

Michigan Civil Service Commission

Regulation 5.11

Subject: Employees Occupying Multiple Positions		
SPDOC No.: 22-15	Effective Date: January 1, 2023	Replaces: Reg. 5.11 (SPDOC 16-06, January 1, 2017)

1. Purpose

This regulation establishes the standards and procedures for compensating employees who occupy multiple positions.

2. CSC Rule References

5-3 *Compensation Schedules*

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5-3.7 *Compensation from Other State Sources*

A classified employee who concurrently occupies more than one position in the state service cannot be credited with more than 80 hours in pay status for any purpose, except salary. Salary is prorated and paid by each agency on the basis of time actually worked for each agency.

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3. Standards

- A. Allowed.** A classified employee may concurrently occupy multiple positions in the state service, in either the same or different agencies.
- B. Limits.** An appointing authority cannot appoint another agency's employee to a second position without first obtaining documentation from the other agency allowing the employee to engage in supplemental employment.
- C. Compensation, Longevity, and Benefits.** The employee is paid by an agency for hours worked in the agency.
 - 1. Eligibility for overtime is based on the combined number of hours worked for all agencies.
 - 2. An employee cannot be credited more than 80 hours in pay status per pay period for any purpose, except salary.
- D. Proration.** Overtime, longevity, and fringe benefits for career employees occupying positions in multiple agencies are prorated as follows:

1. For an employee occupying a full-time position and one or more part-time position:
 - a. The primary agency, for which the employee works full-time, pays the employee at straight-time rates for regularly scheduled shifts. All time worked in a part-time position is paid in accordance with regulation 5.02.
 - b. The primary agency provides the complete longevity and fringe benefit package.
 2. For an employee occupying multiple part-time positions but no full-time position:
 - a. If the combined regularly scheduled hours of work per pay period is 80 or fewer:
 - (1) The employee is paid at straight-time rates for all regularly scheduled work hours. An eligible employee is paid for overtime worked in accordance with regulation 5.02 by the agency for which overtime is worked.
 - (2) Each agency provides longevity and fringe benefits in proportion to the number of regularly scheduled hours in the pay period in pay status.
 - b. If the combined number of regularly scheduled hours of work per pay period exceeds 80 hours:
 - (1) The employee is paid at straight-time rates by the agency beginning with that for which the employee has the longest service. This continues until an agency's regular scheduling causes the employee to work over 80 hours in a pay period. Those excess hours must be paid in accordance with regulation 5.02. The employee is also paid for any other overtime hours worked by the agency for which it is worked.
 - (2) Fringe benefits and longevity are prorated between agencies in proportion to the number of regularly scheduled hours paid at straight time rates.
- E. Leave Use.** An employee may use accrued leave balances for absence from scheduled work in any position.

CONTACT

Questions on this regulation may be directed to Compensation, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; at 517-241-0837; or MCSC-Compensation@mi.gov.