

# Michigan Civil Service Commission

## Regulation 2.06

Subject: <b>Conducting Employee Performance Ratings</b>		
SPDOC No.: <del>16-06</del> <u>17-XX</u>	Effective Date: January 1, 2017 <del>8</del>	Replaces: Reg. 2.06 (SPDOC <del>07-14, October 7, 2007</del> <u>16-06, December 15, 2016</u> )

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## 1. Purpose

This regulation establishes procedures ~~approved by the director~~ to conduct ~~employee~~performance ratings.

## 2. CSC Rule References

### 2-3 ~~Performance Ratings~~

#### 2-3.1 Rating System

(a) **Regulations.** ~~The state personnel~~ director shall issue regulations to establish a system of ~~probationary ratings, annual ratings, performance and interim ratings, and follow-up ratings~~ for appointing authorities to evaluate and report employee performance and behavior. Probationary ratings are addressed in rule 3-6.

(b) **Ratings.**

(1) ~~Types of performance ratings.~~ A rating issued under this rule is a single overall evaluation of the employee's performance and behavior ~~of the employee~~ for the relevant rating period:

(A) ~~Probationary rating.~~ Performance. A performance rating rates the employee's overall performance and behavior ~~of the employee as either satisfactory or unsatisfactory.~~

~~(B) Annual rating.~~ ~~An annual rating rates the overall performance and behavior of the employee as either satisfactory~~ high performing, meets expectations, or needs improvement. High-performing and meets-expectations ratings are satisfactory.

~~(CB) Interim and follow-up ratings.~~ An interim rating rates ~~the performance or behavior of the employee as unsatisfactory.~~ A follow-up rating rates the employee's overall performance ~~of the employee~~ and behavior as ~~either~~ satisfactory or unsatisfactory.

(2) **Methods.** Unless ~~provided otherwise in the~~ regulations provide otherwise, an appointing authority may use any appropriate ~~performance~~ rating method ~~developed or~~ approved by the

- ~~state personnel~~ director to evaluate and rate employees. If ~~an approved rating~~ a method yields overall ~~performance~~ evaluation categories different ~~than~~ from those in subsection (b)(1), the categories must equate to ~~the~~ those overall performance categories ~~required in subsection (b)(1)~~. An appointing authority may also develop systems to provide ongoing feedback to employees on performance that are not ratings, but may form a basis for ratings under this rule.
- (3) **Component parts.** If an overall rating is satisfactory, a ~~negative~~ non-satisfactory evaluation on ~~an individual~~ a subpart of the ~~performance evaluation rating~~, such as an ~~individual~~ objective, a competency, or a factor, is not grievable or reviewable in the agency review procedure.
- (c) **Review ~~with employee~~.** A supervisor ~~must or designee shall~~ review each ~~probationary, annual, performance or interim, and follow up~~ rating with the employee. Both ~~the supervisor and the employee must~~ shall sign ~~and date~~ each rating as evidence of the review. The employee's signature ~~on the rating~~ does not indicate ~~that the employee agrees with the rating. The agreement.~~ An employee may file an explanatory statement ~~to accompany the~~ with a rating.
- (d) **Use ~~of ratings~~.** A performance or interim rating may be considered in making ~~human resource~~ employment decisions, including, ~~for example~~ appointment, promotion, retention, assignment, and training.
- (e) **Report.** ~~If required by the civil service regulations,~~ Each appointing authority shall report or certify ~~probationary, annual, performance and interim, and follow up~~ ratings to civil service staff.

### ~~2-3.23 Annual~~ Performance Ratings

- (a) **General.** ~~The following apply to all annual ratings for employees in compensation plans with fixed steps and in performance pay programs.~~
- ~~(1) Annual rating required.~~ An appointing authority shall evaluate ~~the performance of~~ each non-probationary ~~employee~~ employee's performance and issue ~~an annual~~ a performance rating as ~~required in the civil service rules and regulations~~ require.
- ~~(2) Number and timing.~~ (1) Timing. An appointing authority shall issue ~~an annual~~ a performance rating at least once annually. ~~In addition, the appointing authority, but~~ may issue ~~additional annual ratings at any time. If the employee has received an interim rating or an unsatisfactory follow up rating, the~~ performance ratings anytime. An appointing authority ~~is~~ need not ~~obligated to~~ issue ~~an annual~~ a performance rating for any period covered by ~~the~~ an interim ~~or follow up~~ rating.
- ~~(3) Performance improvement plan.~~ If an employee receives a needs ~~improvement~~ annual rating, the appointing authority ~~must~~ shall establish a performance ~~improvement~~ plan to monitor the employee's performance. The ~~performance improvement~~ plan must establish a date by which the appointing authority will issue another ~~annual~~ rating ~~to evaluate~~ evaluating the employee's performance under the ~~performance improvement~~ plan. ~~If performance has not improved, the appointing authority may issue an interim rating based on performance under the plan.~~

