

# Human Resources Information

Presented by LARA HR



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## Office of Human Resources

HIRING + ARRIVAL LEAVE + DEPARTURE FORMS + POLICY CLASS + SELECTION LABOR RELATIONS MORE

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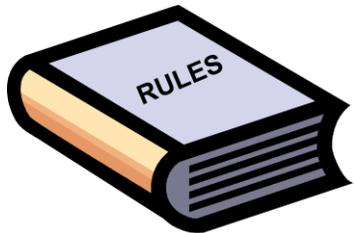
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# Work Rules, Employee Handbook, Policies and Procedures



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# LARA Work Rules

- The purpose of work rules is to set standards of behavior that the department expects of all employees.
- Violation of work rules may lead to corrective and/or disciplinary action.
- The work rules serves to provide examples of situations for which an employee may be counseled or disciplined. This list is not considered to be all inclusive.

[LARA Work Rules Link](#)

## Department of Licensing and Regulatory Affairs

### WORK RULES

(Effective August 1, 2013; rev October 1, 2015)

The purpose of work rules is to set standards of behavior that the Department expects of all employees. Violation of work rules may lead to corrective and/or disciplinary action, which may range from informal counseling (verbal) through discharge. The following list of work rules serves to provide examples of situations for which an employee may be counseled or disciplined. This list is not considered to be all inclusive.

#### All Department employees will:

1. Report to work promptly at scheduled starting time and remain until the end of the shift.
2. Avoid tardiness or absences and refrain from unexcused absenteeism.
3. Promptly notify supervisor of any anticipated absence or tardiness, and obtain prior approval as directed in the Department's Employee Handbook.
4. Keep supervisor apprised of whereabouts during work hours.
5. Report to work in appropriate attire, with appropriate grooming and personal hygiene. Appropriate attire or grooming may vary according to working conditions, job duties, and contact with others.
6. Comply with designated time limits and scheduling of lunch periods, rest periods, and/or wash-up periods.

# LARA Employee Handbook, Policies & Procedures

- The LARA Employee Handbook provides employees with information about their employment with the department as well as the State of Michigan.
- Links are provided to specific policies, procedures and related forms for your use.
- Topics covered include: pay and fringe benefits, attendance and leave usage, conduct and responsibilities, personnel practices, employee relations and other department policies that may impact employee behavior or conduct.



**DEPARTMENT OF LICENSING  
AND REGULATORY AFFAIRS**

**EMPLOYEE HANDBOOK**

[LARA Policies Link](#)

[LARA Employee Handbook Link](#)

# Drug and Alcohol Testing

## Under Civil Service Rule 2-7, LARA Policy G-10

- All newly hired state classified, and unclassified employees are subject to pre-employment drug testing.
- All classified and unclassified employees are subject to reasonable suspicion drug and alcohol testing.
- In addition, if you occupy a test-designated position, you may be subject to random and/or post-accident drug and alcohol testing.
- **Employees testing positive for drugs (including medical and/or adult use marijuana) are subject to dismissal.**



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# Equal Employment Opportunities Policy G-13

It is the policy of the State of Michigan and the department to pursue equal employment opportunity regardless of **race, religion, color, sex, sexual orientation, height, weight, marital status, national origin, age, disability, genetic information or partisan consideration**, as defined by federal and state law in the department's relationship with applicants for employment, employees of the department and the public in all aspects of employment including recruitment, selection, retention and promotion.



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# Discriminatory Harassment Policy G-08

- The State of Michigan and the department firmly support the prevention and elimination of unlawful harassment in the employment environment. The department's harassment reporting procedures provides notice to our employees of the necessary action they must take to address any violation of this policy.
- Discriminatory harassment means unwelcomed advances, requests for favors and other verbal or physical conduct or communication **based on religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, disability or genetic information.**
- All departmental employees are responsible for conducting themselves in an appropriate manner.



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# Discriminatory Harassment Policy G-08

- As LARA employees, we are expected to promote a respectful workplace by exhibiting common courtesy and following the requirements of various governmental rules and regulations, including the LARA Discriminatory Harassment Policy.
- The new hire discriminatory harassment training you may have already completed through the State of Michigan Learning Center, is required to be completed by all LARA staff on an **annual** basis.
- By keeping this topic at the forefront of our minds, we will be able to continue to foster a healthy, productive working environment.



