

1510.01 Personnel Transactions and Conditions of Employment

Issued: January 1, 1994
Revised: October 4, 2021

PURPOSE

To identify rules that cover personnel transactions and conditions of employment, as approved by the Civil Service Commission.

APPLICATION

Executive Branch Departments and Sub-units.

CONTACT AGENCY

Civil Service Commission (MCSC)

Telephone: 517-284-0115

Fax: 517-284-9952

SUMMARY

Each Executive Branch Department and Sub-unit must follow approved rules governing personnel transactions and conditions of employment for all state classified employees.

For information on personnel transactions and conditions of employment, managers should also refer to internal departmental policy documents and applicable collective bargaining agreements (CBA).

Within these internal policies and collective bargaining agreements, agencies must implement personnel transactions in accordance with civil service rules and regulations.

APPLICABLE FORMS

Contact respective human resources offices.

REFERENCES

[Civil Service Commission Rules and Regulations](https://www.michigan.gov/mdcs/0,4614,7-147-6877---,00.html)

(<https://www.michigan.gov/mdcs/0,4614,7-147-6877---,00.html>).

[Collective Bargaining Agreements](https://www.michigan.gov/ose/0,4656,7-143-67281---,00.html)

(<https://www.michigan.gov/ose/0,4656,7-143-67281---,00.html>)

PROCEDURES

Rules and regulations governing personnel transactions and conditions of employment are frequently updated. Agencies can consult the chart below and should follow up with their respective human resources office with any questions.

Subject	Civil Service Rule	Civil Service Regulation
Abolishment of position	4-4	4.02
Administrative leave	2-11	2.03; 5.06; 6.01; 6.02. 6.05; 8.01
Affirmative Action	1-8.5	None
Alcohol Testing	2-7	2.08; 2.09
Annual leave	2-12.4; 5-10.2	2.03; 5.09
Applicant Pools	3-2	3.03; 3.04; 3.08
Appointments	3-3	3.03; 3.04; 3.07
Appointment, Revocation	3-7	3.07; 3.06; 8.04
Bumping	2-5	2.01
Callback compensation	5-4.4	5.02
Certification, Appointments	3-3	3.03; 3.04
Citizenship	1-11	none
Collective bargaining	6-2; 6-8; 6-9	6.01
Compensation	Chapter 5	5.01-5.19
Compensatory Time	5-4.2	5.02
Conflict of interest	2-8	none
Contractual employment	Chapter 7	7.01
Death of employee (wage, leave and longevity payoffs)	5-3.6	5.05; 5.09; 5.10
Demotion	2-6; 3-3.2; 3-3.5; 3-3.6	2.06; 3.07; 3.08; 3.10
Disability management Return-to-work Appointments	3-2.1; 3-3.1	3.12
Disclosure of interest	2-8.3	3.06
Discriminatory Harassment	1-8.3	1.03
Dismissals and suspensions	2-6.1	2.06
Downgrading	none	4.01
Duty incurred injury	5-9	5.13
Effective dates (Classifications)	4-1.5, 4-2	4.04
Emergency appointments	3-3.3	3.07
Emergency conditions (compensation under)	none	5.06
Employee relations and employee organizations	Chapter 6	6.01-6.08
Employment preference	2-5	2.01; 2.02; 3.09
Equal employment	1-7; 1-8	1.02; 3.03; 3.04; 3.05;
Establishment of positions	4-1	4.01 – 4.07
Examinations	3-1	1.04; 3.01; 3.03; 3.04; 3.05
Expense reimbursement*	5-7	5.14; 5.15
Family Medical Leave Act	none	2.03
Funeral attendance	none	2.04; 5.10
Grievances and appeals	Chapter 8	8.01; 8.05; 8.06
Holidays	5-10	5.08
Housing	5-12	5.14

Subject	Civil Service Rule	Civil Service Regulation
Impasse	6-9	6.05
Insurance: Health; Dental; Income Protection; Life; and Vision	5-11	5.18; 5.19
Jury Duty	5-6.9	2.03
Layoff	2-4	2.01
Leave of absence	2-11; 2-12; 2-13	2.03; 2.04
Longevity	5-8	5.05
Maintenance Allowance	5-12	5.14
Mileage*	5-7.1	none
Military leave	2-14	2.04
Moving expense*	5-7	5.15
Multiple agency employment	none	5.11
Non-career employment)	2-1.2	3.02
On-call compensation	5-4	5.02
Overtime	5-4	5.02
Overpayment	none	5.16
Pay for performance	2-3; 4-6; 5-3.4	5.07
Performance Ratings	2-3	2.06
Permanent intermittent employees (Position types)	2-1.1	none
Personal leave	5-10.2	5.09
Political activity	1-12	
Position freezes	none	4.06
Predetermined classifications	4-1.4	3.07; 4.01; 4.02
Prison Premium Pay	5-5.1	5.04

* See Standardized Travel Regulations