(43) **Agency review procedure.** Each appointing authority shall establish ~~an agency review~~ procedure for employees to obtain a review of a needs-improvement ~~annual~~ rating. ~~The procedure must provide for a review~~ by the appointing authority or ~~the appointing authority's~~ designee. If ~~the annual~~ rating is not grievable ~~or~~, ~~the appointing authority's review is also not~~ appealable ~~to civil service staff, the review of the appointing authority is also not grievable or appealable.~~

(b) **Compensation plans with fixed steps.** ~~The following apply to annual ratings for employees in compensation plans with fixed steps:~~

(1) **Satisfactory ~~annual~~ rating.** A satisfactory ~~annual~~ rating is not discipline and is not grievable or reviewable.

(2) **Needs-improvement ~~annual~~ rating.** ~~The following apply to needs improvement annual ratings:~~

(A) **Discipline Complaints.** A needs-improvement ~~annual~~ rating is not discipline.

~~(B) **Complaints.** A needs improvement annual rating and cannot be grieved, unless the employee alleges that the annual rating was issued in violation of violated rule 1-8 [Prohibited Discrimination] or rule 2-10 [Whistleblower Protection]. However, ~~an~~. An employee may request a review of a needs improvement annual the rating within the agency review procedure ~~authorized in subsection (a)(4).~~~~

~~(C) **Effects.**~~

~~(1) **Step.** An employee who receives a needs-improvement ~~annual~~ rating is eligible for a step increase.~~

~~(2) **Reclassification.** An employee who receives a needs improvement annual rating is, but is not ineligible for reclassification until a later satisfactory rating is issued. A reclassification ~~action~~ cannot be ~~made~~ retroactive to a date before a new satisfactory rating is issued.~~

(c) **Performance-pay program ~~ratings and actions~~.** ~~The following apply to annual ratings and performance pay actions for employees in performance pay programs in (1) the senior executive service, (2) the senior executive management assistant service, (3) equitable classification plan (ECP) Group 4, and (4) ECP Groups 1, 2, and 3 if the state personnel director has approved the employee's inclusion in a performance pay program:~~

(1) **Salary review.** An appointing authority shall complete a salary review for each employee in a performance-pay program ~~at the same time it completes the annual~~ after completing a performance rating. The appointing authority shall use the ~~annual~~ rating as one factor in determining the employee's eligibility for ~~an increase in~~ base-salary increase or ~~a lump-sum~~ award authorized in rule 5-3.4 ~~[Operation of Compensation Schedules].~~

(2) **Satisfactory ~~annual~~ rating.** A satisfactory ~~annual~~ rating is not discipline and is not grievable or reviewable.

(3) ~~Needs-improvement annual rating. The following apply to~~

~~(A) Complaints. A needs-improvement annual ratings:~~

~~(A) Discipline. A needs-improvement annual rating is not discipline.~~

~~(B) Complaints. A needs-improvement annual rating and cannot be grieved, unless the employee alleges that the annual rating was issued in violation of it violated rule 1-8 [Prohibited Discrimination] or rule 2-10 [Whistleblower Protection]. However, an. An employee may request a review of a needs-improvement annual the rating within the agency review procedure authorized in subsection (a)(4).~~

~~(B) Effects.~~

~~(1) Performance pay award. An employee who receives a needs-improvement annual rating is not ineligible for a performance-pay award or reclassification until a later satisfactory rating is issued. A performance pay award cannot Neither can be made retroactive to a date before a new satisfactory rating is issued.~~

~~(2) Reclassification. An employee who receives a needs-improvement annual rating is not eligible for a reclassification until a later satisfactory rating is issued. A reclassification action cannot be made retroactive to a date before a new satisfactory rating is issued.~~

(4) ~~Grievances regarding other performance pay actions.~~ Performance-pay awards are discretionary. An employee is not authorized to cannot grieve or appeal a performance-pay action, unless a grievance or an appeal is specifically permitted in this rule or the applicable regulations.

