

RICK SNYDER
GOVERNOR



STATE OF MICHIGAN
CIVIL SERVICE COMMISSION

COMMISSIONERS
JANET McCLELLAND, CHAIR
JAMES BARRETT
JASE BOLGER
ROBERT W. SWANSON

STATE PERSONNEL DIRECTOR
JANINE M. WINTERS

STATE PERSONNEL DIRECTOR OFFICIAL COMMUNICATION

SPDOC No. 17-09

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

FROM: JANINE M. WINTERS, STATE PERSONNEL DIRECTOR

A handwritten signature in cursive script that reads "Janine M. Winters".

DATE: SEPTEMBER 29, 2017

SUBJECT: **UPDATED CIVIL SERVICE COMMISSION RULE BOOK**

THIS DOCUMENT IS AVAILABLE UPON REQUEST IN ALTERNATIVE FORMATS. FOR FURTHER
INFORMATION CALL (517) 284-0115.

The Michigan Civil Service Commission has previously approved rules with a prospective effective date of October 1, 2017:

- On April 26, 2017, the commission added:
 - Rule 5-6.15 to allow an appointing authority to pay a signing bonus of up to \$5,000 to a newly hired Registered Nurse Manager, subject to repayment if the employee resigns employment with the agency within two years after appointment, and
 - Rule 5-6.16 to allow an appointing authority to pay on September 30, 2018, a one-time retention bonus to a Registered Nurse Manager continuously employed since September 30, 2017.
- On September 20, 2017, the commission amended Rule 5-6.12 to allow an appointing authority to designate up to 2% of its non-exclusively represented positions as critical and pay those employees a premium. The new language replaced language creating an obsolete retention bonus.

The attached rulebook, effective October 1, 2017, reflects these amendments.

Please also note that contact information in the rulebook and in regulations will be updated to reflect recent changes in staff phone numbers. Regulations will not be formally reissued, but the contact information on their last pages will be updated.

Attachment