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# LARA Dress Code Policy G-09

- LARA employees must maintain a neat, well-groomed and professional appearance that is appropriate for their job functions.
- Attire should always be appropriate to the work to reflect a professional image of the department.
- Business casual clothing, including jeans, may be worn on any day of the week if the employee does not have any external meetings.
  - Examples of acceptable clothing include, but are not limited to:
    - Jeans, capris, slack, khakis, corduroys, conservative-length dresses and skirts
    - Dress shirts or blouses, sweaters, polo shirts, blazers
    - Clothing available for purchase at the LARA online store
    - Loafers, boots, flats, heels, dress sandals, casual or leather shoes



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# Reasonable Accommodations

- Reasonable accommodations are changes to a job, the work environment, or the way things are usually done that allows a qualified individual with a disability to apply for a job, perform the essential job functions, or enjoy equal access to benefits available to others in the workplace.
- CS-1668, Disability Accommodation Request and Medical Statement form available on the LARA Office of Human Resources website.
- Requests should be submitted to Amanda Satkowski in the LARA Office of Human Resources
  - Phone: 517-449-8623
  - Fax: 517-284-9953
  - Email: [satkowskia@Michigan.gov](mailto:satkowskia@Michigan.gov)



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# Probationary and Annual Performance Reviews



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# Probationary Performance Reviews

- NEOGOV PE (Perform)
- New hires without status will be evaluated and rated on their performance, based on the identified job performance objectives and competencies at the end of three (3) calendar months, six (6) calendar months, and twelve (12) calendar months.
- Current employees with status promoted to a new position must serve a minimum probationary period of twelve (12) calendar months.
- A full-time employee who is promoted is given a probationary service rating at the end of six (6) calendar months and twelve (12) calendar months.



[NEOGOV Link](#)

**My Evaluations** [view all of my evaluations >](#)

 <b>1901 CSC JAN 1-DEC 31, 2022</b>	 <b>1901 CSC JAN 1-DEC 31, 2021</b>	 <b>1901 CSC JAN 1-DEC 31, 2020</b>
Due: <b>Sat. Dec 31, 2022</b> Status: <b>Before Ratings</b>	Due: <b>Fri. Dec 31, 2021</b> Status: <b>Completed</b>	Due: <b>Thu. Dec 31, 2020</b> Status: <b>Completed</b>
Completed: - Type: <b>Periodic</b>	Completed: <b>Wed. Feb 02, 2022</b> Type: <b>Periodic</b>	Completed: <b>Thu. Jan 14, 2021</b> Type: <b>Periodic</b>

# Probationary Performance Reviews (continued)

- Shortly after you begin work, your supervisor will explain and review with you some specific job performance objectives and/or competencies. These performance objectives and competencies will be entered in the state's on-line performance management tool accessible through your MI HR Self-Service account.
- You will be required to review and certify the performance plan; your certification on the form indicates that you were made aware of the job performance objectives and competencies that are significant elements of your job.
- At the end of the review period, your supervisor will rate your performance and discuss the rating with you. Probationary reviews are graded as (1) High Performing, (2) Meets Expectations, or (3) Unsatisfactory.

Overall Rating
High Performing





# Probationary Performance Reviews

<b>Employee Name</b>	<b>Rating Title and Effective Dates</b>	<b>Direct Manager: Manager Name</b>
LARA PROB (3 MON) DEC 26-MAR 26 2022 Due Date: Sat, Mar 26, 2022		

## General Information

<b>Position</b> PE-LEGAL SECRETARY-E	<b>Division</b> PE-MOAHR	<b>Evaluation Type</b> Probation
<b>Department</b> PE-LICENSING AND REGULATORY AFF	<b>Class Spec</b> PE-LEGAL SECRETARY	

<b>Ratings Summary :</b>	<b>Manager Name</b>	
	<b>Overall Rating</b>	

Rating Title and Effective Dates

Type of Rating (Probationary or Annual)

High Performing Meets Expectations Unsatisfactory



# Probationary Performance Reviews OBJECTIVES

## Content

Objective Section | Probationary 3 Point Scale

### Objectives

Objectives Section

#### 6401 LARA-Receive No More Than Three Written Complaints

Receive no more than three valid written customer complaints during the one-year review period.

Rater & Rating	Comment
Manager Name Meets Expectations	Brian has not received any written customer complaints during this period.

#### 6401 LARA-Complete Assigned Training

Complete assigned training by given deadlines.

Rater & Rating	Comment
Manager Name Meets Expectations	Brian's completed his training assignments within the given time periods.

# Probationary Performance Reviews COMPETENCIES



Competency Section | Probationary 3 Point Scale

## Competencies

### Competencies Section

#### Adaptability (100)

Maintaining effectiveness when experiencing major changes in personal work tasks or the work environment; adjusting effectively to work within new work structures, processes, requirements or cultures.