(A) ~~Grievance permitted Permitted.~~ An employee aggrieved by any of the following performance-pay actions may file a grievance as authorized in rule 8-1 [Grievances] and the applicable regulations:

(1) The employee's pay base salary is reduced.

(2) The appointing authority does not rate the employee's performance of the employee at least once annually.

(3) The performance-pay action is alleged to violate violates rule 1-8 [Prohibited Discrimination] or rule 2-10 [Whistleblower Protection].

~~(B) Grievance prohibited. Except as expressly authorized in subsection (c)(4)(A), the employee cannot grieve a final performance pay decision of the appointing authority. By way of example only, the following performance pay actions cannot be grieved:~~

~~(B) Prohibited. Non-grievable performance-pay actions include:~~

(1) The amount of a performance-pay award.

(2) The failure to receive an performance pay award.

- (3) The distribution of an ~~performance pay~~ award between a ~~base~~ salary ~~adjustment~~ increase and a ~~lump-sum~~ award.
- (4) ~~The~~ Another employee's performance ~~evaluation~~ rating or ~~performance pay~~ award of ~~another employee~~.
- (5) The decision to include a position in, or exclude a position from, a performance-pay program.
- (6) The performance-pay program itself, including, ~~for example, the~~ performance standards, agency evaluation methods, rating categories, and agency salary-range subdivisions.

### 2-3.43 ~~Interim and Follow-up~~ Ratings

- (a) **Interim ratings.** An appointing authority may evaluate the performance and behavior of an employee, including a probationary employee, and issue an interim ~~service rating at any time. An interim rating is an unsatisfactory rating~~ rating anytime.
- (b) **~~Follow-up ratings.~~**
  - (1) ~~Follow-up rating~~ Rating period. If ~~the~~ an appointing authority issues an unsatisfactory interim rating but does not dismiss the employee, the appointing authority shall establish in writing ~~the length of a follow-up rating period. If, during the follow-up rating period, the~~ an employee is ~~placed~~ suspended, on ~~an unpaid~~ leave of absence ~~without pay,~~ or on extended sick leave, the ~~follow-up rating~~ period is automatically extended ~~for an additional~~ by a period equal to the ~~period of the employee's absence. Within 28 days after its end, an appointing authority may extend in writing the period's length to a total of up to 12 months. An extension cannot be grieved.~~
  - (2) **Follow-up interim rating.** The appointing authority shall evaluate the employee's performance and behavior ~~of the employee~~ during the follow-up rating period and issue ~~a follow-up~~ another interim rating ~~as required in the civil service rules and regulations.~~ The appointing authority shall issue the ~~follow-up rating~~ or extend the rating period before or within by 28 ~~calendar~~ days after the ~~end of the follow-up rating~~ period ends. If the appointing authority fails to timely issue ~~a follow-up~~ the rating or an extension ~~within the time allowed,~~ the employee may, ~~within 14 calendar days after the end of the period allowed for~~ request its issuance ~~of the follow-up rating, request~~ in writing ~~that~~ to the appointing authority's ~~issue the follow-up rating~~ human resources director. If the appointing authority fails to issue ~~the a rating or an extension~~ follow-up rating within 14 ~~calendar~~ days in writing after ~~the employee's receiving a valid~~ written request, the employee is returned to satisfactory standing, effective the end of the ~~follow-up~~ rating period. ~~However, the return to satisfactory standing does not nullify any prior interim rating or unsatisfactory follow-up rating or preclude the later use of any such rating.~~
- (c) **Discipline.** ~~Interim ratings and unsatisfactory follow-up~~ Unsatisfactory interim ratings are discipline and may be the basis for additional discipline, up to and including dismissal.
- (d) **Grievances.**

- (1) ~~Non-probationary employee.~~ A non-probationary employee who receives an unsatisfactory interim rating ~~or an unsatisfactory follow-up rating~~ may grieve the rating ~~as provided in rule 8-1 [Grievances] and the applicable regulations.~~
- (2) ~~Probationary employee.~~ A probationary employee who receives an unsatisfactory interim rating ~~or an unsatisfactory follow-up rating~~ may grieve the rating only as provided in rule 3-6.45 ~~[Grievance of Probationary Rating or Discipline].~~

~~(e)~~ Effects.

