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STATE PERSONNEL DIRECTOR OFFICIAL COMMUNICATION

SPDOC No. 15-04

TO: ALL APPOINTING AUTHORITIES, HUMAN RESOURCES OFFICERS,
AND RECOGNIZED EMPLOYEE ORGANIZATIONS

FROM: MATT FEDORCHUK, ACTING STATE PERSONNEL DIRECTOR 

DATE: APRIL 22, 2015

SUBJECT: PROPOSED AMENDMENTS TO CIVIL SERVICE COMMISSION RULES
1-4, 5-5, 5-6, AND 5-9

Staff proposes several amendments to the rules:

1. Rule 5-6.14 would be added to implement the recommendation of the coordinated compensation panel adopted by the commission last December:

5-6.14 Financial Institution Classification Incentive Payment Program

(a) Incentive Payment Program. Effective October 1, 2015, the department of insurance and financial services may implement an incentive program to enhance employee retention subject to the following conditions:

- (1) Classifications.** Employees in the Financial Institution Examiner 12, Financial Institution Specialist 13, and Financial Institution Manager 13, 14, and 15 classifications may be eligible for incentive payments.
- (2) Criteria.** The department shall propose criteria to determine when incentive payments are payable. The proposed criteria are not effective until approved by the state personnel director.
- (3) Payments.** The timing and amount of incentive payments are at the department's discretion, but total payments to an employee in a fiscal year cannot exceed 10% of the employee's annual base rate of pay.

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Copies of Regulations may be viewed in Civil Service Commission's Regulatory Information Web site, at
<http://www.michigan.gov/mdcs/0,1607,7-147-6877---,00.html>

(b) Expiration. If departmental turnover in eligible classifications from October 1, 2015, to September 30, 2018, is less than turnover in eligible classifications from October 1, 2012, to September 30, 2015, the program may continue; otherwise any program under this rule expires on September 30, 2018.

2. Several rules would be amended to reflect reorganizations or prevent the need for future amendments based on renaming of agencies or facilities:

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5-5.1 Prison Employee Premium

(a) Eligibility. An employee who meets any of the following eligibility criteria is paid a special prison premium rate:

- (1) An employee assigned regular and recurring responsibility for custody or supervision of prisoners in the department of corrections.
- (2) An employee in a position located at a correctional or a mental health facility who handles, on a regular and recurring basis, the personal, financial, or other matters affecting the well-being of prisoners of the department of corrections.
- (3) An employee whose work location is within the security perimeter of a ~~correctional~~ facility ~~or within a facility of the department of community health~~ housing corrections prisoners, thereby placing the employee in an environment where physical confrontation could occur.

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5-5.2 High Security Retention Premium

(a) Eligibility. An employee who meets the following eligibility criteria is paid a high security retention premium.

- (1) An employee who is classified as a Forensic Security Supervisor 11-14 ~~at the department of community health center for forensic psychiatry.~~

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5-6.7 Conservation Officer 13 Premium

An employee classified as a Conservation Officer–Law Supervisor 13 who is identified by the appointing authority ~~department of natural resources~~ and approved as eligible by civil service staff may be credited with ~~an additional~~ 1.2 hours of straight-time compensation ~~for~~ each biweekly pay period.

5-6.8 Premium for ~~Department of Education~~ Schools for the Deaf and Blind Employees Providing Extracurricular Program Services

- (a) **Eligibility.** An employee of the Schools for the Deaf and Blind who provides coaching or other extracurricular program services is paid an extracurricular activities premium.
- (b) **Rate.** The civil service commission shall approve the payment of premiums for the extracurricular program services.

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5-6.10 Severance Pay

(a) Eligibility.

- (1) **Employees.** The following employees are eligible for severance pay if they meet the criteria in subsection (a)(2) and are not disqualified by the criteria in subsection (a)(3):
 - (A) An “agency based” employee of the department of ~~community~~ health and human services laid off because of deinstitutionalization of the department of ~~community~~ health and human services resident population after October 1, 1996.
 - (B) A nonexclusively represented employee who is indefinitely laid off on or after October 1, 1995.

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5-9.3 Special Supplement up to Full Weekly Net Wage

(a) Eligibility.

- (1) **Employees.** The following employees are eligible:
 - (A) An employee of the department of corrections in a correctional facility who is injured during a riot or as a result of an assault by a prisoner housed in the correctional facility.
 - (B) An employee of the department of state who is injured as a result of an assault while performing employment duties, rendering direct services to the public.
 - (C) An employee of the department of ~~community~~ health and human services who is injured as a result of an assault by a recipient of mental health services.

- (D) An employee of the department of [health and](#) human services who is injured during the course of employment as a result of an assault by a recipient of social services at the W. J. Maxey Training School campus in Whitmore Lake or any of its affiliated facilities, the ~~Adrian training school in Adrian, the Arbor Heights Center in Ann Arbor, Camp Nokomis in Prudenville,~~ Camp Shawano in Grayling, or a similar facility under the jurisdiction of the department of [health and](#) human services established or funded by the state.
- (E) A person employed by the department of military and veterans affairs who is injured during the course of employment as a result of an assault by a recipient of social services at ~~the Grand Rapids veterans facility at Grand Rapids, the D. J. Jacobetti veterans facility at Marquette, or any other~~ veterans facility operated by the department of military and veterans affairs.

3. A reference to “human services staff” in Rule 1-4.3(b)(3) would be replaced with “human resources staff.”

The proposed amendments will be considered by the Commission at its next meeting, at 10:00 a.m., Wednesday, May 20, 2015, at the Capitol Commons Center, 400 South Pine St., Lansing. Comments on the proposed amendments may be addressed to John Gnodtke, Acting Deputy Director, P.O. Box 30002, Lansing, Michigan, 48909, or gnodtkej@mi.gov. Comments should be received by May 6, 2015.