Rater & Rating

Comment

Manager Name

Brian demonstrates an enthusiastic approach to whatever method he is using to fulfill a task. He quickly adapts to changes in the performance of his duties.

Meets Expectations

#### Building Customer Loyalty (100)

Effectively meeting customer needs; building productive customer relationships; taking responsibility for customer satisfaction and loyalty.

Rater & Rating

Comment

Manager Name

Brian exhibits an understanding of the importance of customer relationships by expressing concerns for other's needs. He is professional, polite, and courteous.

Meets Expectations

#### Communication (100)

Clearly conveying and receiving information and ideas through a variety of media to individuals or groups in a manner that engages the audience, helps them understand and retain the message, and permits response and feedback from the audience.

Rater & Rating

Comment

Manager Name

Brian correctly interprets messages as reflected in quality of work and interaction with others. He can engage well with anyone.

Meets Expectations

# Probationary Performance Reviews (continued)

- You must have a “satisfactory” rating upon completing twelve calendar months of work in order to satisfactorily complete the probationary period.
- Your probationary performance reviews become a permanent part of your record and are saved as a historical review in the performance management system.
- Your performance reviews can have an important bearing on your eligibility for salary increases and promotional opportunities.
- If you are given a rating of “Unsatisfactory” during your probationary period, you may be separated from your job. In such case, your supervisor and the Office of Human Resources may make a determination to separate you before completion of your probationary period.



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# Annual Performance Review

- Once you have completed your probationary period, your performance will be formally evaluated at least annually by your supervisor.
- The annual performance review process for employees who have completed their probationary period is the same as that described for probationary reviews. Annual ratings are graded as (1) High Performing, (2) Meets Expectations, or (3) Needs Improvement.
- Your annual performance reviews become a permanent part of your record and are saved as a historical review in the performance management system.
- If your classification is part of a series (such as a GOA 5-7, Department Analyst 9-11) at the completion of each satisfactorily completed 2,080 hours, you may be eligible for a reclassification to the next higher level within the series.



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# SIGMA Employee Self Service (ESS), Time and Miscellaneous Information



## MILogin for Workers

HOME

REQUEST ACCESS

UPDATE PROFILE

LOGOUT

### Home Page of [REDACTED]

Access your applications by clicking on the application links below



Department of Technology, Management and Budget (DTMB)

Clarity Project and Portfolio Management

Michigan ID Card Access Request Process (MICARP)

SIGMA Employee Self-Service



SIGMA HRM



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# Pay Periods and Pay Dates

- Pay periods are two weeks long, beginning on Sunday and ending on Saturday.
- Pay dates are the second Thursday of each pay period. The pay dates are shown on the [Michigan State University Federal Credit Union](#).

# Pay Checks

- New employees receive their first paycheck during their second pay period of employment. For example, if you start work on the first Monday of a pay period, you will work three (3) weeks and four (4) days before you get your first paycheck for the first two weeks worked.
- Your first paycheck is mailed to your home.
- Pay Earnings Statements can be accessed in your MI HR Self-Service account. You will normally be able to see your earnings statement in self-service the Friday before pay day.



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# Direct Deposit Required

All employees hired by the state after 10/1/2002 are required to have their paychecks direct deposited in a financial institution of their choice.

Human Resources will set up the default account from the information provided by the employee on the 3487 Form.

You can set up additional direct deposits in your MI HR Self-Service account or by contacting the MI HR Service Center at 877-766-6447. Your paycheck can be deposited in up to five (5) accounts (including your default account).



Bookmarks ▾

## Direct Deposit

### Accounts

You may open up to 3 account(s). [Direct Deposit Help](#)

Bank	Order	Account	Description	Type
FIFTH THIRD BANK	1	[REDACTED]	5/3	Checking
DETROIT EDISON CU	2	[REDACTED]	LakeTrus	Checking

[Add](#) [Select New Default](#)

# Overtime Pay

- Eligible employees receive overtime pay based on the provisions of the applicable collective bargaining agreement or Civil Service Rules and Regulations.
- The overtime pay rate is typically 1½ times your normal hourly rate.
- Use of annual leave and sick leave are not considered as time worked when determining eligibility for overtime pay.
- Overtime hours must be approved prior to being worked.



# Paid Holidays

- Full time classified employees receive eight (8) hours pay for each paid holiday.
- Paid holiday hours are pro-rated for less than full-time employees.
- See [Civil Service Regulation 5.08](#) for information regarding eligibility for holiday pay.
- If a new employee's first day of work is the day after a paid holiday; the new employee is not entitled to pay for that holiday.
- Non-career employees (such as student assistants) are not eligible for holiday pay.
- See next slide for a listing of paid holidays.