- ~~(1)~~ An employee who receives an unsatisfactory interim rating ~~or an unsatisfactory follow-up rating~~ is not ineligible for a step increase, a performance-pay award, or reclassification until a later satisfactory rating is issued. ~~(2) The period during which the employee is rated as unsatisfactory is not counted as qualifying time for a step increase or reclassification. A step increase, performance-pay award, or reclassification.~~ Any such action cannot be ~~made~~ retroactive to a date before a new satisfactory rating is issued. ~~(f) — Commission action. If an employee receives an interim rating and a subsequent unsatisfactory follow-up rating and the appointing authority has taken no adverse action, the state personnel director may recommend to the civil service commission that the employee be separated from the classified service. The period under an unsatisfactory rating is not qualifying time for a step increase or reclassification.~~

~~2-6 — Discipline~~

~~3-6 — Probation and Status~~

### 3. Definitions

~~A. CSC Rule Definitions.~~

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BA. Definitions in This Regulation.

1. **Competency** means the ability, skill, knowledge, and motivation needed for success on the job.

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29. **Supervisor**, ~~for the purpose of this regulation,~~ means the person ~~who has~~ with formal authority ~~for enforcing~~ to enforce directives and ~~ensuring~~ ensure satisfactory performance of subordinates. A supervisor may be immediately superior in ~~the employee's chain of command or may be~~ or removed, but directly in the employee's chain of command.

## 4. Standards

### A. General Standards.

1. Performance management plans and performance ratings are required for all career employees in the classified service.
2. All supervisory, managerial, ~~administrative~~, and executive employees must have ~~included~~ in their performance management ~~plan~~plans a factor or competency ~~to establish~~establishing a performance expectation ~~for conducting~~to conduct timely and effective employee ratings.

### ~~B. Rating Forms.~~

- ~~1. Performance Management and Competency Rating forms used for (1) probationary ratings; (2) annual ratings for nonprobationary employees; and (3) progress reviews are listed below:~~

~~— Group 1: CS 1750~~

~~— Group 2: CS 1751~~

~~— Group 3 Managers: CS 1761~~

~~— Group 3 Supervisors: CS 1752~~

~~— Group 4/SES: CS 1719~~

- ~~— An appointing authority may use an alternative rating form approved by the State Personnel Director until the agency begins using the on-line forms as provided in § B.2 below.~~

- ~~2. An on line~~3. [Meets expectations and high-performing ratings are satisfactory.](#)

### B. Forms.

1. An online performance management form accessible through MI HR Self-Service or [NEOGOV](#) is to be used instead of the above listed rating forms for all annual and probationary ratings. Each agency must have a plan approved by the State Personnel Director that addresses the timing of the transition of the agency's employees to the automated performance management system. Any exceptions must be approved by the State Personnel Director.[ratings, unless the State Personnel Director has approved an alternative method, including continued use of the paper CS-1750 \(Group 1\); CS-1751 \(Group 2\); CS-1761 \(Group-3 Managers\); CS-1752 \(Group-3 Supervisors\); and CS-1719 \(Group-4/SES\).](#)
- ~~3. For purposes of this regulation, ratings of "Meets Expectations" and "High Performing" are equivalent to a satisfactory rating.~~

42. A separate ~~interim rating form~~, Interim Employee Rating form (CS-375), ~~must be~~ is used for interim ~~and follow up~~ ratings.

### ~~C. Probationary Ratings.~~

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### ~~DC. Annual Performance Ratings and Progress Reviews (Nonprobationary Employees).~~

#### 1. General Requirements.

- a. ~~An annual~~ rating of an employee's performance ~~shall~~must be conducted at least once per year. The appointing authority shall determine ~~whether~~if employees ~~will be~~are rated on their anniversary date, ~~or if~~ a common annual date.
- b. If an employee receives an interim rating, the appointing authority need not issue a performance rating for any period covered by the interim rating.
- c. Supervisors shall review ~~date will be established. The supervisor shall review the employee's~~employees' performance and behavior ~~in relation to the~~under established, measurable, and specific performance factors, objectives, and competencies. ~~b, except Group-1 employees require only competencies. The supervisor shall review rating criteria with the employee at the start of each rating period. The employee and supervisor must certify the review of the rating criteria.~~
- d. Modifications to performance factors, objectives, or competencies may be made ~~at any time~~anytime to reflect a change of assignments or expectations. When changes are made, the employee and supervisor must ~~sign and date, or electronically certify,~~ the revised rating form.
- e. ~~Progress.~~ Performance reviews should be conducted ~~and~~with regular feedback ~~should be provided during the course of the annual~~throughout the rating period. Employees in performance-pay ~~plan~~ classifications may receive ~~an annual~~a rating and pay review ~~6~~six months after appointment or conversion ~~to a performance pay classification.~~
- d. ~~Annual ratings should be completed by the~~ f. A supervisor shall complete performance ratings within 28 ~~calendar~~ days after ~~the end of the~~ rating period.
- e. ~~If the employee has received an interim rating or an unsatisfactory follow up rating, the appointing authority is not obligated to issue an annual rating for any ends. A supervisor shall review an employee's performance during the period covered by the interim or follow up rating and indicate whether the employee exceeded, met, or did not meet expectations.~~
- g. The employee and supervisor must certify the rating. The employee's certification does not indicate that the employee agrees with the rating. If necessary, the

