

REGULATION

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Authority: Regulations are issued by the State Personnel Director under authority granted in the Michigan Constitution and the Michigan Civil Service Commission Rules. Regulations are subordinate to the Commission Rules.			
Subject: COMPUTING TIME AND FILING DOCUMENTS			

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1. PURPOSE

This regulation provides (1) uniform standards and requirements for computing periods of time in agency grievance proceedings and Civil Service proceedings and (2) requirements for filing documents in Civil Service proceedings.

2. DEFINITIONS

A. Civil Service Commission Rule Definitions

1. *Good cause means an acceptable excuse for failing to file or take other required action timely. Good cause does not include a person's own carelessness, negligence, or inattention to the filing or other requirements.*
2. *Special extenuating circumstances means a compelling excuse for the failure to file a matter timely that arises out of one of the following:*
 - (a) *An intentionally or fraudulently misleading action by an appointing authority or party that prevented the filing.*
 - (b) *Serious physical or mental incapacity of the person that prevented the filing.*
 - (c) *Extraordinary unforeseen circumstances outside the control of the person that prevented the filing.*

B. Additional Definitions as used in this Regulation

1. **Civil Service proceeding** means any administrative, technical, or quasi-judicial proceeding conducted by Civil Service, the State Personnel Director, the Employment Relations Board, or the Civil Service Commission. Civil Service proceeding does **not** include steps of the grievance process conducted at the agency level.
2. **Day** means a calendar day, including a Saturday, Sunday, and state holiday, except as described in 3.B.2.d.
3. **Document** means any paper required to be filed, mailed, or received in any Civil Service proceeding. Document includes, but is not limited to, a grievance appeal, technical complaint, claim of appeal, application for leave to appeal, motion, brief, decision, order, or recommendation.
4. **Agency grievance proceeding** means the steps of the Civil Service grievance process authorized by Civil Service Regulation 8.01 conducted at the agency level leading to a final grievance decision of the appointing authority.
5. **Mailed** means deposited in a United States Postal Service mail receptacle properly addressed, containing the document to be mailed, and with first-class postage fully prepaid on the envelope.
6. **Postmark** means a date stamp placed on a mailed envelope or a receipt issued by the United States Postal Service indicating the date the envelope was mailed or received by the United States Postal Service for mailing. A postmark does not include a date stamp placed by the sender, such as a postage meter stamp.
7. **Workday** means a day, Monday through Friday, on which the state executive offices are open for business. Workday does not include a Saturday, Sunday, or state holiday.

3. STANDARDS

A. Application of Regulation.

1. Standard 3.B, Computing Time Periods, and applicable definitions apply to all (1) agency grievance proceedings and (2) Civil Service proceedings.
2. Standard 3.C, Delivery and Receipt of Documents in Civil Service Proceedings, and applicable definitions apply to all Civil Service proceedings, but do **not** apply to agency grievance proceedings.

B. Computing Time Periods.

1. Application.

Unless a rule or another regulation specifically provides a different method, all time periods required by a rule or regulation for a Civil Service proceeding or an agency grievance proceeding are measured in days, weeks, months, or years, as provided in this regulation.

2. Counting Time.

- a. **Counting days.** The first day of a period measured in **days** is the day after the occurrence that starts the period. The last day of the period is included.

▶▶ Example of counting days: “An appeal must be filed **within 14 calendar days** after the final grievance decision is issued.”

If the final decision is issued on Wednesday, September 13, the 14-day appeal period begins the next day, Thursday, September 14. The grievance appeal must be received by Civil Service staff no later than Wednesday, September 27. The calendar below highlights the 14 calendar days as they are counted:

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13/Decision Issued Today	14	15	16
17	18	19	20	21	22	23
24	25	26	27/ Appeal Due Today	28	29	30

- b. **Counting Weeks.** The first day of a period measured in **weeks** ends on the same day of the week as the occurrence that starts the period.

▶▶ Example of counting weeks: “An appeal must be filed **within 3 weeks** after the final decision is issued.”

If the final decision is issued on Tuesday, October 5, any appeal must be received by Civil Service staff no later than Tuesday, October 26. The calendar below highlights the three weeks as they are counted:

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5/Decision Issued Today	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26/Appeal Due Today	27	28	29	30
31						

- c. **Counting months or years.** A period measured in **months** or **years** ends on the same day of the month as the occurrence that begins the

period. If what would otherwise be the final month does not include that day, the last day of the period is the last day of that month.