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# Eligible state employees receive 13 paid holidays each year:

- New Years Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- The day after Thanksgiving
- Christmas Eve
- Christmas
- New Years Eve
- General Election day (even numbered years)

**msufcu**  
MSU FEDERAL CREDIT UNION  
msufcu.org/SOM

**2024**

Benton Harbor, MI

**DECEMBER 2023**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**JANUARY 2025**

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**JANUARY**

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28	29	30	31			

**FEBRUARY**

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**MARCH**

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31						

**APRIL**

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28	29	30					

**MAY**

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26	27	28	29	30	31		

**JUNE**

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30						

**JULY**

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**AUGUST**

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25	26	27	28	29	30	31	

**SEPTEMBER**

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29	30					

**OCTOBER**

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**NOVEMBER**

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

**DECEMBER**

S	M	T	W	Th	F	S							
					1	2	3	4	5	6	7		
8	9	10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	29	30	31				

■ FIRST DAY OF STATE PAY PERIOD
■ STATE EMPLOYEES' HOLIDAYS
■ STATE PAYDAYS
● MSUFCU CLOSED

**OPEN YOUR ACCOUNT TODAY**

\$100 STATE OF MICHIGAN EMPLOYEE OFFER DETAILS ON REVERSE

# SIGMA Employee Self Service (ESS) – Timekeeping Portion of SIGMA

SIGMA ESS is the State’s timekeeping system.

LARA’s Timekeeping videos and user guides for employees, supervisors, timekeepers, can be found on the Office of Human Resources’ website at [www.michigan.gov/laraohr](http://www.michigan.gov/laraohr). Click on “SIGMA Information”.

This site also includes a training guide for use of the Time & Expense System which is utilized by employees to obtain reimbursement for travel or other work-related expenses.

CGI Advantage ess

Home Time and Leave Travel and Expense

Time Information **Timesheets** Work Schedule

Timesheet

Employee Proxy: [v]

From: 03/16/2021 To: 12/31/9999

Select	Pay Period Start Date	Pay Period End Date	Status	Approver	A
<input type="radio"/>	06/13/2021	06/26/2021	In Progress		1
<input type="radio"/>	05/30/2021	06/12/2021	Approved		1
<input type="radio"/>	05/16/2021	05/29/2021	Approved		1
<input type="radio"/>	05/02/2021	05/15/2021	Approved		1
<input type="radio"/>	04/18/2021	05/01/2021	Approved		1
<input type="radio"/>	04/04/2021	04/17/2021	Approved		1
<input type="radio"/>	03/21/2021	04/03/2021	Approved		1

↓

Create New Timesheet Copy Previous Timesheet View Timesheets Modify In Progress Timesheets Modify Approved Timesheets

# SIGMA Employee Self Service (ESS) – Timekeeping Portion of SIGMA

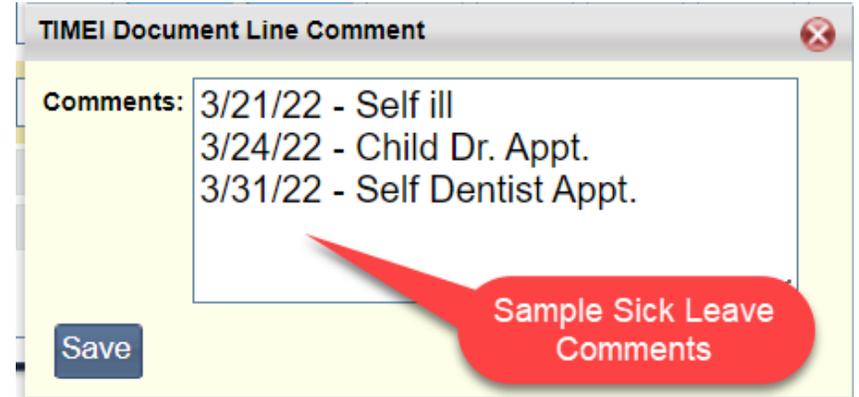
## Common SIGMA Event Types:

REG1 – 1<sup>st</sup> shift regular work hours

ANLV – annual leave (vacation)

SKLV – sick leave (sick related absence for employee or dependent)

HOL1 – 1<sup>st</sup> shift regular holiday pay



Employee Name: [REDACTED]	Home Department : CSC	Assignment From : 10/08/2017	Accounting Adjustment : <input type="checkbox"/>
Appointment ID : [REDACTED]	Home Unit : LARA/DIFS HR	Assignment To : 12/31/9999	Submitted by Proxy User : <input type="checkbox"/>
Title : SEE HRMN JOB	Union Local : Y99-CONFIDENTL	Supervisor Name : [REDACTED]	Split Position : N
Sub-title : SEE HRMN JOB	Position Number : [REDACTED]	Reports To : [REDACTED]	
Submitted By : [REDACTED]	Submitted Date : 06/14/2021		