supervisor shall indicate an employee's refusal to sign, including an online refusal override certification, if applicable.

h. An employee who disagrees with a performance rating may enter any exception in the online comments section or submit a written statement to the appointing authority.

## **2. Needs-Improvement Rating.**

a. The appointing authority must ~~sign and date, or electronically certify, a "Needs Improvement"~~certify any needs-improvement rating.

b. ~~The appointing authority shall establish an agency review procedure or plan to address ratings of "Needs Improvement".~~

~~e.—If a "Needs Improvement"~~needs-improvement rating is issued ~~and other corrective action has not been taken,~~ the appointing authority must establish a plan ~~(within 28 days after the rating—in HRMN, if possible)—~~for improving the employee's performance or behavior. The plan should be established within 28 calendar days of the rating. Another annual rating to evaluateA performance or interim rating evaluating the employee's performance under the improvement plan must be conducted ~~within 3 months from~~by 28 days after the ~~date the improvement plan is issued~~period's end.

~~dc.~~ During the plan period ~~of the improvement plan,~~ regular progress reviews should be provided.

~~ed.~~ If the ~~employee is performing satisfactorily~~employee's performance is satisfactory at the plan period's end, a satisfactory performance rating is issued.

e. If performance is not satisfactory, (1) another needs-improvement rating is issued and regular progress reviews continue under another plan or (2) an unsatisfactory interim rating is issued.

f. If the appointing authority does not issue a rating by 28 days after the plan period's end, the employee may request in writing to the agency's human resources director that one be issued. If the appointing authority does not issue a rating within 14 days after a request is received, the employee receives a meets-expectations rating, effective the plan period's end.

~~g.—of the A needs-improvement plan period, a satisfactory annual rating shall be issued.~~

~~f.—If the annual rating does not reflect satisfactory performance, regular progress reviews should continue. If the employee's performance continues to be less than satisfactory, an interim service rating should be issued.~~

- ~~g.~~ The period of reviews following the original “Needs Improvement” annual rating and established improvement plan should typically be no longer than 6 months before the employee either receives a satisfactory rating or is issued an interim service rating.
- ~~h.~~ A “Needs Improvement” rating ~~has no~~ does not impact ~~on an employee’s~~ eligibility for a step ~~increase~~ increases.
- ~~i.~~ An employee ~~who is~~ under a “Needs Improvement” needs-improvement rating is not eligible for a reclassification until a later satisfactory rating is issued. A reclassification action cannot be made retroactive to ~~a date~~ before a new satisfactory rating is issued, ~~nor is the time the employee is~~ Time under a “Needs Improvement” needs-improvement rating is not creditable toward ~~the time required for~~ reclassification.
- ~~j.~~ An employee who disagrees with a rating may prepare and submit to the appointing authority a written statement taking exception to the rating. Using the ~~on-line form~~, an employee may enter an exception to the rating in the Progress Review/Comments section.
- ~~k.~~ Annual Performance ratings and progress reviews are not discipline and are not grievable. ~~However, an~~ An employee may request a review of the rating ~~as provided in~~ under the agency review procedure.

**ED. Interim and Follow-up Ratings.**

1. Interim ratings may be conducted, using form CS-375, ~~at any time~~ anytime to document ~~and rate~~ an employee's unsatisfactory performance or behavior.
2. An unsatisfactory interim rating ~~shall~~ must address specific performance or behavior problems, identify specific expectations for improvement, and establish a timeframe for improvement during a follow-up rating period.
3. An unsatisfactory interim rating is typically preceded by counseling, reprimands, or ~~other forms of~~ corrective action regarding the employee’s performance or behavior.
4. An unsatisfactory interim ~~or follow-up~~ rating is ~~considered~~ discipline and ~~shall~~ must be ~~conducted~~ issued in accordance with rule 2-6.
5. The appointing authority and employee must sign and date an ~~unsatisfactory~~ interim ~~or follow-up~~ rating (form ~~CS 375~~). If necessary, the supervisor shall indicate an employee’s refusal to sign.
6. The appointing authority must enter any ~~unsatisfactory~~ interim ~~or follow-up~~ rating in the employee’s HRMN record (ZP26.1). Any subsequent satisfactory rating must also be entered on the ZP26.1.

