shall be reported in both the Time, Expense, Labor, and Leave (TELL) and ITec systems, according to the guidelines found in Section 47.8 of this Order.
 - (8) Members who are recalled to duty when a case proceeds shall be compensated in accordance with applicable collective bargaining agreements and Civil Service rules. Once called to duty, the on-call obligation shall terminate. The member shall not receive on-call pay and recall pay (overtime) for the same time worked.
 - (9) Members are not required to remain in any particular place while on-call. However, they shall remain available through the pre-established method of communication and shall respond within the response time requirement.
 - (10) Members who fail to remain available while on scheduled on-call duty are not entitled to on-call compensation and are subject to discipline.
- B. This on-call policy shall be viewed as an alternative to existing policies and procedures for ensuring a member's availability for court appearances and its application is strongly encouraged.

- C. Wherever this policy conflicts with the member's collective bargaining agreement, this policy shall be superseded by that agreement.

47.2 APPEARANCE FEES AND EXPENSES

This section establishes department policy concerning the receipt and reporting of witness fees and other court-reimbursed expenses, including the use of personal vehicles.

47.2.1. APPEARANCE FEES AND EXPENSES

- A. Unless otherwise noted in this section, the department shall pay members' expenses related to their on-duty appearance in department-related court proceedings and administrative hearings.

- B. Use of Personal Vehicles

- (1) Work site commanders may authorize members to use their personal vehicles to travel to and from court in the work site's area of responsibility when there are no department vehicles available for that purpose.
- (2) When a member has been authorized to use his or her personal vehicle, the department shall pay mileage to the member in accordance with Section 47.5.4 of this Order. Such mileage shall only be for miles driven to and from the official work station to the proceeding. The department shall not reimburse the member for miles driven to or from the member's residence.
- (3) When a member uses his/her personal vehicle, he/she shall comply with the insurance requirements of Official Order No. 10.

- C. Civil Infraction Hearings

Members shall not accept witness fees for appearance in civil infraction hearings.

- D. Civil Lawsuit – Department-Related

- (1) At the conclusion of a member's participation in a department-related civil suit proceeding, the member shall collect all witness fees and other reimbursed expenses.
- (2) Members shall not cash checks or retain fees received in conjunction with a civil suit arising out of the member's employment with the department.
- (3) The department shall pay the member's expenses for appearing at all department-related civil suit proceedings, and members shall turn over to the state all witness fees and expense reimbursements as outlined in Section 47.2.2 of this Order.

- E. Civil Lawsuit – Non-Department Related

- (1) The department shall not pay members' expenses incurred as a result of their appearance in civil proceedings not arising out of their employment with the department.
- (2) Members may retain all witness fees and other reimbursements issued in non-department related suits.

F. Criminal Proceedings

(1) The department shall pay members' expenses related to their on-duty appearance in any criminal proceeding arising out of their employment with the department except where the member is the defendant.

(2) State Court Proceedings

Members required to appear in a state court criminal proceeding shall not accept witness fees or other expense reimbursements.

(3) Federal Court Proceedings

Members shall collect witness fees and other available expense reimbursements and turn them over to the state in accordance with Section 47.2.2 of this Order.

47.2.2. RECEIPTING AND REPORTING FEES AND EXPENSES

- A. When a member turns over to the department a witness fee or expense check, the member shall endorse the check and legibly print "FOR DEPOSIT ONLY, STATE OF MICHIGAN" on the back of the check.
- B. When a member turns witness fees or expense reimbursements over to the department in compliance with this Order, such transactions shall be noted in the Official State Police Receipt Book, and an Official State Police Receipt, ADM-027, shall be issued to the member and his or her supervisor.
- C. Witness fees or expense reimbursements shall be listed on the Record of Money Collected/Deposited, ADM-028. The ADM-028 and the appropriate deposit slips shall be forwarded to the Departmental Services Division at Headquarters.

47.3 JURY DUTY

This section establishes department policy regarding member attendance at jury duty.

47.3.1. MEMBER RESPONSIBILITIES

- A. Members required to report to court for jury duty shall promptly give a copy of the jury duty summons or notice to their supervisor.
- B. Members shall notify their supervisor of the jury duty schedule at least two hours before the start of any shift that may be affected.
- C. If administrative leave is used for jury duty, the affected member shall record the actual hours in SIGMA, using code JUR1.
- D. Except as otherwise required by this Order, members shall retain their court pay and submit a copy of the jury duty pay stub to their supervisor, together with a personal check made out to "State of Michigan" in the amount of their court pay. Members who do not reimburse the state for jury duty pay received shall be charged annual leave.

47.3.2. MEMBER DUTY STATUS

- A. Members required to appear for jury duty may, subject to restrictions in this Order, elect any of the following duty status options:

(1) Administrative Leave

- a. Administrative leave may be taken for the scheduled work shift on which the majority of hours scheduled fall on the same calendar day the member is required to report to court.
- b. When a member uses administrative leave for jury duty, their supervisor shall submit a copy of the jury duty summons, a copy of the jury duty pay stub, and the member's personal check in the amount of the jury duty pay to the Budget and Financial Services Division.

(2) Leave

Members may use accumulated annual leave or compensatory time to attend jury duty. When this option is selected, members may retain jury duty pay.

(3) Work Regularly Scheduled Shift

With supervisor approval, members may work their regularly scheduled shift on days they are required to report for jury duty. When this option is selected, members may retain jury duty pay.

- B. Members shall not be entitled to administrative leave or compensation by the department if the member is required to report to court for jury duty on a scheduled pass day.

47.3.3. MEMBER WORK SCHEDULE

- A. Supervisors shall attempt to schedule the member to a day shift during the period of jury service, if practical to do so.
- B. Members scheduled for a day shift who are released from jury duty by the court shall notify their supervisor of their availability and shall return to work for the remainder of their scheduled shift unless otherwise authorized by their supervisor. If a member is not required to report for court, the member shall report for their scheduled work shift.
- C. A member who is scheduled for a night shift and is required by the court to remain immediately available for jury duty shall be entitled to administrative leave.

47.3.4. TRAVEL EXPENSES AND USE OF DEPARTMENT VEHICLES

- A. Mileage reimbursement allowances paid to the member by the court may be retained by the member. The department shall not reimburse a member for travel expenses in connection with jury duty.
- B. Members shall not use a state-owned vehicle for travel connected with jury duty.

47.4 EXPENSE ALLOWANCES AND APPROVALS

The [Standardized Travel Regulations](#) of the Civil Service Commission and the Department of Technology, Management, and Budget establish maximum [State of Michigan Travel Rates](#) for state employees traveling while on duty. Departments may establish lower rates, but cannot establish higher rates without authorization of the aforementioned departments. Those regulations govern travel expense reimbursement to our members. This section is a supplement to those regulations in areas specific to our operation. Members who are covered by a collective bargaining agreement shall refer to their agreement to determine the benefits for which they are entitled.

47.4.1. OFFICIAL WORK STATION

- A. Standardized Travel Regulations prohibit allowances for meals and/or lodging for employees at their home or official work station, except employees in attendance at conferences or as otherwise provided in Section 47.5 of this Order.
- (1) "Home" means the city in which the employee's family residence is located or the closest proximity.
 - (2) "Official work station" is defined in Section 47.7 of this Order for determining travel expense reimbursement eligibility.

47.4.2. TIME SCHEDULE

The Standardized Travel Regulations, show the time schedule on which eligibility for meal reimbursement is based.

- A. Allowances for individual meals for daytime travel are based on the following schedule:
- Breakfast - When travel commences before 6:00 a.m. and extends beyond 8:30 a.m.
 - Lunch - When travel commences before 11:30 a.m. and extends beyond 2:00 p.m.
 - Dinner - When travel commences before 6:30 p.m. and extends beyond 8:00 p.m.
- B. Members frequently work other than the regular 8:00 a.m. to 5:00 p.m. daily hours worked by most state employees. When such tour of duty involves mainly nighttime hours, allowances for individual meals shall be based on the following schedule:
- Dinner - When travel commences before 6:30 p.m. and extends beyond 8:00 p.m. (evening rate)
 - Lunch - When travel commences before 11:30 p.m. and extends beyond 2:00 a.m. (noonday rate)
 - Breakfast - When travel commences before 6:00 a.m. and extends beyond 8:30 a.m.
- C. If the Director, bureau commander, or district/division commander schedules a meeting through breakfast, lunch, or dinner that participants are required to attend, group meal rates shall apply. Payment shall be made from the vendor's invoice using a direct voucher.