▶▶ Examples of counting months: “An appeal must be filed within **6 months** after the date the final decision is issued.”

Example 1: If the final decision was issued on Wednesday, May 15, 2013, any appeal must be filed on or before Friday, November 15, 2013.

Example 2: If the final decision was issued on Thursday, October 31, 2013, any appeal must be filed on or before Wednesday, April 30, 2014. [Because April 2014 has no 31st day, the last day of April, the 30th, is the last day of the period.]

- d. **Effect of a Saturday, Sunday, and state holiday.** The occurrence of a Saturday, Sunday, or state holiday does **not** lengthen a filing period unless the last day of the period is a Saturday, Sunday, or state holiday. In such an event, the period runs until the next workday.

▶▶ Example: “An appeal must be filed **within 14 calendar days** after the final grievance decision is issued.”

If the final grievance decision is issued on Friday, December 18, the grievance appeal must be received by Civil Service staff no later than Monday, January 4. The 14-day period is **not** extended by the state holidays on December 24, 25, and 31. However, since the last day of the period would fall on the holiday on January 1, the period is extended to the next workday, Monday, January 4.

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Dec 13	Dec 14	Dec 15	Dec 16	Dec 17	Dec 18/ Decision mailed Today	Dec 19
Dec 20	Dec 21	Dec 22	Dec 23	Dec 24 Holiday	Dec 25 Holiday	Dec 26
Dec 27	Dec 28	Dec 29	Dec 30	Dec 31 Holiday	Jan 1 Holiday	Jan 2
Jan 3	Jan 4/ Appeal Due Today	Jan 5	Jan 6	Jan 7	Jan 8	Jan 9

C. Delivery and Receipt of Documents in Civil Service Proceedings.

- Documents Received by Civil Service.** If a period ends or begins on the date a document is received in a Civil Service office, the document is deemed received on the date the document is **received** in the Civil Service office while the office is open to the public. A document must be **received** in the Civil Service office before the relevant period expires to be timely. Receipt of documents by email is determined by the time-stamp for the message.
- Documents Sent by Civil Service.** If a period begins on the date a document is issued by a Civil Service office, the period begins on the **earliest** of the following:

- a. The date the document is mailed or sent by other courier by Civil Service to the last address provided by the recipient. The mailing date is the date on the document, unless the postmark or other document is offered to demonstrate otherwise.
 - b. The date the document is delivered to a responsible person in the office of the recipient at a time the office is open.
 - c. If delivered by fax, the date the document is sent to the fax number provided by the recipient and receipt is confirmed.
 - d. If delivered by e-mail, the date the document is sent to the email address provided by the recipient.
 - e. The date the recipient actually receives the document.
3. **Extension of Period.** Unless a rule or regulation permits the parties to stipulate to an extension of time, a deadline for filing a document in a Civil Service proceeding cannot be extended without the prior consent of an authorized Civil Service officer before a deadline has passed.
4. **Effect of Time Limits.** A document filed late in a Civil Service proceeding shall be dismissed as untimely unless accompanied by a written explanation of the reasons for the late filing that establishes either good cause or special extenuating circumstances.
- a. **Good cause.** A filing that is up to 28 calendar days late shall be denied as untimely, unless the filing party establishes good cause that was not due to the filing party's own negligence.
 - b. **Special extenuating circumstances.** A filing that is over 28 calendar days but less than 1 year late shall be denied as untimely, unless the filing party establishes special extenuating circumstances.
 - c. **Maximum Limit.** A filing that is 1 year or more late shall be denied as untimely.
5. **Correcting Deficiencies in Documents.** If a party in a Civil Service proceeding files a document that does not substantially comply with the requirements of a rule, regulation, or order, an adjudicating officer shall issue a deficiency notice to the party. If the party does not correct the deficiency within 14 calendar days after the date the notice was issued, the adjudicating officer shall reject the document, dismiss the party's claim, or take other appropriate action.

CONTACT

Questions regarding this regulation should be directed to the Office of the General Counsel, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909, by telephone at 517-373-3024, or by email to MCSC-OGC@mi.gov.