

Michigan Civil Service Commission

Regulation 4.03

Subject: Employee Generated Position Reviews		
SPDOC No.: 20-01	Effective Date: March 2, 2020	Replaces: Reg. 4.03 (SPDOC 19-11, October 1, 2019)

1. Purpose

This regulation establishes procedures for an employee to request a position-classification review from Civil Service.

2. CSC Rule References

4-2 *Position Classification Review*

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(a) Position review. An appointing authority shall give notice to civil service staff of material changes in the duties and responsibilities that may impact the proper classification of a position. If the appointing authority does not notify the civil service staff of material changes, the employee occupying the position may initiate a position review by filing an updated position description and a written request with the civil service staff.

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(c) Effective date of change. A change in the classification of a position based on a review under this rule is on a current basis, except as otherwise approved by the state personnel director.

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4-5 *Working out of Class*

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(b) Working-out-of-class pay. If an employee is assigned to work out of class for more than 10 consecutive work days, the employee is entitled to supplemental pay and benefits for the temporary assignment in accordance with the civil service rules and regulations.

(1) Claims for working-out-of-class pay. If an employee is assigned to work out of class and does not receive authorized supplemental working-out-of-class pay and benefits, the employee may request a technical working-out-of-class determination.

(A) Time limit. A request for a technical working-out-of-class determination must be filed during the working-out-of-class assignment or, after the end of the assignment, within the time specified in the regulations.

(B) Back pay. *In a technical working-out-of-class determination, the civil service review officer may award back pay and benefits for working out of class for a maximum of one year before the end of the working-out-of-class assignment. No supplemental working-out-of-class pay or benefits are payable for any period longer than one year even if the employee worked out of class for more than one year.*

(2) Relation to collective bargaining. *Working out of class is a prohibited subject of bargaining. The exclusive procedure for any employee, including an exclusively represented employee, to bring a claim for working-out-of-class pay or benefits is to file a request for a technical working-out-of-class determination.*

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3. Standards

- A. If an appointing authority does not notify Civil Service of material changes in duties and responsibilities assigned to a position, the employee occupying the position may initiate a position review under regulation 4.03 or a working-out-of-class determination under regulation 4.08 by electronically submitting an updated position description in [PARIS](#).
- B. A group of employees, in the same classification and performing similar duties and responsibilities, may submit a composite position description for a joint position review. The employee originating the request must enter the other employees' ID numbers. Once submitted, all included employees will receive notification and must electronically verify the joint request.
- C. Civil Service determines if a position is eligible for review under regulation 4.05. If ineligible, Civil Service notifies the employee and appointing authority.
- D. Civil Service staff forwards the request and proposed position description to the appointing authority for review. Notice is also sent to the employee that Civil Service has received the request and asked for the appointing authority's response.
- E. The appointing authority shall complete and submit the supervisor and appointing-authority sections of the position description to Civil Service within 28 days. An additional 14 days are allowed if professional managerial and specialist positions require a scored evaluation or ranking. Civil Service may grant extensions for good cause.
- F. The appointing authority's response to the Position Action Request must state whether the employee meets the requested classification's minimum requirements and is satisfactorily performing the classification's duties and responsibilities.
- G. The appointing authority may submit any other necessary information for Civil Service to make a classification decision.
- H. Civil Service may conduct an onsite position review to gather additional information.

- I. If requested information is not timely received from the appointing authority, Civil Service may review the position based on information provided by the employee and obtained at any onsite position review.
- J. The effective date assigned to a classification action from an employee-generated request is determined in accordance with regulation 4.04.

4. Procedure

Responsibility	Action
Employee	1. Completes employee information section of position description and electronically submits to Civil Service using PARIS .
Civil Service	2. Administratively reviews request for eligibility under regulations and classification guidelines. 3. Submits employee's request and completed position description to appointing authority. Notice is also sent to employee.
Appointing Authority	4. Directs employee's immediate supervisor to complete supervisor information section of position description. 5. Completes appointing authority information section of position description and provides any other information necessary to review position and render classification decision. 6. Submits completed position description and Position Action Request to Civil Service.
Civil Service	7. If necessary information is not timely received from appointing authority, reviews position based on information provided by employee and obtained at any onsite position review. 8. Reviews request, renders decision, assigns effective date, and signs off on request. 9. Human Resources Management Network (HRMN) is updated with appropriate position and employee record changes and notice is sent to employee and appointing authority. 10. If classification action is disapproved, employee is informed of appeal rights.
Appointing Authority	11. Receives final Position Action Request and informs management of classification decision.

CONTACT

Questions on this regulation may be directed to Classifications and Selections, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; 517-284-0103; or MCSC-OCSC@mi.gov.