47.4.3. MOBILIZATION

- A. Regardless of location of their official work station, officers are entitled to expense reimbursement if they are restricted to the mobilization area and are unable to return to their residences. Members of squads shall enter directly in SIGMA TELL any reimbursable expenses, which will then be approved by their squad leaders.
- B. Officers assigned within their post area shall use the time they began the assignment as their travel departure time and the time they are relieved of the assignment as their return time. Departure and return times shall be listed directly in SIGMA TELL. Troopers and sergeants shall indicate times for the start and finish of work shifts.
- C. The commander of the local post shall use the following guidelines to approve meal reimbursement expenses under these circumstances for post members:
 - (1) Reimbursement is not allowed if there is no interference with the member's ability to obtain meals as accustomed.
 - (2) Reimbursement is allowed when the member is restricted to the mobilization area and obtains meals in the same manner as members mobilized from other posts. This pertains to all meals obtained after arrival at the mobilization area regardless of arrival or departure time.
 - (3) Both (1) and (2) above apply in a like manner to those members restricted to the post premises. This includes both the local post and other posts under these circumstances.
 - (4) Both (1) and (2) above apply in a like manner to members assigned command, investigative, surveillance, or other work in their home post area during periods of official mobilization when such assignment relates to the same incident as the mobilization.
 - (5) When the mobilization is in the district headquarters post area, the district commander shall use these guidelines to approve meal reimbursement expenses for the district headquarters' members.
- D. As a general rule, not more than three meals per day shall be reimbursed to a member.
- E. During mobilization, meals may be furnished by the department or others free of charge to the members. No expense reimbursement shall be requested by the member for such meals.
- F. During mobilization periods, more hours per day are generally worked by members remaining at posts due to being short-handed both for desk duty and policing the post area. This greater number of work hours per day does not entitle members to meal cost reimbursement.
- G. Due to the circumstances and unusual hours involved in a mobilization, the Mobilization Meal Rate found in Section 47.4.4 shall be allowed for each meal regardless of the time of day or night the meal is obtained, provided it meets time requirements listed in this Order.
- H. Meal charge reimbursements shall be allowed to post and district members confined to their home posts by Signal 7. Reimbursement shall also be allowed for members of other divisions of the department who are confined to their offices or, because of their assignments, are not allowed to return to their residences for meals because of Signal 7 being in effect. Eligibility for individual meals shall be determined by arrival and departure

times. Beginning time shall be the time of arrival at the post/office after Signal 7 becomes effective. Ending time shall be time of removal of Signal 7. This reimbursement does not apply when members are allowed to return to their residences for meals. This reimbursement also does not apply to Signal 5. The meal allowance rate under this section shall be the Mobilization Meal Rate found in Section 47.4.4, regardless of the time of day or night the meal is obtained, provided it meets time requirements listed in this Order.

47.4.4. MOBILIZATION MEAL RATE

- A. Troopers and sergeants shall be reimbursed in accordance with their collective bargaining agreement.
- B. All other members shall be reimbursed one-third of the total in-state daily meal allowance for each eligible meal.

47.4.5. SPECIAL DETAILS

Officers of a local post forming part of the detail who are not allowed to return to their residences when off duty due to the necessity of keeping them immediately available for emergencies shall be allowed meal reimbursement. The meal allowance shall be the Mobilization Meal Rate found in Section 47.4.4 for all officers of the detail who qualify for meal reimbursement.

47.4.6. MOTEL AND HOTEL CHARGES

- A. Individual motel and hotel charges shall be paid by the member in travel status. A proper receipt shall be obtained and attached to the SIGMA TELL printed summary sheet.
 - (1) If a work site sets up direct billing with a lodging facility, a direct voucher payable to the facility may be entered through the SIGMA Financial system using applicable processing guidelines.
 - (2) Sales tax charges are deleted when paid on direct voucher for in-state lodging.
- B. Sales or use taxes applicable to lodging charges are reimbursable, in addition to the regular lodging allowance, when paid by the member.
- C. Reimbursed lodging shall be at a location that is in the business of furnishing lodging and is registered with the State of Michigan or another State, Commonwealth, Province, etc., for that purpose.

47.4.7. EXPENSES ALLOWED - NOT ALLOWED

Travel expense payments shall be made to reimburse members for expenses actually incurred within established limits. Section 47.5 of this Order provides some examples of expenses that are allowed and not allowed. Questions regarding expense reimbursement shall be directed to the Department of Technology, Management, and Budget's Financial Services staff at the Accounting Service Center.

47.4.8. PERSONAL CREDIT CARDS

Use of generally recognized credit cards shall be accepted as evidence of payment if supported by the usual receipt form required to support cash payments, appropriately annotated. An itemized receipt or statement chargeable to the member's private individual account shall be accepted as evidence of payment in lieu of paid receipts.

47.4.9. CHARGE FOR USE OF STATE VEHICLE

When a travel expense is paid by something other than state funds and a department vehicle is used, the fleet coordinator in the Budget and Financial Services Division shall be contacted to determine the rate to be charged for use of the state vehicle. The department vehicle shall only be used in these cases when necessary.

47.4.10. GHOST ACCOUNT CHARGING PROGRAM

The following is a quick reference guide for the Corporate Charge Card Program.

- A. No actual cards are issued. Ghost account charging numbers have been assigned to work stations. These ghost account charging numbers are as much an extension of state funds as a cash advance and shall be treated as such.
- B. Ghost account charging numbers shall be protected and used with as much care as an actual credit card.
- C. The ghost account charging numbers shall be used exclusively for travel arrangements with the contracted travel agent.
- D. Questions not answered in this Official Order should be referred to the Travel Arrangement Contact.

47.4.11. AIRLINE TRAVEL

- A. Travel arrangements shall be made through the contract vendor, regardless of the member's location.
- B. Discounted airfares with major airlines have been negotiated for cities frequently visited by state employees. These rates shall be considered the ceiling price to those city fares. Exceptions shall be reported to the Department of Technology, Management, and Budget.

47.4.12. EMPLOYEE EXPENSE REIMBURSEMENT

- A. Travel expenses, including meals, lodging, mileage, or other expenses that relate directly to travel by a member, shall be submitted for reimbursement by entering directly in SIGMA TELL. Each work site has been set up with either employee self-entry or travel coordinator entry for designated staff.

Except as provided in subsection (B), the member shall submit one Employee Expense Reimbursement through SIGMA TELL per month, in the month following the travel period, when:

- (1) The member has any expenses for travel, lodging, or personal meals.
- (2) Expenses have been incurred in a transfer.
- (3) Expenses may be carried over to the following month's Employee Expense Reimbursement entry in SIGMA TELL, if the current month's travel total is less than \$25.00.
- (4) If the Director, bureau commander, or division/district commander schedules a meeting through breakfast, lunch, or dinner and participants are required to have their meal together, the group meal rate shall apply and payment shall be made from the vendor's invoice using a direct

voucher. When a member attends a convention, conference, or meeting called by an outside agency, the appropriate standard rate (in-state or out-of-state) or actual meal and lodging expense (supported by receipts and subject to approval by the department) will be allowed. These expenses shall be included on the SIGMA TELL.

- B. The restriction on submitting only one Employee Expense Reimbursement submission in SIGMA TELL per month does not apply in cases involving out-of-state travel. Out-of-state travel must be submitted separately in SIGMA TELL, which may result in the need to submit more than one reimbursement request per month.

47.4.13. EMPLOYEE EXPENSE REIMBURSEMENT APPROVALS

All employee reimbursement requests must include receipts, except meal receipts (unless union contract states otherwise), and shall be entered into SIGMA TELL. All requests shall be reviewed for propriety and mathematical accuracy and shall be approved by a member's supervisor. Approval of the immediate supervisor may be placed on the Employee Expense Reimbursement or on the SIGMA TELL summary sheet. The original documents shall be retained in department files for reference.

- A. Reimbursable travel costs incurred by board, commission, and Council members, and all other persons submitting requests for payment by the department require approval by the commander (or designee) under whose command the costs are incurred.
- B. Reimbursement requests for the Director shall be approved by a deputy director.
- C. In the absence of the designated approving commander, the approval of an acting commander shall be accepted.
- D. Commanders may require approvals from supervisors not mentioned herein in addition to the approvals required for pre-audit purposes.

47.4.14. APPROVAL FOR OUT-OF-STATE TRAVEL

- A. Out-of-state travel requires submission of an Out-of-State Travel Request, ADM-049, and approval through the bureau chain of command.
- B. When traveling out-of-state to perform law enforcement related duties, members shall notify the Operations Unit.
- C. When out-of-state travel commences without advance notice, the traveler's supervisor shall immediately notify the Operations Unit of the travel.

47.5 TRAVEL EXPENSES ALLOWED/NOT ALLOWED

Members traveling on official business shall exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

47.5.1. MEALS

- A. Training Academy Cafeteria
 - (1) Meals at the Training Academy cafeteria are provided at state cost, which permits a lower selling price than comparable items obtained at a commercial restaurant.

- (2) Members temporarily assigned at Headquarters, as well as members attending training schools at the department training facility who are eligible for meal cost reimbursement, shall obtain their meals at the Training Academy cafeteria when the facility is open and their work assignment or lodging makes eating there possible.

B. Meeting at Work Station Called by Independent Organization

Members required to attend a prearranged meeting called by an independent organization and held at the member's official work station, shall be reimbursed for meal expenses according to the established rates, provided such meeting terminates 2 1/2 hours or less prior to the beginning of the official work shift or commences 2 1/2 hours or less after the end of the official work shift. The member shall be representing the department at such meeting, and it shall be established that it was not practical for the member to return home for the meal.

C. Guest Meals

The cost of guest meals shall be allowed only if it can be shown that such cost was incidental and necessary to the conduct of official state business. In no case shall the amount allowed be in excess of the maximums established in the [Standardized Travel Regulations](#) for group meetings. Full explanation shall be given on the Employee Expense Reimbursement Request, ADM-040, including the name of and position held by the guest. Meal expense for no more than five non-state guests, invited for a meal only, for consultation and advice on matters of state business, shall be reimbursed at actual cost, not to exceed group meeting rates. An identification of state business shall be stated on the voucher. Receipts are required. Participating state employees shall be reimbursed up to the group rate amount. Other employees of the Executive Branch of state government shall not be claimed as guests.

D. Service Club Event Meals

Meals purchased by work site commanders while attending service club events (e.g., Rotary, Lions, Kiwanis, Chamber of Commerce, or Exchange Club) may be submitted for reimbursement in the SIGMA TELL, up to the group rate amount.

E. Overtime Not Allowed During Reimbursed Meal

When requesting reimbursement for meal expenses, members shall not claim overtime salary payment or compensatory time for the time involved in obtaining such meal.

