

State of Michigan
Civil Service Commission
Office of Technical Complaints
400 South Pine Street, P.O. Box 30002, Lansing, Michigan 48909
MCSC-OTC@mi.gov

Review the instructions
on the reverse side before
completing this form.

TECHNICAL COMPLAINT FORM

Part A:		
Complainant's Name (Last, First, and Middle Initial)		Employee ID Number (if applicable)
Home Address		Telephone (Daytime)
City	State	Zip Code
E-mail Address		
Department		
Part B: Technical decision questioned. (Check only one and include all information required in instructions.) Appointment <input type="checkbox"/> / Classification <input type="checkbox"/> / Disbursement <input type="checkbox"/> / Qualification <input type="checkbox"/> / Employment Sanction <input type="checkbox"/>		
Part C: Specifically state why the technical decision violates Article 11, § 5 of the Michigan Constitution; violates a civil service rule or regulation; or was arbitrary and capricious. (Attach additional sheets, if necessary.)		
Part D: Desired Outcome of Complaint.		
Part E: Complainant's Signature		DATE
Name, Address, and E-mail Address of Complainant's Representative (if any)		

INSTRUCTIONS FOR COMPLETING THE TECHNICAL COMPLAINT FORM

Please read all instructions before filing your complaint to ensure its completeness.

After receiving a complete complaint at MCSC-OTC@mi.gov, the Office of Technical Complaints (OTC) will conduct a review, which may include comments from other interested parties. **Decisions are also published online in the [DSTARS decision database](#) after issuance.** You may use DSTARS to research and identify decisions similar to yours.

Deadlines and Extensions — Complaints must be **received** by the Office of Technical Complaints (OTC) at MCSC-OTC@mi.gov by the filing deadline established in the corresponding regulation. The OTC may reject late filings. Any extension request must be **received** by the OTC before the filing deadline.

For all complaints, complete the form as indicated below:

1. **Part A** — Provide the information requested, including a working e-mail address that is checked regularly. Future correspondence will be made by e-mail.
2. **Part B** — Check the box indicating what type of technical decision you are questioning. Based on the decision type, additional required information is described below.
3. **Part C** — Fully explain why you believe the decision challenged violates Article 11, § 5 of the Michigan Constitution, violates a civil service rule or regulation, or was arbitrary and capricious. You must demonstrate one of these three violations for a complaint to be granted. Attach any evidence that supports your complaint. This is your only chance to offer explanation or other evidence.
4. **Part D** — Specifically describe what you seek. The outcome must be within the OTC's authority to grant.
5. **Part E** — Sign and date the completed form. Typing your name or a scanned copy of a signature is acceptable. If you have a representative, include his or her name, mailing address, and e-mail address. For group complaints, all complainants must provide contact information and sign separate sheets.

Depending on the complaint type, you must also include the information described below:

Appointment Complaints: Review all of Regulation 8.04 before submitting a complaint. Only an unsuccessful candidate who was considered by an appointing authority for an appointment or an employee whose appointment is revoked by the commission can file a technical appointment complaint. Part B must identify the hiring agency, the job title, the NEOGOV posting number, and, if known, the successful appointee's name. Your complaint must demonstrate a specific violation of civil service law and cannot merely argue that you were better qualified than the appointee.

Classification Complaints: Review all of Regulation 8.02 before submitting a complaint. You should also review the following documents, which are available from your HR office or online: the CS-129 form or report explaining the classification decision appealed, [job specifications](#) for relevant classes, the civil service [rules](#) and [regulations](#) on classification, the [ECP glossary](#), and, if relevant, the [specialist](#) or [managerial](#) factoring criteria. Your complaint must demonstrate a specific violation of civil service law in a lower-level decision over your classification or working-out-of-class determination.

Disbursement Complaints: Review all of Regulation 8.03 before submitting a complaint. Part B must include the CS-138 reference number. Your complaint must demonstrate a specific violation of civil service law in the lower-level decision approving or denying a request to make disbursements for personal services.

Qualification Complaints: Review all of Regulation 8.02 and relevant [job specifications](#) before submitting a complaint. Part B must include sufficient information to identify the qualification decision in which you were found not qualified (job number listed in the emailed qualification decision being appealed, position classification, application date, etc.). Your complaint must demonstrate a specific violation of civil service law in a lower-level decision finding you unqualified for a classification.

Sanction Complaints: Review all of Regulations 3.06 and 8.02 before submitting a complaint. Part B must include your NEOGOV applicant ID number. Your complaint must demonstrate a specific violation of civil service law in a lower-level decision imposing an employment sanction preventing future appointment.