[Leave Balance](#)
[Printer Friendly Version](#)
[Show Accounting Details](#)
[View Default Accounting](#)
[Show Average Time](#)
[Weekly Totals](#)
[Other Functions](#)

Line	Event	Choose Accounting	Details	Work Schedule												Week 1 Total	Week 2 Total	Total Hours			
				Sun 05/30	Mon 05/31	Tue 06/01	Wed 06/02	Thu 06/03	Fri 06/04	Sat 06/05	Sun 06/06	Mon 06/07	Tue 06/08	Wed 06/09	Thu 06/10				Fri 06/11	Sat 06/12	
1	REG1	Use Default Accounting				06.00	08.00	08.00	08.00				08.00	08.00	04.00	04.00	08.00		30.00	32.00	62.00
2	HOL1	Use Default Accounting			08.00														08.00	00.00	08.00
3	SKLV	Use Default Accounting				02.00													02.00	00.00	02.00
4	ANLV	Use Default Accounting													04.00	04.00			00.00	08.00	08.00
<b>Total Hours :</b>				00.00	08.00	08.00	08.00	08.00	08.00	08.00	00.00	00.00	08.00	08.00	08.00	08.00	08.00	00.00	40.00	40.00	80.00
<b>Schedule Hours :</b>				00.00	08.00	08.00	08.00	08.00	08.00	08.00	00.00	00.00	08.00	08.00	08.00	08.00	08.00	00.00	40.00	40.00	80.00

# Annual Leave (Vacation Time)

New full-time classified employees accrue four (4) hours of annual leave per pay period. Accrual amounts increase with years of service (chart follows on next page). Annual leave is available for use only in biweekly work periods subsequent to the biweekly work period in which it is earned.

Annual leave accruals are pro-rated if the employee is in pay status less than 80.0 hours in the pay period.

Annual leave usage must be pre-approved by the supervisor.

Upon separation, employees are paid for 100% of their annual leave balance up to the maximum hours allowed by Civil Service Regulation 5.09.

Non-career employees do not accrue annual leave.

SUMMARY FOR	Employee Name	
ANNUAL LEAVE		322.00
ANNUAL LEAVE MAXIMUM ACCRUAL HOURS		326.00
COMP TIME		0.00
CONTINUOUS SERVICE HOURS		23940.80
DEFINED CONTRIBUTION 40		24669.30
SCHOOL & COMMUNITY LEAVE		4.00
SICK LEAVE		508.59

<b>Years of Service</b>	<b>Service Hours</b>	<b>Hours of Annual Leave Accrued (for 80 hours of service)</b>	<b>Maximum Accumulation (total hours of annual and personal leave)</b>	<b>Maximum Accumulation That May be Paid Off</b>
Less than 1	0 – 2,079	4.0	296	256
1 – 5	2,080 – 10,399	4.7	296	256
5 – 10	10,400 – 20,799	5.3	311	271
10 – 15	20,800 – 31,199	5.9	326	286
15 – 20	31,200 – 41,599	6.5	341	301
20 – 25	41,600 – 51,999	7.1	346	306
25 – 30	52,000 – 62,399	7.7	356	316
30 – 35	62,400 – 72,799	8.4	356	316
35 – 40	72,800 – 83,199	9.0	356	316
40 – 45	83,200 – 93,599	9.6	356	316
45 and above	93,600 +	10.2	356	316



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## Initial Leave Grant

SUMMARY FOR [REDACTED]	
ANNUAL LEAVE	312.10
ANNUAL LEAVE MAXIMUM ACCRUAL HOURS	[REDACTED]
COMP TIME	[REDACTED]
CONTINUOUS SERVICE HOURS	[REDACTED]
DEFINED CONTRIBUTION 40	[REDACTED]
SCHOOL & COMMUNITY LEAVE	8.00
SICK LEAVE	[REDACTED]

An initial leave grant of 16 hours is given to new classified career employees. This leave grant may be used any time with prior supervisor approval. These 16 hours are added to your annual leave balance upon hire.

## School/Community Participation Leave

Career employees who have completed 1040 hours of satisfactory service are credited with eight \*(8) hours of school/community participation leave annually on October 1. These hours do not carry forward beyond the fiscal year.

School/Community Leave must be used in one (1) hour increments.