F. Prisoner Meals

- (1) Reimbursement for meals furnished to prisoners shall be for the actual amount spent, but shall not exceed amounts provided in the [Standardized Travel Regulations](#).
- (2) The incident number shall be shown in the SIGMA TELL report.

G. Civilian Trainees

During the training period, new members required to report to Headquarters for an initial training period before going to a work station outside the Lansing Post area shall obtain meals at the Training Academy cafeteria when available and the work assignment makes eating there practical. When not available or when impractical, meals may be obtained elsewhere. Trainees maintaining a home in the Lansing Post area, or employed to fill a position in the Lansing Post area, shall not qualify for the expense reimbursement.

- H. If meals are furnished free of charge to members by the department or others (e.g., training, special events, conferences, etc.), no expense reimbursement shall be requested by the members.

47.5.2. LODGING

A. Lansing Post Area

Since housing is available at the Training Academy, transient, temporarily assigned, and officially transferred members in the Lansing Post area are not eligible for reimbursement of commercial lodging expenses unless room is not available at the Academy.

Rooms shall be reserved in advance. To reserve rooms at the Training Academy, commanders shall call the Training Academy, advising the proposed time of arrival and estimated length of stay for members of their command who will be using the quarters.

Reimbursement requests for tips and incidentals shall not be claimed while lodging at the Training Academy.

B. Outside the Lansing Post Area

Members eligible for reimbursement of expenses according to the [Standardized Travel Regulations](#) (including transient, temporarily assigned, and officially transferred members) who must stay outside the Lansing Post area, may obtain reimbursement for lodging accommodations of their own choice. Members shall check with the post or district commander about facilities offering special rates advantageous to the department. When the department has an arrangement for leased or rented space, the members shall stay there.

C. Temporary Assignment

Members on temporary assignment from other work stations shall have living quarters furnished by the department for the entire period of their temporary assignments. However, members shall not be kept on extended temporary assignment primarily for the purpose of qualifying them for room consideration.

D. Civilian Trainee

New members who are employed at a location other than Headquarters, but are required to report to Headquarters for an initial training period before going to their work stations, shall be housed at the Training Academy. Reimbursement for commercial lodging shall only be allowed when room is not available at the Academy. Trainees maintaining a home in the Lansing Post area or employed to fill a position in the Lansing Post area shall not qualify for the expense reimbursement.

E. Michigan Accommodations

Members shall stay in Michigan accommodations and facilities whenever possible.

- F. Lodging shall not be reimbursed for a location that is not in the business of furnishing lodging and is not registered with the State of Michigan or another State, Commonwealth, Province, etc., for that purpose.

G. Schools and Seminars

When attending schools or seminars of more than one-week in duration, where the rental of a room is necessary, members shall take advantage of any reduced rate for a lengthy occupancy. In these cases, the department shall pay a reasonable room charge. Receipts for lodging are required.

H. Room Shared with Non-State Employee

If a hotel room or other lodging is shared with one non-state employee who receives no travel reimbursement from another source, reimbursement to the member shall be at the single room rate or the maximum established by the [Standardized Travel Regulations](#), whichever is lower. The member shall have the room clerk make a notation on the hotel bill as to the single room rate charge.

I. Tips and Incidentals

Employees may claim tips/incidentals up to \$5 for each overnight stay at a non-state owned lodging facility to reimburse for hotel or motel service gratuities (e.g., porter, maid).

47.5.3. CONVENTIONS, MEETINGS, AND REGIONAL LAW ENFORCEMENT ASSOCIATIONS

A. Conventions, Conferences, and Meetings Called by an Independent Organization Over Which the State Has No Control

- (1) Actual meal and lodging expenses at the convention location are allowed. This expense applies to both in and out-of-state conventions, conferences, and meetings.
- (2) Reimbursement for expenses to and from the convention, conference, or meeting shall be at the normal out-of-state or in-state rates, whichever applies. A full explanation shall be given, including the name of the convention, conference, or meeting.
- (3) The amount of expense reimbursement is subject to approval by the department, shall be supported by receipts, and shall be entered directly in SIGMA TELL.

B. Conventions, Conferences, and Meetings called by a Commission or Agency Head

- (1) Actual meal and lodging expenses shall be permitted up to the maximum allowed according to [Standardized Travel Regulations](#) for group meetings for each member or official guest.
- (2) The Director has delegated the authority to call meetings, conventions, or conferences to bureau, division, and district commanders.
- (3) Advance approval of the Department of Technology, Management and Budget (DTMB) is required for any charges in excess of Standardized Travel Regulations amounts. When expenditures are expected to exceed the approved amount, a memo shall be prepared 30 days in advance of the expenditure being made and sent to the DTMB Financial Services, Accounting Service Center explaining the reasons for the excess charges. If the variance is not granted, payment will be made at the maximum amount per the Standardized Travel Regulations.
- (4) If the group attending is from one state agency, payment shall be made by direct voucher payment in the SIGMA Financial system based on a vendor invoice. A list containing the names of all persons attending the meeting

shall be attached with the receipt to the direct voucher documents retained locally. If charges are in excess of \$2,500, a copy of the receipt with approval and document number together with the list of names of persons attending the meeting shall be faxed to Financial Services, Accounting Service Center according to established direct voucher procedures. The names of all persons attending the meeting shall be shown on the voucher. Extra charges for meeting rooms shall be shown on the voucher as a separate item.

C. Regional Law Enforcement Associations

Expenses in connection with attendance of periodic regional law enforcement associations shall be reimbursed when the member has a specific assignment from the department to attend in an on-duty status.

47.5.4. MILEAGE ALLOWANCE

A. Allowance

The approved private car rate mileage allowance for use of a personal car when no state car is available can be found on the [DTMB website](#). The lower rate applies when a member elects to drive a private car although a state car is available. These rates apply both in state and out of state.

- (1) See Official Order No. 1, Article 3 for policy concerning authorization for use of a personal car for department business.
- (2) The State Administrative Board also approved the following: "In lieu of using state-owned vehicles, heads of principal departments may drive privately-owned vehicles for official state business and be reimbursed at the maximum rates approved for privately-owned vehicles."

B. Calculating Mileage

An Internet accessible site such as MapQuest.com shall be referenced to provide mileage figures. The mileage provided may be used to assist in determining transfer and other reimbursable mileage.

- (1) Open Internet Explorer and go to [MapQuest.com](#)
- (2) Click on "Get Directions."
- (3) Type in the starting street address and the destination street address.
- (4) Click on "Get Directions."

The results will display the one-way distance (mileage), as well as directions and approximate travel time.

C. Return from Military Leave

A member returning from military leave who is required to report to Lansing Headquarters for assignment and/or equipment may request cost reimbursement for a personal vehicle from Lansing to the official work station at the approved private car rate.

D. Recruits

A recruit graduating from a training school shall be allowed the approved private car rate for a personal vehicle from the Training school to the post of assignment.

E. Civilian Trainee

After completion of training school, a civilian trainee shall be allowed mileage at the approved private car rate for a personal car when traveling from Headquarters to the official work station.

F. Attendance at Court while on Annual Leave

- (1) When a member who is on a scheduled vacation has to leave from the vacation point to attend court for the department, mileage reimbursement at the approved private car rate shall be allowed for his or her personal car from the vacation point if no state car is available. Enlisted members shall obtain a department vehicle from a local MSP post if one is available.
- (2) Mileage reimbursement from residence to court shall not be allowed when a member elects to drive a personal car to court in order to take his or her family and spend annual leave time in the area. Expenses outlined in Section 47.5.4.A.(1) above shall be allowed when applicable.

47.5.5. OTHER TRAVEL EXPENSES

A. Long Distance Telephone Calls and Internet Services

- (1) Requests for reimbursement of long distance calls and Internet services on hotel bills shall identify the person called and why, or an incident number or some other specific justification for the usage.
- (2) Occasional charges on local telephone calls shall not be reimbursed.
- (3) Business calls made on a personal cellular phone shall be reimbursed if approved by the commander. Reimbursement shall not be made for monthly lease charges.

B. Parking Charges

- (1) Lots - Receipts are required.
- (2) Metered - A record of actual amounts charged shall be maintained. Minor amounts are not eligible for reimbursement.

47.5.6. PERSONAL EXPENSES

A. Uniform Repair and Dry Cleaning

- (1) Charges for minor repairs to uniform equipment shall be reimbursed.
- (2) Members shall pay for dry cleaning of uniforms.
- (3) When department issued shoes become worn to the extent that both soles and heels are required, they shall be turned in for replacement rather than repair.

B. X-Ray Charges

- (1) The department shall pay for a member's X-ray charges after exposure to a tuberculosis carrier while on duty if the X-ray cannot be obtained free of charge from a state or county facility.
- (2) A statement shall be attached to the SIGMA TELL summary report, stating why the X-ray could not be obtained free of charge.

C. Dues Payment

Dues payment to organizations or associations shall not be reimbursed unless authorized by the location commander.

- (1) Division commanders shall attempt to coordinate memberships to minimize the number of memberships for which the department pays.
- (2) The department encourages participation in service clubs (e.g., Rotary, Lions, Kiwanis, Chamber of Commerce, or Exchange Club) and payment for such membership dues for work site commanders may be paid from their CSS&M account, up to a maximum of \$300 per year with district/division commander approval. An additional \$100 may be spent (up to \$400 per year maximum) with bureau commander approval.

D. Receptions/Retirements

Gift expenses shall not be reimbursed for retirement receptions or meetings of a similar nature honoring an individual.

