

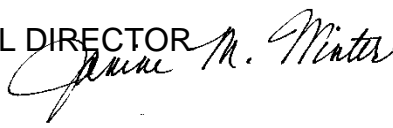


STATE OF MICHIGAN
CIVIL SERVICE COMMISSION

STATE PERSONNEL DIRECTOR OFFICIAL COMMUNICATION

SPDOC No. 17-10

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

FROM: JANINE M. WINTERS, STATE PERSONNEL DIRECTOR 

DATE: OCTOBER 20, 2017

SUBJECT: **DRAFT AMENDMENTS TO RULES 2-3, 2-6, 3-6, 5-3, 8-1, AND 8-2;
DRAFT AMENDMENTS TO CIVIL SERVICE REGULATION 2.06,
CONDUCTING EMPLOYEE RATINGS; AND PROPOSED NEW CIVIL
SERVICE REGULATION 3.03, PROBATIONARY RATINGS**

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

The civil service rules and regulations require three basic types of employee ratings: probationary ratings after appointment to a new classification, annual ratings of all employees, and interim ratings to underperforming employees. Although each rating has unique characteristics involving timing, effect, and grievability, the regulatory provisions establishing them are commingled.

To clarify expectations and procedural requirements for employees and supervisors, staff proposes reorganizing the civil service provisions regulating employee ratings. In addition to general streamlining of the provisions, the following changes are proposed:

- Moving provisions on probationary ratings to Chapter 3 to acknowledge their status as part of the selection and evaluation process.
- Specifically allowing employees to request a probationary rating if not promptly issued as is currently allowed after interim ratings.
- Clarifying the grievance rights available to probationary employees based on whether they already have status in another classification.
- Renaming annual ratings as performance ratings to reflect that they can occur more often.
- Specifically recognizing other ongoing performance-management reviews that do not rise to the level of a performance or interim rating.
- Specifically authorizing transition to a disciplinary interim rating if poor performance continues under a performance improvement plan after a nondisciplinary performance review.
- Specifically authorizing extensions of interim ratings.

- Clarifying the difference between a disciplinary reprimand and a nondisciplinary counseling.

Staff also proposes reorganizing the related regulations. Currently, a single 22-page regulation addresses all ratings. The proposed changes would result in a revised eight-page Regulation 2.06 on just performance and interim ratings and a new six-page Regulation 3.03 on just probationary ratings.

Due to the volume of organizational and copy-editing changes, the draft amendments are circulated in both legislative and clean format. The intended substantive changes are summarized above. Language marked as new in Rule 3-6.2 is moved from similar provisions in current Rule 2-3.2.

Comments on the proposed amendments may be emailed to MCSC-OGC@mi.gov or sent to Office of the General Counsel, Michigan Civil Service Commission, P.O. Box 30002, Lansing, Michigan, 48909. Comments must be received by November 17, 2017.

Attachments