Employees must obtain prior approval for use from their supervisor. Use of these hours requires that the employee enter a comment in the SIGMA timekeeping system to include:

- **School name or community activity sponsor**
- **Event name/description**
- **Description of volunteer service provided by the employee**
- **Time period the employee performed the volunteer service**

# Funeral Leave

In the event of the death of an employee's spouse, child, parent, or sibling, the employee will be allowed 8 hours of funeral leave on the day of the funeral to attend the service.

- Any funeral leave use must have management's prior approval.
- Funeral leave is available only on the date of the funeral or memorial service occurring during the employee's scheduled work hours.
- Only one funeral or memorial service per spouse, child, parent, or sibling is eligible for funeral leave.
- Approved funeral leave use is coded as FNLV on the employee's timesheet.
- Funeral leave is not carried over, accrued, or paid off.



# Sick Leave

Career employees accrue four (4) hours of sick leave each pay period if they are in full-time pay status (i.e. 80 hrs/pay period). Non-career employees, such as student assistants, are not eligible for sick leave.

- The accrual amount for sick leave does not increase with additional years of service.
- Sick leave accruals are pro-rated for employees who are in less than full-time pay status.
- Sick leave can be used in any pay period subsequent to the pay period in which it is earned.
- A comment is required in the SIGMA timekeeping system for all sick leave usage indicating the reason for the time used.
- Use of sick leave for five (5) or more consecutive days requires a doctor's statement and the employee must contact OHR to discuss the need for additional documentation.
- If hired after 10/1/1980, the employee receives no payoff for remaining sick leave balance at the time of separation from state employment.



SUMMARY FOR [REDACTED]	
ANNUAL LEAVE	[REDACTED]
ANNUAL LEAVE MAXIMUM ACCRUAL HOURS	[REDACTED]
COMP TIME	[REDACTED]
CONTINUOUS SERVICE HOURS	[REDACTED]
DEFINED CONTRIBUTION 40	[REDACTED]
SCHOOL & COMMUNITY LEAVE	[REDACTED]
SICK LEAVE	475.34

# October Leave Grants & Longevity

## Leave Grants

On October 1 of each year, eligible career employees are credited with:

- 16 hours of personal leave that is added to their annual leave counter.
- Eight (8) hours of school/community participation leave.

To be eligible for these grants, an employee must have completed at least 1040 hours of satisfactory service.

SUMMARY FOR [REDACTED]	
ANNUAL LEAVE	312.10
ANNUAL LEAVE MAXIMUM ACCRUAL HOURS	[REDACTED]
COMP TIME	[REDACTED]
CONTINUOUS SERVICE HOURS	[REDACTED]
DEFINED CONTRIBUTION 40	[REDACTED]
SCHOOL & COMMUNITY LEAVE	8.00
SICK LEAVE	[REDACTED]

# Worker's Compensation Claims

Worker's compensation claims for LARA employees are processed by the Disability Management Office (DMO) located within the Civil Service Commission. You must report any work related injury or illness to the DMO. Additional information is available at the [DMO website](#).

## Leave of Absence Requests

FMLA, medical and parental leave of absence requests are also handled by the DMO. If it is necessary for you to be off work for five (5) or more days for an FMLA qualifying reason, personal medical issue, or parental leave, you must contact the DMO to request an approved leave of absence. Information and forms are available at the [DMO website](#), or you can call 877-766-6447.

To request a military leave, waived rights leave of absence, Plan C leave, or for information on other leave types (such as disaster response leave, political leave, union leave, unclassified appointment leave, or administrative leave) please contact the LARA Office of Human Resources at 517-241-1196. Information is also available on the LARA [OHR Leave of Absence web page](#).

The screenshot shows the Michigan Civil Service Commission (MCSC) website. The header includes the MCSC logo and the text "Michigan Civil Service Commission". A search bar is visible in the top right. The main navigation menu on the left includes: State Employment, Employee Benefits, Disability Management, Disability Management Office, Disability Management Unit (DMU), Rules & Regulations, Civil Service Commission, Inside Civil Service, State Board of Ethics, and State Jobs (View Current Openings). The main content area displays "MICSC / DISABILITY MANAGEMENT / DISABILITY MANAGEMENT OFFICE" and the "Disability Management Office" logo. Below this, a section titled "Next, we need to know:" contains two questions: "Do you want to request time off for your own personal illness, to care for a family member, or to bond with a new child? If you do, select the leave of absence button." and "Have you experienced a work-related injury or illness? If you have, select the workers' compensation button." Two buttons are provided: "Leave of Absence" and "Workers' Compensation". At the bottom, contact information is listed: "Phone: 877-766-6447, Option 2" and "Fax: 517-241-9926". There are also icons for "APPLY FOR A LEAVE OF ABSENCE", "FAQs", "Report a Workers' Comp Claim", and "FORMS".