- (1) The district or division commander or their designee may attend the retirement of a member under their command on duty status. The district/division representative (one member only) is eligible for actual meal reimbursement costs, not including any gift.
- (2) With prior district or division approval, one district or division representative may attend the retirement of local dignitaries while on command duty status. The representative is eligible for actual meal reimbursement costs, not including any gift.
- (3) The Director, bureau commanders, or their specifically designated representative are eligible for actual meal reimbursement costs, not including any gift, when representing the department at retirement functions while on duty status.
- (4) When submitting employee expense reimbursement requests for a retirement function, a notation shall be made indicating the member is the designated representative, the retiree's name, and retiree's position.

E. Attendance at Funerals

Members designated as official representatives of the department at a funeral may claim reimbursement for travel expenses in accordance with the [Standardized Travel Regulations](#).

47.5.7. SPECIAL DETAILS

A. Mackinac Island

- (1) Mackinac Island is considered to be outside of the St. Ignace post area for determination of expense allowances. Time of departure from and return to the official work station governs eligibility for reimbursement. Enforcement members permanently assigned to the St. Ignace Post shall not be eligible for meal reimbursement on pass days.
- (2) Reimbursement for one personal round-trip ferryboat fee per week is allowed for enforcement members who are assigned to police Mackinac Island for the summer season.

B. Executive Protection

Members assigned to the Executive Protection Detail shall be reimbursed for their actual expenses while in travel status with the Governor.

47.5.8. CHANGES IN OFFICIAL WORK STATION

- ##### A.
- Except as provided by collective bargaining agreements, members are eligible for expenses pursuant to a change in their official work location only if the distance between the old and new work location exceeds 15 road miles.

B. Eligibility for Travel Allowance

- (1) Reimbursement of expenses shall be determined on the basis of the individual being in "travel status" according to the [Standardized Travel Regulations](#).
- (2) A member shall be allowed standard travel allowances up to 60 days at the new work station or until such time as the member's residence is changed, whichever occurs first.

When a mobile home is regularly used as a residence, the spotting of the mobile home on its new location shall be considered to be establishing residence in the new location.
- (3) The 60-day allowance shall not commence until the member starts working out of the new work station.
- (4) A member transferred, but required to remain at their former work station for a period after the effective date of transfer, shall be eligible for meal expense reimbursement if the member has moved residence to their new work station.
- (5) Duty time spent at the prior work station, such as returning for court, shall not be counted as part of the 60 days. Annual or sick leave time spent at the prior location shall not be counted against the 60 days.
- (6) Members returning to their residences at prior work stations during the 60-day period shall not be reimbursed for meals during those days. Mileage charges for a personal car used in such commuting shall be the actual mileage between the points at the approved private car rate, not to exceed the amount which otherwise would be reimbursable for one day's meals.

- (7) New members temporarily in school before being assigned to their work stations, such as trooper recruits and dispatchers, shall not be eligible for transfer expenses except mileage.
- (8) Continuing members, such as service troopers who have been employed by the department for some time before entering a recruit school, shall be entitled to the 60-day expense allowance provided to transferred members. They shall also be eligible for the department moving their household furnishings from their former work stations to the new work stations to which they are assigned after graduation from recruit school.

C. Lodging

- (1) Members requiring lodging upon change of work station shall be provided lodging for the first 60 days. Extensions may be granted according to subsection D below.
- (2) See Section 47.5.2 to determine type of lodging eligible for reimbursement.

D. Mileage

A member officially transferred from one work station to another may request a one-time mileage cost reimbursement at the approved private car rate for transporting a personal vehicle from the old to the new work station. This one-time mileage cost reimbursement applies to one vehicle only.

E. Trip to Secure Housing

When a transfer is made for the benefit of the department, a continuing member and one additional family member shall be allowed three round trips to a new official work station for the purpose of securing housing, with prior approval of the department. Travel, lodging, and food costs shall be covered up to nine calendar days for all three trips under the [Standardized Travel Regulations](#). No other expenses shall be allowed for the family.

F. Extensions

- (1) In cases of hardship in securing or occupying a new residence, the department may grant an extension of travel allowances or lodging with approval of DTMB. In no case shall the total period exceed 180 calendar days.
- (2) The department may, as determined on an individual case-by-case basis, grant an extension up to 60 calendar days to a trooper or sergeant.
- (3) Hardship requests for an extension of the standard travel allowable, or the lodging provided for by the department, shall be submitted through channels on interoffice correspondence to the Human Resources Division director. The request shall contain full documentation of the reason for the need of an extension. The immediate supervisor shall conduct an interview with the member and, if appropriate, shall cause further checks of the member's contentions and conditions and provide any other necessary documentation to clarify the need of an extension. Each level in the chain of command shall review and comment on the request. Approval or disapproval shall be given by the Human Resources Division director who shall notify the member. If the member is not satisfied with the

response, an appeal may be made to the Director.

47.5.9. TAX CONSIDERATIONS

- A. Transfer expenses reimbursed by the state to a member or paid by the state on behalf of the member (such as lodging costs) shall be included on the member's Wage and Tax Statement (W-2) as "Other Compensation."
- B. All taxable travel expenses, including transfer expenses, reimbursed by the state to a member or paid by the state on behalf of the member shall be included on the member's Wage and Tax Statement (W-2) as "Other Compensation."
- C. All taxable transfer expenses are reported through the payroll system for tax reporting purposes, and appropriate tax amounts shall be withheld from member payroll warrants.
- D. The member shall keep accurate records to use in deducting qualifying amounts when preparing tax returns.

47.6 CLOTHING AND DRY CLEANING ALLOWANCES

47.6.1. CLOTHING ALLOWANCE FOR PLAINCLOTHES ENLISTED MEMBERS

A clothing allowance shall be provided for enlisted members working in plainclothes assignments. Payment shall be included with each biweekly paycheck to enlisted members meeting the criteria outlined below.

- A. This allowance shall be granted to enlisted members appointed to positions established under the Civil Service Commission requiring department work be done in civilian clothing. Enlisted members temporarily assigned to such a position, or to such work, do not qualify for clothing allowance.
- B. The allowance applies to all enlisted ranks.
- C. The issuance of rubber boots, raincoats, and fatigue uniforms for enlisted members in specialized work, such as fire investigator and forensic science, shall not disqualify them for this allowance.
- D. The clothing allowance shall be provided to troopers and sergeants according to their collective bargaining agreement.

47.6.2. DRY CLEANING ALLOWANCE FOR MEMBERS IN UNIFORM

A dry cleaning allowance shall be provided for members wearing uniforms that require dry cleaning. Payment shall be included with each biweekly paycheck to such members. The general rules that govern are as follows:

- A. Eligible members are those working in uniform, including uniform enlisted officers, state properties security officers, supervisors, emergency dispatchers/radio operators, and motor carrier officers.
- B. The dry cleaning allowance shall be provided to troopers and sergeants according to the provisions of their collective bargaining agreement.

- C. Payment for state property security officer, motor carrier officer, and vehicle inspector uniform cleaning is provided for in the Michigan State Police/Michigan State Employees Association (MSP/MSEA) secondary agreement.
- D. Payment for emergency dispatcher uniform cleaning is provided for in the Michigan State Police/United Auto Workers (MSP/UAW) secondary agreement.

47.6.3 CLOTHING AND DRY CLEANING DISBURSEMENTS

Represented members	In accordance with their respective collective bargaining agreements
Clothing/cleaning allowance for plainclothes enlisted lieutenants and above (\$34.62 payable biweekly)	\$900.00 per year
Dry cleaning allowance for enlisted lieutenants and above (\$20.19 payable biweekly)	\$525.00 per year
Dry cleaning allowance for motor carrier sergeants and above (\$17.31 payable biweekly)	\$450.00 per year
Dry cleaning allowance for state properties security officer supervisors (\$17.31 payable biweekly)	\$450.00 per year
Dry cleaning allowance for emergency dispatcher supervisors (\$13.47 payable biweekly)	\$350.00 per year

47.7 OFFICIAL WORK STATIONS

The following work station definitions shall be used to determine travel expense reimbursement eligibility:

A. Administrative Personnel

- (1) The official work station for administrative personnel not delineated below is the city in which the office is located.
- (2) If the office is located outside the city limits, the official work station is the city nearest to the office location.
- (3) For members in the Lansing area, however, the official work station is the Lansing metropolitan area, as that term is defined in the [Standardized Travel Regulations](#).

B. Field Personnel

(1) Post Members

For post members, the official work station is the entire post area, as shown in Official Order No. 22.

(2) Forensic Science Division Personnel

For Forensic Science Division laboratory personnel, the official work station is the entire post area in which the laboratory is located, as shown in Official Order No. 22.

(3) District Headquarters Members

For district headquarters members, the official work station is the entire post area in which the district headquarters is located, as shown in Official Order No. 22.

(4) Headquarters and Capitol Security Members

The official work station for Headquarters and Capitol Security members is the entire Lansing Post area, as shown in Official Order No. 22.

(5) Field Services Bureau Teams

- a. The official work station for multi-jurisdictional teams encompasses the primary coverage area of the team.
- b. The official work station for specialized teams is the entire post area in which the office is located, as shown in Official Order No. 22.
- c. The official work station for fugitive teams is the entire post area in which the office is located, as shown in Official Order No. 22.
- d. Exceptions: For the purposes of meal allowances only, any of the foregoing that contain Wayne County as the official work station shall not include the area within the corporate limits of the City of Detroit.

47.8 TIME ACCOUNTING

This section outlines Civil Service Commission and department rules and regulations that pertain to members' use of and accounting for time. For additional information, refer to the [Civil Service Commission Rules and Regulations](#). The standards and procedures contained in this section are not intended to expand or lessen compensation or other terms and conditions of employment of members under collective bargaining agreements. Therefore, the provisions of these standards and procedures do not apply in all instances to such members.