7. An employee who disagrees with a rating may ~~prepare and~~ submit a written statement to the appointing authority ~~a written statement taking exception to the rating.~~
8. The appointing authority must notify Civil Service of an ~~unsatisfactory~~ interim ~~or follow-up~~ rating within 28 ~~calendar~~ days of the rating.
9. A follow-up rating period must be established ~~whenever~~if an unsatisfactory interim rating is issued and the employee is not dismissed. Unless a different ~~duration~~ rating period is established, ~~the duration of~~ a follow-up rating period is 3three months.
10. ~~The follow-up rating is due within 28 calendar days after the end of the follow-up rating period. If the appointing authority does not issue a follow-up rating before or within 28 calendar days after the end of the rating period, the employee may request in writing that one be issued. If the appointing authority does not issue a follow-up rating within 14 calendar days after the employee's request, the~~ If an employee shall be returned to satisfactory standing effective at the end of the rating period.
11. ~~If the employee goes~~ is suspended, on a leave of absence, or on extended ~~use of~~ sick leave, ~~the~~ a follow-up rating period is automatically extended ~~for~~by that period of time.
1211. The employee should be provided feedback ~~regarding his/her~~on performance and behavior during the follow-up rating period.
1312. If an employee performs satisfactorily during ~~the~~a follow-up rating period, the ~~employee~~appointing authority shall ~~receive~~issue a satisfactory rating ~~to be effective at~~ the end of the rating period.
1413. If an employee's performance is unsatisfactory during the follow-up rating period, the employee may receive (1) counseling memos, reprimands, or and other forms of corrective action are typically taken, followed by an unsatisfactory follow-up rating during the period and (2) another unsatisfactory interim rating and other discipline, including dismissal. An appointing authority may dismiss an employee before the end of a follow-up rating period, if appropriate.
15. ~~If an employee's last two service ratings have been unsatisfactory and the appointing authority has taken no adverse action, the State Personnel Director may recommend to the Civil Service Commission that the employee be removed from the position.~~
1614. By 28 days after a follow-up rating period's end, the appointing authority must either (1) extend the rating period and notify the employee or (2) issue a rating. If the appointing authority does neither, an employee may request a rating in writing to the appointing authority's human resources director. If the appointing authority does not issue a rating within 14 days after an employee's request is received, the employee is returned to satisfactory standing effective the end of the rating period.

15. An employee under an unsatisfactory interim ~~or follow-up~~ rating is not eligible for a step increase, a performance-pay award, or reclassification until a later satisfactory rating is issued.

~~17~~16. A step increase, performance-pay award, or reclassification action cannot be made retroactive to a date before a new satisfactory rating is issued, ~~nor is the time an employee is~~ Time under an unsatisfactory interim ~~or follow-up~~ rating is not creditable toward ~~the time required for~~ reclassification.

~~18~~17. An unsatisfactory interim ~~or follow-up~~ rating ~~may be~~ is grieved ~~in accordance with the provisions of~~ under regulation 8.01 or an applicable collective bargaining agreement.

#### **~~FE~~. Audit and Compliance.**

1. All ratings are subject to audit by Civil Service.
2. ~~Probationary, interim, and unsatisfactory~~ Interim ratings must be maintained in the employee's ~~official~~ personnel file for ~~a period of~~ at least four years.
3. ~~Annual~~ Performance ratings must be maintained for ~~a period of~~ four years from the date of issuance. ~~Annual ratings~~ Ratings completed ~~on line will be~~ online are stored ~~in HRMN~~ for ~~a minimum of~~ at least four years ~~from the end of the rating period~~.

## **~~5. Procedures~~**

### **CONTACT**

Questions on this regulation may be directed to Compensation, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; by telephone at 517-241-0837 or ~~517-373-7618~~ 517-284-0102; or to [MCSC-Compensation@mi.gov](mailto:MCSC-Compensation@mi.gov).