# Longevity Payments

A career employee who is expected to complete, or has completed, the equivalent of 6 years (12,480 hours) or more of continuous full-time classified service in a fiscal year is eligible for an annual longevity payment on October 1 of that fiscal year (with payment being on the pay date following the first full pay period in October) in the amount provided below:

<b>Years of Full-time Service Expected to be Completed During the Fiscal Year</b>	<b>Annual Longevity Payment Due on October 1 of the Fiscal Year</b>
6 - 9	\$260
10 - 13	\$300
14 - 17	\$370
18 - 21	\$480
22 - 25	\$610
26 - 29	\$790
30 & over	\$1,040



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# Military Service Credit

If you are a career employee and have prior active military service, you may be eligible for full or partial credit for the time you served.

Up to five (5) years of active military service can be credited towards annual leave accruals and longevity. If you have prior active military service and would like credit for it, you must provide your Human Resources Office with a copy of your DD-214 showing your active service time.

This information must be provided prior to reaching 720 hours of continuous service for the credit to be effective as of the original hire date. If the documentation is provided after that time, the appropriate service credit will become effective in the pay period in which the Human Resources Office receives the information.

Military service time does not count for seniority or retirement purposes.



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# Supplemental Employment

Before engaging in supplemental employment (another job in addition to your position with the Department of Licensing and Regulatory Affairs), you must submit a completed “Supplemental Employment Approval Request” form to your supervisor for approval. The Director of the Office of Human Resources has final authority to approve or deny supplemental employment requests. As a new hire to LARA, if you are already engaged in Supplemental Employment at the time of hire, the above referenced approval request form should be submitted within the first pay period of work.

Supplemental employment requests will not be approved if there is any conflict of interest between your present job and the second job. In addition, if the activities connected with the second job interfere with your attendance or the efficiency of your State of Michigan employment, it will be necessary to terminate one of the two positions.

Employees covered by bargaining unit agreements should refer to the provisions of such negotiated agreements.

[Supplemental Employment Request Form](#)



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# Unions Representing LARA Employees

- **UAW Local 6000** – The UAW Local 6000 is certified as the exclusive representative for the Human Services and Administrative Support Units employed by the State of Michigan.
- **SEIU Local 517M** – The SEIU Local 517M represents the Scientific and Engineering unit employed by the State of Michigan.
- **The Michigan State Employees Association (MSEA)** –The MSEA represents Safety/Regulatory, and Labor/Trades Units employed by the State of Michigan.

[Link to Union Contracts](#)



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# Employee Service Program

The Employee Service Program (ESP) provides confidential employee assistance to classified state employees and to employees of the Michigan Supreme Court and the Michigan Court of Appeals. The program provides expert, confidential services to employees and eligible family members to help identify strategies for resolving concerns that affect personal or work life. ESP services are provided free of charge.

ESP can be contacted toll-free from anywhere in Michigan at 800-521-1377, Monday through Friday from 8:00 a.m. to 5:00 pm..

For more information on the Employee Service Program, go to: [www.michigan.gov/esp](http://www.michigan.gov/esp)

**MCSC**  
Michigan Civil Service Commission

Search

State Employment

Employee Benefits

Benefits Open Enrollment

COBRA

Employee Service Program

Suicide Prevention

Grief and Loss

Substance Use

Flexible Spending

Forms

Health & Wellness

Insurance Information

MICSC / EMPLOYEE BENEFITS / EMPLOYEE SERVICE PROGRAM

## Employee Service Program (ESP)

**1-800-521-1377**

**Confidential • No Cost • Voluntary**

Although there is much to be hopeful for in 2021, we know many challenges and concerns related to the COVID-19 pandemic persist. ESP understands employees will continue to respond in many ways to these stressors and changes. Reactions and impact will be individualized, influenced by personal experiences, situations, and losses. Please know ESP values all employees and remains a source of support, respectful listening, and resources.

State of Michigan employees and their eligible family members may call ESP at **1-800-521-1377** to talk confidentially with a counselor or request to schedule a video meeting with an ESP Counselor at [MCSC-ESP@michigan.gov](mailto:MCSC-ESP@michigan.gov).

ESP TISM Managers Wellness Sessions Resources

Resources & Tools

## Miscellaneous

The ***State Employees Charitable Campaign*** (SECC) was created in 1987 to combine all charitable appeals and provide a means for state employees to voluntarily contribute to participating charities through easy and convenient methods of giving. If you would like to help those in need, you may choose to make a one-time contribution, or make a biweekly pledge that will be automatically deducted from your paycheck on a biweekly basis for as long as you choose. For a listing of participating charities or more information, visit the [SECC website](#). To make a pledge, please call the MI HR Service Center at 877-766-6447.