47.8.1. WORK SCHEDULES**A. Work Schedule**

- (1) The normal work shift of non-exclusively represented members is from 8 a.m. to 5 p.m., Monday through Friday, with one hour off for lunch.
- (2) At the discretion of the division commander, non-exclusively represented members may work a mutually agreed upon work schedule with one hour off for lunch.
- (3) The appropriate division commander must approve alternate work schedules, consistent with the provisions of the Fair Labor Standards Act.

B. Alteration of Work Schedules

Work schedules may be adjusted as necessary for efficiency of operations as determined by the department using a PD-215 form, Alternative Work Schedule Request . A member's work shift may be rescheduled for any of the following reasons:

- (1) Scheduling problems brought about because of member absence due to approved use of sick leave.
- (2) In case of disasters and/or emergencies requiring total or partial mobilization of enforcement members for the protection of public health, welfare, and safety.
- (3) Court time as the result of a subpoena served within a biweekly work period.
- (4) Special projects creating an unusual demand for overtime require special approval from the Civil Service Commission. (This applies only to levels not eligible for overtime.)

C. Scheduling and Control for Assistant Division and District Commanders and Above

- (1) Work schedules shall be established by the member's immediate supervisor in conformity with Civil Service Commission Rule 5-2.1, which provides that 80 hours of work shall constitute a basic biweekly work period.
- (2) Members are normally expected to be present during the regular course of the work day.
- (3) The member's immediate supervisor shall certify that the member has completed the equivalent of a full pay period.
- (4) Members working less than 80 hours in any pay period shall use authorized leave to cover absences.

D. Lunch Period

- (1) The normal eight-hour work day for non-exclusively represented members engaged in a continuous operation shall include not more than one-half hour paid lunch period. A continuous operation is defined as being assigned to a work situation where the nature of work restricts and/or prohibits a member from enjoying regularly scheduled lunch periods.
- (2) All other members are involved in non-continuous work situations and are expected to take a one-hour unpaid lunch period.

47.8.2. TIME ACCOUNTING REPORTS

A. Daily Reports

- (1) Enforcement members shall complete and submit their division's Officer's Daily Report according to instructions associated with the UD-002, DD-002, or an Officers Automated Daily.
- (2) Members shall complete and submit a timesheet in the SIGMA Employee Self-Service payroll system at the end of each biweekly pay period.

B. Leave Requests

- (1) The timesheet in the SIGMA Employee Self-Service or officer's daily are the official documents for recording the use or accrual of annual leave, duty-related and non-duty related sick leave, administrative leave, jury duty, initial leave grant, military leave, deferred Plan B hours, banked leave time, compensatory time, school and community leave, and union activity (organizational leave).
- (2) Leave time submitted requires approval on the timesheet in the SIGMA Employee Self-Service or the officer's daily. Administrative leave and union leave requires a reason noted in the comments portion of the timesheet in the SIGMA Employee Self-Service or officer's daily. American with Disabilities Act (ADA) regulations restrict the ability of the employer to inquire as to the nature of an employee's illness/injury when requesting the use of sick leave. After three consecutive days of sick leave usage, certification or other evidence may be requested by the work site supervisor, unless in conflict with a collective bargaining agreement.
- (3) The member shall present the officer's daily report to the supervisor for approval at the time the request is made for the leave.

C. Time and Attendance Reporting

The work site shall enter the biweekly time and attendance into the payroll system by the end of each biweekly pay period. In order to assure timely generation of pay warrants, work site entries shall be certified on schedule.

D. Pay warrants shall not be cashed before the date on the warrant.

47.8.3. OVERTIME REGULATIONS

- A. All overtime is subject to supervisory approval.
- B. Civil Service Equitable Classification Plan (ECP) group codes used in overtime and compensatory time regulations are defined as follows:
 - Group One - Technical, Office, Paraprofessional, and Service Occupations (Non-Supervisory)
 - Group Two - Business, Human Service, Scientific, and Engineering Professional Classes (Non-Supervisory)
 - Group Three - Supervisors and Managers
 - Group Four - Executives and Administrators
- C. The Civil Service Commission Compensation Plan has a column labeled "Exempt" adjacent to the various classifications. "Exempt" refers to the application of the Fair Labor Standards Act (FLSA) to that group of employees.
 - (1) A "Y" (yes) in this column indicates that employees in that classification are exempt from the FLSA.
 - (2) A "N" (no) indicates that these employees are not exempt and are, therefore, subject to the FLSA.

- D. Civilian members with the FLSA exempt code of "Y," who are directly engaged in law enforcement or crime prevention activities are eligible for paid premium overtime by special permission of the Civil Service Commission.
- E. Enlisted Lieutenant 14 officers (all categories) are eligible for overtime by special permission of the Civil Service Commission. This level may earn overtime, approved by management, as it is accrued during a biweekly pay period. The hourly rate of overtime is determined by the Civil Service Commission.
- F. Overtime and overtime opportunities may not be bought or sold between members for any reason.
- G. Further detail on overtime regulations is available in the [Civil Service Commission Rules and Regulations](#).

47.8.4. COMPENSATORY TIME

A. General

- (1) All compensatory time is subject to supervisory approval.
- (2) The operation of compensatory time is similar to accounting for annual leave, where all time earned is added and time used is subtracted, as long as the 80-hour maximum limit is observed.

B. Enlisted

- (1) Lieutenant 14 members (all categories) may earn compensatory time in place of overtime, when approved by management, as it is accrued during a biweekly pay period. Compensatory time is earned at the rate of time and one half up to the maximum of 80 hours.
- (2) Compensatory time up to a maximum of 80 hours will be paid at the current rate of pay upon retirement for enlisted members at the 14 level and above.
- (3) An employee who is to be appointed to an enlisted position outside of the MSPTA bargaining unit shall be paid for unused compensatory time credits in excess of 80 hours at the employee's most recent hourly base rate within the bargaining unit, or at the average base rate received during the last three years, whichever is higher. A maximum of 80 hours of unused compensatory time can be retained by this employee.
- (4) When a waiver has been signed, a Lieutenant 14 may accumulate compensatory time up to 120 hours. Any balance over 80 hours at the time of departure shall be forfeited by non-represented members.

C. Civilian

- (1) Civilian members in ECP Groups 1, 2, or 3 who are eligible for overtime may accrue compensatory time in place of overtime at the rate of time and one half. Consistent with the Civil Service Commission Rules, the compensatory time not used may be paid at the member's current rate of pay at the time of departure.

- (2) Civilian members in ECP Groups 1, 2 or 3 who are not eligible for overtime may be eligible to earn compensatory time at the rate of time and one half. There will be no payment for compensatory time balances for civilian members covered by this paragraph.

47.8.5. TIME ACCOUNTING FOR SPECIAL SITUATIONS

Officers on Extradition

Unless inconsistent with a collective bargaining agreement, officers who leave the state for extradition or other purposes for which administrative leave is not used shall carry a normal work day of eight hours during the period of their absence. If they are out-of-state and are not required to work on their regular pass day, they shall take their pass day at that location. If the member is required to work a major portion of the pass day, it shall be considered overtime and shall be paid.

47.8.6. ADMINISTRATIVE LEAVE

- A. A member may be granted administrative leave with pay for necessary absences from duty for which annual, sick, or other leave is not appropriate.
- B. Activity for which administrative leave is authorized differs from on-duty activity in that it is likely to be more formalized and involve specific individuals for distinct purposes rather than an entire group of members.
- C. Administrative leave may be approved in the following instances:
 - (1) Attendance at professional and technical conferences and conventions;
 - (2) Participation in in-service training activities, including institutes and workshops;
 - (3) Authorized attendance at Civil Service Commission hearings;
 - (4) Serving on authorized committees or with special groups;
 - (5) To take Civil Service Commission examinations offered during work hours and review results of such examinations with authorized Civil Service staff members;
 - (6) To participate in an interview for an intradepartmental promotion;
 - (7) For scheduled grievance adjustment meetings with supervisors, Civil Service Commission representatives, or the Civil Service Commission Hearing Officers and for Civil Service Commission appeal meetings;
 - (8) To take a G.E.D. test to establish high school equivalency for Civil Service Commission examinations;
 - (9) To appear, if subpoenaed, in connection with litigation related to one's work involving the federal government, the State of Michigan, or a subdivision thereof;
 - (10) To donate blood to individuals, hospitals, and the American Red Cross.

The above list of examples of the use of administrative leave is not intended to be all inclusive. Since prior approval is required for administrative leave, the time shall be approved by the member's supervisor before it is used.

47.8.7. ADMINISTRATIVE LEAVE FOR SPECIAL EVENTS

- A. Members frequently request administrative leave to attend special events as a department representative. Due to the large number of such requests each year, this section's policy is a guide to approving future requests.
- B. The special events listed below are pre-approved for use of administrative leave, subject to the following:
 - (1) Fifty percent of the event's actual length in days, including travel time, shall be approved.
 - (2) This calculation will be rounded off to the nearest full day; i.e., one day leave for a one-day event, one day for a two-day event, two days for a three-day event, etc.
 - (3) A member shall be limited to a total of six administrative leave days for all special events per year.
- C. Pre-approved special events include:
 - (1) Law Enforcement Torch Run for Special Olympics
 - (2) National Shooting Matches (selected team members and alternates only).
Pre-approved matches include:
 - a. Camp Perry
 - b. Police Combat National Championship
 - c. Ohio State Championship
 - d. Secret Service Match
- D. Requests to consider additional special events or exceptions to this section's policy shall be submitted to the Executive Council for approval 30 days in advance of the event. This section's policy only affects administrative leave for special events and shall not alter supervisory authority to grant leave for other appropriate uses, including attendance at training programs, etc.
- E. Administrative leave shall not be granted for a member's attendance at non-job related programs.

