

## 1510.01 Personnel Transactions and Conditions of Employment

Issued: January 1, 1994  
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### PURPOSE

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

### APPLICATION

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Executive Branch Departments and Sub-units.

### CONTACT AGENCY

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Civil Service Commission (MCSC)

Telephone: 517-284-0115

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### SUMMARY

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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

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Contact respective human resources offices.

### REFERENCES

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[Civil Service Commission Rules and Regulations](#)

[Collective Bargaining Agreements](#)

### PROCEDURES

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Rules, regulations, bargaining agreements, agency work rules, and statewide administrative policies governing personnel transactions and conditions of employment are frequently updated. Agencies can consult with these documents and should follow up with their respective human resources office with any questions.

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