Please be sure to enter ***emergency contact information*** via your self-service account so that we know who to contact in the event of an emergency. Information about your self-service account and how to access it are included later in this presentation.



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# MI HR Self Service, the MI HR Service Center

[Link to HR Gateway](#)

The screenshot shows the Michigan Civil Service Commission (MCSC) website. At the top, there is a navigation menu with the following items: State Employment, Employee Benefits, Disability Management, Rules & Regulations, Civil Service Commission, Inside Civil Service, State Board of Ethics, and State Jobs (with a link to View Current Openings). The main content area is titled "HR Gateway" and features a "Log In" button. Below the "Log In" button, there is a row of six service tiles: "EARNINGS STATEMENT" (with a dollar sign icon), "Self-Service HR" (with a circular icon and a red arrow pointing to it), "State of Michigan Learning Center" (with a checkmark icon), "NEOGOV N", "TIME EXPENSE LEAVE LABOR" (with a sigma symbol icon), and "Union Dues Mobile Authorization" (with a mobile phone icon). A search bar is located at the top right of the page.

# MI HR Self-Service

MI HR Self-Service is an on-line web-based tool designed to provide you with access to update and view your personnel information. It allows you to:

- View and print your pay earnings statements
- View and change personnel information such as your personal profile, home address, and emergency contact information due to adoption, birth, marriage, divorce, legal separation, or a move
- View your current leave balances
- View your current insurance benefits information
- Sign up for or change your insurance benefits during the annual open enrollment period
- View and manage your direct deposit information
- View and change your federal and state tax withholdings
- Review your state employment history
- Verify if your name is on any Civil Service applicant pools (if you have taken any Civil Service exams)



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## MI HR Self-Service (continued)

Your MI HR Self-Service account will be created the day after LARA HR enters your hire information into the system. HRMN Central Security will create an account and mail three separate letters to your home address on record.

The first letter notifies you that your MI HR Self-Service account has been created and provides you with your MI HR Self-Service username (which is your employee ID number with an “h” in front of it).



## MI HR Self-Service (continued)

You will then receive an e-mail or a second letter that includes a temporary PIN and instructions on how to set up your security profile on-line and activate your MI HR Self-Service account. Once you complete your security profile and submit the required information on-line, your new password will appear in a pop-up window for 93 seconds. Your MI HR Self-Service account will be fully activated and accessible within 30 minutes after receipt of your new password.

You will receive a third letter thanking you for activating your account and giving you the address to the self-service log in page.

For password/self-service support contact the MI HR Service Center at 877-766-6447.



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# MI HR Service Center

The MI HR Service Center can assist you with HR issues and questions like new hire benefit enrollment, benefit changes, payroll deductions, personal information changes and more. The Center also responds to all requests for verification of employment for state employees.

They can also provide you with login, password, and navigation support for MI HR Self-Service.

Phone Number: (877) 766-6447 or (517) 335-0529.

TDD: (517) 241-8046.

Fax: (517) 241-5892.

Address: PO Box 30002, Lansing, Michigan 48909.

Hours: 8:00 am to 5:00 pm, Monday through Friday (except state holidays)



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# LARA Office of Human Resources (OHR) Intranet Website

The Office of Human Resource's intranet website can be accessed by going to [Link to HR Website](#). A wide variety of information is available from this website including:

- Accessible Meetings
- SIGMA/Timekeeping
- Equal Opportunity (Includes Discriminatory Harassment, ADA, and Ergonomics issues)
- OHR Forms
- Labor Relations
- Leave of Absence
- Orientation
- Performance Management
- LARA Handbook and Policies & Procedures
- Worker's Compensation
- OHR Staff Directory
- Bureau Personnel Liaison Directory



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# Contact Information

Please contact your bureau Personnel Liaison with any HR related questions. If necessary, they may refer you to the appropriate HR staff that can help with your question or concern.

Questions about transaction or SIGMA issues can be directed to your transaction/SIGMA representative in the Office of Human Resources. Click [here](#) to obtain contact information for your assigned representative.

The Office of Human Resources (OHR) is located on the fourth floor of the Ottawa Building in downtown Lansing. Mail to OHR should be sent to:

**Address:** 611 W. Ottawa, Lansing, MI 48933

**Phone:** (517) 241-1196

**Fax:** (517) 284-9953



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This has been a LARA  
OHR Presentation

Questions?