47.8.8. ADMINISTRATIVE LEAVE DUE TO INACCESSIBILITY

- A. The Operations Section is designated as the sole 24-hour-a-day contact point for dissemination of office closing information throughout the State of Michigan.
- B. When a work site commander believes the work site is inaccessible, the commander shall communicate that concern to the Operations Section.
- C. When so notified, the Operations Section Commander shall issue instructions and shall immediately advise the Human Resources Division.

47.8.9. DUTY OF COMMANDERS/SUPERVISORS TO REPORT SICKNESS AND INJURY CASES

When a member suffers a critical or serious injury or illness, the member's commander/supervisor shall promptly notify the Human Resources Division, Disability Management Unit, of such injury or illness, together with the name of the hospital or other place where the member is receiving medical care. It shall be indicated whether the injury or illness is duty or non-duty incurred.

47.8.10. DISABILITY MANAGEMENT

- A. The Human Resources Division, Disability Management Unit, shall facilitate the continuation of, or return to, active employment for members who have experienced an inability to function due to an injury or illness. This return to work may entail work site accommodations and/or reassignment to different work activities for which the member qualifies. Each circumstance shall be individually reviewed to determine whether disability management placement, continued leave of absence, or retirement is the best option.
- B. Members of the department shall notify their supervisor or the Human Resources Division, Disability Management Unit, as soon as possible when they become aware of any physical or mental condition that could result in an illness, temporary disability, or medical leave of absence.
- C. Commanders, when so notified, shall advise the Human Resources Division, Disability Management Unit, of the details.
 - (1) The member shall provide medical documentation to the Human Resources Division, Disability Management Unit.
 - (2) If the member's supervisor or the director of the Human Resources Division wish to have additional medical information or clarification of the attending physician's statement, the Human Resources Division may consult the department physician for a second opinion or reexamination.
 - (3) The department's physician may elect to refer the member to a medical specialist.
- D. The department's final decision shall be communicated by the Human Resources Division to the member and the supervisor.

47.8.11. DISABILITY RETIREMENT

Upon receipt of medical information verifying that a member cannot perform the essential job functions, the member and/or employer may request immediate retirement of the member due to the disability circumstances.

47.8.12. RETURN TO WORK

- A. Unless inconsistent with a collective bargaining agreement, when a member has been absent from work for more than three calendar days due to an injury, temporary disability or condition, or medical leave of absence, a medical statement may be requested. This statement shall be provided to the Human Resources Division, Disability Management Unit.

- (1) In cases where a member suffers an injury, illness or condition which, according to the physician's certification, would prohibit the member from performing the member's regular duties, the member may, with the approval of the supervisor, district/division commander, and the Human Resources Division director, be allowed to return to limited duty, with restrictions, if there is a management need for the member's services.
 - (2) Work duties shall not be created for the purpose of returning the member to work.
- B. Before a member may be returned to duty, the Human Resources Division, Disability Management Unit, shall be furnished a doctor's statement of approval to return.

Lacking medical certification to return to work, the Human Resources Division may require the member to submit to a physical examination by a doctor chosen by the department for an unbiased medical opinion.

- C. Upon receipt of the doctor's medical certification authorizing a member to return to work, either with restrictions or without restrictions, the member's supervisor shall seek advice from the Human Resources Division, Disability Management Unit, regarding whether or not the member should be returned to duty. Supervisors shall not permit a member to return to duty until clearance has been received from the Human Resources Division, Disability Management Unit.
- D. Whenever members experience psychological or substance abuse problems that result in their being unable to perform their normal duties and responsibilities, the Human Resources Division and the Office of Behavioral Science shall be notified.
- (1) Such notification may be initiated by members or their respective supervisors.
 - (2) The Office of Behavioral Science shall offer information regarding services and/or assistance that they can provide, should members so desire.
 - (3) A member's return to duty shall be contingent on verification to the Human Resources Division that they are fit for duty.

47.8.13. DUTY INCURRED INJURY OR ILLNESS AND REPORTING COMPENSABLE INJURIES

Refer to Section 47.10.

47.8.14. HOLIDAYS

- A. A pass day shall not be scheduled on a holiday.
- B. If a holiday occurs during a period of a member's absence during which time the member is using administrative, sick, and/or annual leave credits, such holiday shall be carried as holiday time.

47.8.15. ANNUAL LEAVE

Accumulation and Use of Annual Leave Time

- A. Annual leave may be used only with the prior approval of the member's immediate supervisor.
- B. Members shall plan their annual leave usage to avoid forfeiture situations. Requests for special leave for the purpose of reducing accumulated annual leave to avoid forfeiture will require prior approval.

47.8.16. VACATIONS

A. Summer and Winter Vacation Schedule

- (1) A member shall accumulate sufficient annual leave credits to cover planned vacation periods.
- (2) Supervisors shall not approve use of annual leave when an employee has insufficient annual leave hours to his/her credit.
- (3) Vacations shall be scheduled and approved in accordance with the applicable bargaining agreement and/or the Civil Service Commission Rules and Regulations.
- (4) Scheduling vacations for members shall be the responsibility of bureau, district/division, post/section, and unit commanders. Vacations shall be scheduled to maintain the staffing levels necessary to adequately perform all normal police services and to meet the department's needs in the event of emergencies and mobilizations. Civilian members shall follow the established guides for selection of vacations except for those guides specifically directed to officers.

B. Guide for Selection of Vacations

- (1) Summer vacations shall be selected prior to April 1 and winter vacations prior to October 1.
- (2) The order in which vacations are allocated shall be determined as follows:
 - a. First by class level. If members are of the same class level, seniority in class level shall be used.
 - b. If both class level and seniority in class level are equal, seniority in length of service in lower classes, considered successively when necessary, shall be used.
 - c. In the event of a tie between members having identical class levels, seniority in class levels and seniority in length of service, priority shall be determined by the commander in a manner of his or her own choosing.
 - d. Military service credits are solely for the purpose of additional annual leave and longevity compensation and shall not be used to determine seniority for the purpose of selecting vacations.

47.8.17. MILITARY LEAVE

- A. Requests for military leaves shall be submitted through channels to the Human Resources Division well in advance (at least 14 days) of the beginning date of leave. Requests shall include the dates of leave.
- B. A copy of the military document ordering the member to report for military service or training shall be submitted with the request if it is available; if not, it shall be submitted as soon as it is received by the member.
- C. While on military leave, a member shall submit Leave and Earnings Statements (LES) to the Human Resources Division.
- D. A member shall not be required to submit a request for temporary military leave if the member uses annual leave credits and/or compensatory time to cover the entire period of leave. It is not necessary to submit a copy of the military document or statement of earnings in this situation. If a member is receiving preference to use annual leave for military service over another member's request to use annual leave, documentation should be submitted to ensure the annual leave was indeed used for military service. Otherwise, it is a misrepresentation and the agency may take disciplinary action.
- E. Adjustments in compensation shall be reflected in the member's paycheck following receipt of the LES from the military paymaster. This must be done within 28 days of the member's return from military absence.
- F. The biweekly SIGMA TELL or officer's daily report shall be the official document referred to for time accounting purposes for members requesting temporary military leaves of absence.
- G. While on military leave, the member's insurance coverage will be provided by the armed forces. Insurance coverage for their dependents will continue to be provided by the Michigan State Police.
- H. Before going on a military leave, the member must turn over their weapon and equipment to their post commander who is responsible for storing these items.
- I. To receive credits for the military leave towards retirement, the member must submit a copy of their DD-214 to the Office of Retirement Services.
- J. While on military leave, it is necessary for the member to keep their work site commander and the Human Resources Division updated as to any changes in address.
- K. Upon discharge from military service, the member must provide both their work site commander and the Human Resources Division with a copy of discharge papers along with a return to work date. A copy of the DD-214 must be sent to the Human Resources Division to be included in their personnel file before the military leave of absence expires.

47.8.18. LEAVE OF ABSENCE, RESIGNATION, AND TRANSFER

- A. Members who request a leave of absence shall submit the request in writing through channels to the Director. The request shall contain necessary information to explain the reason for the leave and the length of time for which it is desired.

- B. A member who wishes to resign or transfer to another state department may do so by submitting a resignation in writing, through channels, to the Director and stating therein the reason and the effective date.
- C. When an enlisted member retires, resigns, transfers, or is placed on an authorized leave of absence, the commander shall fill out the Employee Departure Checklist PD-056, secure keys and identification cards, and assure that the member:
 - (1) Turns in issued equipment,
 - (2) Signs necessary separation papers,
 - (3) Pays outstanding liabilities, and
 - (4) Turns in procurement card(s).
- D. Suspensions shall be treated as outlined in Official Order No. 1.

47.9 VOLUNTARY BENEFIT PLAN

The Voluntary Benefit Plan (VBP) was adopted by a vote of department members in 1936. It is not an insurance plan, but a contribution plan that was started after the death of a sergeant with no savings or insurance at that time. In 1956, the rules were revised by a committee selected by the membership and the revised rules were approved by a vote of the membership. The rules enumerated below are substantially the same as those adopted in 1956 with some amendments recommended by the Voluntary Benefit Plan Committee, voted on by the membership, and approved by the Director.

47.9.1. ELIGIBILITY FOR MEMBERSHIP

- A. Full-time enlisted and civilian department members under 37 years of age become eligible for membership in the VBP on their date of hire. This membership includes trooper, motor carrier officer, and state properties security officer recruits at the time they enter the Training Academy.
 - (1) Members on official sick leave approved by the department and by the Civil Service Commission may continue to participate.
 - (2) Members off the payroll due to suspension are eligible to continue their participation.
 - (3) Members leaving the department who are in good standing with the VBP are eligible to again participate in the VBP, regardless of age, if they become reemployed by the department.
 - (4) Members who are immediately eligible for retirement benefits from either the MSP or State Employees Retirement System, and are in good standing upon retirement, may continue to participate in the VBP under the guidelines for retirees in Section 47.9.2 A.(3) of this Order.
- B. A member who fails to join the VBP within six months after becoming eligible to do so will no longer be eligible to participate.
- C. Temporary, part-time, or permanent-intermittent members are not eligible to participate.

D. Members of the VBP, whether active or retired, who cease participation in the VBP will be ineligible for further participation, with the following exceptions:

- (1) Members who discontinue their participation in the VBP due to dismissal, but who are later reinstated by arbitration, court, or Civil Service order, may again participate.
- (2) Members returning to active duty from a military leave, during which participation is prohibited, may again participate.

Members may continue participation during annual two-week training periods with the Reserves, National Guard, or other military service.

- (3) Members returning to active duty following leaves of absence of 90 days or more without pay, during which participation is prohibited, are again eligible to participate.

E. A member is not eligible to participate after their resignation or dismissal date even though he/she may be carried on the payroll after that date due to accumulated leave (i.e., annual leave days).

F. A member of the fund who has less than the required service credit for immediate retirement benefits, and who through no fault of his or her own has been separated from the Department of State Police due to a total and permanent disability that precludes other gainful employment, may remain a member of the voluntary benefit VBP by maintaining his or her contribution at the rate paid by retired members.

Upon such member's death, the contributions due from the membership and the benefits paid to the beneficiaries shall be the same as for retired members.

G. At the sole discretion of the Director, members in good standing who are transferred to another state agency by decision of this department may continue membership in the VBP with the same status as if they continued their employment with this department.

47.9.2. CONTRIBUTIONS AND BENEFITS

A. Members of the VBP shall be liable for contributions when there is a death of a member of the VBP who is in good standing. The VBP embodies no expressed or implied guarantee of benefits to participants, as benefits are based on voluntary participation by the members. The VBP is dependent on the good faith and integrity of its members.

- (1) For purposes of this Order, members in good standing are defined as those who have:
 - a. Paid all contributions for which they were liable prior to the final date of their active employment.
 - b. Paid all contributions due for members who died 30 or more days prior to the member's own death.
 - c. Maintained an adequate escrow account to cover contributions for which they are liable.
- (2) Active members of the VBP shall pay a contribution of \$5 on the death of another active member and \$2 on the death of a retired member.

- (3) Retired members of the VBP shall pay a contribution of \$2 on the death of an active member and \$5 on the death of another retired member.
 - (4) Contributions shall be due and payable within 30 days following the death of a member in good standing. Members who fail to pay a contribution due within these 30 days shall be notified by certified mail of their delinquency. Failure to respond and pay within 10 days following receipt of the certified letter or return of the certified letter showing that the letter could not be delivered to the address on file shall be just cause for exclusion from further participation in the VBP.
 - a. The mailing of three certified letters regarding delinquencies within one year to any member shall be just cause for exclusion from further participation in the VBP.
 - b. It shall be the responsibility of the member, whether active or retired, to assure that the department has a current address to which contribution notices may be sent for prompt payment.
 - (5) Any member of the VBP may establish an escrow account with the Departmental Services Division for the purpose of paying contributions due at the time of a VBP member's death. All new members of the VBP and those who retire after October 1, 1989, shall be enrolled as escrow members.
 - a. It shall be the member's responsibility to maintain the escrow account with sufficient funds to pay contributions due on the VBP.
 - b. The Budget and Financial Services Division shall periodically send statements on escrow accounts indicating the balance in the account and a listing of contributions paid from the account.
- B. The proceeds collected from the membership in the event of the death of a member in good standing shall be paid to the designated beneficiaries of the deceased member. It is the intent of this Order that at least 90% of the total benefits will be paid to the beneficiaries within 30 days after the member's death.

47.9.3. VOLUNTARY BENEFIT PLAN (VBP) COMMITTEE

- A. A committee shall be established to assist in the administration of the VBP.
- B. The committee shall be composed of a Budget and Financial Services Division representative, who shall serve as permanent chairperson, a representative of the Human Resources Division director, a lieutenant, a sergeant, a trooper, and a retired member of the VBP.
 - (1) The Director shall appoint the committee's retired member.
 - (2) The Field Services Bureau commander shall appoint the committee's lieutenant, sergeant, and trooper.
 - (3) The committee of six shall include two active members who are not stationed at headquarters.
- C. When the committee becomes aware of an issue not addressed in this Order, the application of a rule would appear inequitable, a grievance complaint is received, or a

suggestion for rule change is received, the committee shall review the matter and forward its recommendation to the Director.

The committee may take an advisory vote of the membership before to making a recommendation to the Director.

47.10 DUTY-INCURRED INJURIES/ILLNESSES: REPORTING, BENEFITS, AND EXPENSES

This section establishes the procedure to be followed to report illnesses and injuries arising out of and in the course of employment and serves as a guide for commanders to process the required forms. This section is not designed to answer all specific questions regarding Workers' Disability Compensation. Questions or special problems shall be directed to the Human Resources Division.

47.10.1. COMPENSABLE/NON-COMPENSABLE INJURIES AND ILLNESSES

A. Compensable Injury/Illness

A compensable injury/illness is an injury/illness arising out of and in the course of employment that incapacitates the member for more than seven days and meets other criteria of the [Workers' Disability Compensation Act](#). Compensability refers to payment of benefits for time lost from work.

B. Non-Compensable Injury/Illness

A non-compensable injury/illness is an injury/illness arising out of and in the course of employment in which the member's disability is seven days or less in duration. Medical benefits may be paid for a non-compensable injury/illness. Example: a trooper closes the door of the patrol vehicle on one of his fingers. The injury requires that medical bills for services rendered by the attending physician and/or hospital be submitted.

47.10.2. REPORTING INJURIES AND RETURN TO DUTY

A. Reporting Injuries to the Supervisor

A member shall immediately report all injuries arising out of and in the course of employment to their commander.

B. Reporting injuries to the Human Resources Division, Disability Management Unit

- (1) The commander shall, within 24 hours, report such injuries to the Human Resources Division as directed in Section 47.10.3 below.
- (2) The commander shall direct the employee to go to the nearest occupational health clinic within the first 24 hours or as soon as the employee is physically able following the reported injury.

C. Return to Duty

Members shall return to duty as soon as possible following an injury or illness. If return to full duty is not appropriate, return to limited duty should be considered.

Commanders shall immediately report to the Human Resources Division when a member returns to either limited or full duty. While limited duty is encouraged, limited duty shall not be used for the purpose of creating work.

- (1) Full Duty - upon receipt of satisfactory medical information certifying the member as physically/mentally unrestricted in the activities required to perform the duties of the position, the member shall be returned to full duty.
- (2) Limited duty assignments and the procedures for implementing them shall be in accordance with the department's collective bargaining agreements.
- (3) Temporary Limitations - members with temporary limitations may be returned to work for a period dictated by the physician. These circumstances require coordination with the district/division commander and the Human Resources Division director and will be considered providing limited duty assignments are available.

Members may be referred to the department physician if their medical documentation requires clarification on the diagnosis or prognosis, or members may be required to have their physician complete an "Essential Job Functions" questionnaire. The decision of the department physician is final, subject to Civil Service Commission rules and/or collective bargaining agreements.

- (4) At the discretion of the work site commander, in consultation with the district/division commander, members may be in uniform for limited duty assignments providing the member is not directly involved in law enforcement duties and the nature of the member's illness/injury does not prevent it.
- (5) At the discretion of the Human Resources Division director and the district/division commander, limited duty assignments may be approved in situations where a member may be the sole person in a building that is not accessible to the public. Other limited duty assignments may be approved providing a law enforcement officer is readily available to assist in an emergency.

47.10.3. REPORTS REQUIRED

A. Worker's Compensation Claim Form, ENC-004

- (1) The Worker's Compensation Claim Form, ENC-004, shall be used to report all injuries/illnesses involving members. State and federal laws require all employers to file reports on the number, type, and severity of occupational injuries.
- (2) The Worker's Compensation Claim Form shall be completed immediately for all work-related injuries/illness, both compensable and non-compensable, and shall be emailed directly to the Human Resources Division, Disability Management Unit, at: MSPWORKCOMP@michigan.gov
- (3) The medical bills for services rendered by the attending physician and/or hospital shall be forwarded to the Human Resources Division for processing as soon as possible. The date of injury/illness must accompany all bills.
- (4) Completion and distribution instructions for the Worker's Compensation Claim Form, ENC-004, are contained on the Official Forms website.

B. Supplemental Report of Fatal Injury

A supplemental Report of Fatal Injury shall be completed by the Human Resources Division and forwarded to the third-party administrator for workers' compensation within eight days after the death of a member.

47.10.4. COMMUNICABLE DISEASE

A. Coverage

The [Workers' Disability Compensation Act](#) contains certain provisions dealing with compensable cases due to communicable diseases that are contracted by members arising out of and in the course of their employment.

B. Reports of Exposure to Communicable Disease

When a member is exposed to or contracts a communicable disease in the course of his/her duties, the commander shall promptly complete a Workers' Compensation Claim Form, ENC-004, and forward it to the Human Resources Division, Disability Management Unit, via email at MSPWORKCOMP@michigan.gov. All information pertaining to the case; i.e., exposure, diagnosis; will be weighed by the third-party administrator for workers' compensation to determine whether or not the claim is compensable.

47.10.5. RESPIRATORY AND HEART DISEASES

A. Coverage

The Workers' Disability Compensation Act provides certain benefits to members who contract a respiratory or heart disease or resulting illness in the course of their employment.

B. Reporting

- (1) The commander shall promptly report cases of respiratory and heart disease to the Human Resources Division, Disability Management Unit, via email at MSPWORKCOMP@michigan.gov by completion of a Worker's Compensation Claim Form, ENC-004.
- (2) The Worker's Compensation Claim Form shall include facts that reflect unusual and out-of-the-ordinary work or conditions that could have caused the disease. In the case of respiratory diseases, the elements of the weather, time of exposure, or other conditions that may have caused the disease shall be indicated.
- (3) Upon receipt of the Worker's Compensation Claim Form, the Human Resources Division, Disability Management Unit, shall notify the third-party administrator for workers' compensation. A thorough investigation will be conducted by the third-party administrator for workers' compensation to determine if the disease occurred in the course of the member's employment.
- (4) See Official Forms, Worker's Compensation Claim Form, ENC-004.

47.10.6. RESPONSIBILITY FOR MAINTAINING RECORDS

- A. The Human Resources Division shall maintain records on compensable and non-compensable injury cases.
- B. The member's commander shall email reports on compensable and non-compensable injuries directly to the Human Resources Division, Disability Management Unit, at MSPWorkcomp@michigan.gov.

47.10.7. EXCERPTS OF BENEFITS

A. Medical Care

A member who receives a personal injury arising out of and in the course of employment shall be furnished reasonable medical, surgical, and hospital services and medicines or other attendance or treatment recognized by the laws of this state as legal when they are needed.

- (1) For the first 28 days, the department has control of medical care. After 28 days from the inception of medical care, the member may treat with a personal physician by giving the name of the physician to the Human Resources Division, Disability Management Unit. However, the department or the third-party administrator for workers' compensation may file a petition objecting to the physician selected by the member and the reasons for the objection. The Bureau of Workers' Disability Compensation must give notice and promptly hold a hearing. If the department or the third-party administrator for workers' compensation can show good cause why the member should not be allowed to continue treatment with the personal physician, the Bureau of Worker's Disability Compensation may order that the member discontinue treatment with the physician or pay for the treatment received from the date of the order.
- (2) A member who, as the result of an injury/illness, is unable to perform work for which he/she has previous training or experience, shall be entitled to prompt medical rehabilitation and to such vocational rehabilitation services, including retraining and job placement, as may be reasonably necessary to restore the member to useful employment.

B. Death Benefits Payable

- (1) Workers compensation death benefits shall be paid to the dependents, if any, who are wholly dependent on a member's earnings for support at the time of the injury or death. Compensation shall be paid prior to death in cases in which the member suffered disability before death.
 - a. The Michigan Supreme Court has ruled that widows are not considered conclusive dependents. Actual dependency is required before the widow may acquire benefits.
 - b. The widow's payment upon remarriage is \$500, or the remaining compensation due, whichever is less.
- (2) In addition, death benefits for enlisted officers shall be paid from the Michigan State Police Pension, Accident and Disability Fund.

C. Burial Expense

- (1) For enlisted officers, burial expense up to \$1,500 may be paid from the State Police Pension, Accident and Disability Fund after approval of the State Administration Board.
- (2) This payment is in addition to the \$6,000 maximum burial allowance authorized by the third-party administrator for workers' compensation.
- (3) The combined amount shall not exceed the actual funeral expense.

D. Total Temporary, Total Permanent, and Partial Disability

- (1) Compensation shall be paid for the duration of the disability. The conclusive presumption of total and permanent disability shall not extend beyond 800 weeks from the date of injury, and thereafter the question of permanent and total disability shall be determined according to the current facts.
- (2) Compensation payable is subject to the maximum and minimum weekly amounts established by the [Workers' Disability Compensation Act](#).
- (3) Workers' compensation benefits for enlisted officers are in addition to those payable from the Michigan State Police Pension, Accident and Disability Fund.

47.10.8. LIMITS ON COMBINED COMPENSATION

The total benefits payable under the Workers' Disability Compensation Act and the benefits payable under the Michigan State Police Pension, Accident and Disability Law, because of death or permanent duty disability, shall not exceed the average annual salary paid to the member for the two years immediately prior to the death or disability.

The total benefits payable due to death or permanent duty disability under the Workers' Disability Compensation Act and the Michigan State Employees Retirement System are coordinated commencing at age 60.

47.10.9. WORKERS' DISABILITY COMPENSATION ACT CHECKS

- A. The first payment from the third-party administrator for workers' compensation is sent to the department and shall be used for repayment of up to 2/3 of any leave credits used during the determination.
- B. If a member exhausted sick leave while waiting for a determination and was on lost time, the member shall receive a modified check from the department for any balance due them after all re-crediting has been completed.
- C. If a member continues on disability after the first check is received, the member shall be charged 1/3 leave credits and shall retain the workers' compensation checks until released to duty.

47.10.10. PAYMENT OF HOSPITAL AND PHYSICIAN EXPENSES

- A. Medical bills or bills for services rendered by an attending physician and/or hospital shall be forwarded to the Human Resources Division, Disability Management Unit, via email at MSPWorkcomp@michigan.gov.
 - (1) The member's full name and date of injury shall be indicated on the bill.

(2) All bills shall be marked "compensation" or "duty-incurred."

- B. Hospitals and physicians familiar with the procedure of payment for bills by the third-party administrator for workers' compensation may submit their billings directly to the third-party administrator for workers' compensation for payment.

47.10.11. PAYMENT OF MINOR MEDICAL AND PRESCRIPTION EXPENSES

- A. Minor medical and travel expenses incurred by a member due to a duty incurred injury or illness may be compensated by the third-party administrator for workers' compensation.
- (1) The member shall submit an itemized receipt to the Human Resources Division, Disability Management Unit, for payment.
- (2) A list of travel expenses detailing dates, including but not limited to number of miles and the name of physician or treatment facility, may be submitted for consideration of payment.
- B. The bills shall be submitted in the same way as hospital and physician expenses are handled in Section 47.10.10 above.

47.10.12. SIGNING RELEASES

- A. The third-party administrator for workers' compensation has the responsibility to act for and on behalf of the department in third party liability matters.
- B. Members shall not sign releases relieving a third-party of possible liability until cleared through the Human Resources Division and the third-party administrator for workers' compensation.
- C. The Departmental Services Division shall handle damage claims to state property. The procedure detailed above shall in no way affect handling of vehicle damage claims outlined in Official Order No. 10.

47.10.13. APPEALS

- A. Appeal Procedure
- (1) A member who disagrees with the decision rendered by the third-party administrator for workers' compensation may appeal to the Workers' Compensation Agency. The member will be afforded a hearing. Hearings before an administrative law judge (magistrate) are scheduled at the county seat where the injury occurred or the disease was contracted. Magistrates have the authority to make awards. A member who disagrees with the award may appeal to the Workers' Compensation Agency Board. Cases may be further appealed to the State Court of Appeals or the State Supreme Court.
- (2) A member who wants to enter an appeal shall contact the Workers' Compensation Agency for the Petition for Hearing and the procedure to follow in filing an appeal.
- B. Matters That May Be Appealed
- (1) Any controversy concerning compensation.

- (2) Any other case in which a member is not in agreement with the decisions as rendered by the insurance carrier.

47.11 PROCEDURES FOR PROCESSING CLAIMS FOR PERSONAL PROPERTY LOSSES

This section defines procedures to file a claim for personal property losses. MCL 600.6419 provides the state administrative board exclusive jurisdiction to hear, consider, determine, and allow any claim against the state for an amount less than \$1,000. Claims of \$1,000 or more shall be filed with the Michigan Court of Claims.

Pursuant to MCL 600.6420, the department's director or designee has delegated authority to approve claims up to \$500 with the following exceptions: eyeglasses; personal vehicle damage; jewelry over \$50; and cash over \$100. All claims against the state by state employees must adhere to State Administrative Guide Procedure 0620.02.

47.11.1. PROCESS FOR REPORTING CLAIMS

A. Claims of \$500 or Less

- (1) MSPTA members with reported claims of \$500 or less which do not include eyeglasses, automobile repairs, jewelry over \$50, or cash over \$100, shall submit in writing to their commander on the MSPTA reimbursement Request for Duty-Related Loss or Damage to Personal Property form, PD-187. These claims will be evaluated by the MSP/MSPTA Safety Committee at their regular meeting.
- a. The original shall be sent by the supervisor to the district or division involved and then to the Human Resources Division, Disability Management Unit, via email to MSPWorkcomp@michigan.gov.
 - b. After approval at the Safety Committee meeting, the Human Resources Division, Disability Management Unit, will forward a memo to the Departmental Services Division claims coordinator stating the claim has been approved and requesting reimbursement for the member.
- (2) Non-MSPTA department members reporting a claim less than \$500 and MSPTA members with claims which do include eyeglasses, automobile repairs, jewelry over \$50, or cash over \$100 shall forward a DTMB-1104 (Claim Against the State of Michigan) and memo requesting approval to their supervisor. The memo and DTMB-1104 should be forwarded to their district or division commander for approval before being sent to the Budget and Financial Services Division claims coordinator for review and reimbursement.

B. Claims Over \$500

Department members reporting a claim over \$500 and less than \$1,000, shall prepare a DTMB-1104. The DTMB-1104 provides instructions for the required information needed for the type of claim reported and information for filing the claim. MSPTA claims over \$500 shall be processed according to statute, MCL 600.6419.

47.12. REVISION RESPONSIBILITY

Responsibility for continued review and revision of this Order lies with the Human Resources Division and Administrative Services Bureau (Budget and Financial Services Division) in cooperation with the Office of the Director.

DIRECTOR