

Michigan Civil Service Commission

Regulation 3.09

Subject:		
Recall Lists		
SPDOC No.: 18-03	Effective Date: January 1, 2019	Replaces: Reg. 3.09 (SPDOC 16-06, January 1, 2017)

1. Purpose

This regulation provides standards to place employees on and remove them from recall lists.

2. CSC Rule References

Rule 3-2 Applicant Pools and Recall Lists

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3-2.3 Recall Lists

An employee is eligible to be placed on a recall list only if the employee (1) gained status from an indefinite appointment and (2) is laid off, demoted, or otherwise displaced for reasons of administrative efficiency. Recall lists are not created or maintained for statewide recall or for classifications that are protected from the application of employment preference in rule 2-5 [Employment Preference] or applicable regulations.

3-2.4 Removal from Recall Lists

Civil service staff may remove a person from a recall list for any of the following reasons:

- (a) Appointment.*
- (b) Failure to respond to an inquiry regarding possible employment.*
- (c) An indication of lack of interest in an employment opportunity.*
- (d) Failure to accept employment.*
- (e) Separation or retirement from state service.*
- (f) Evidence that the person is unable to perform satisfactorily, with or without reasonable accommodations, the essential duties of the job.*
- (g) Evidence of conduct that indicates that the person is unfit or unsuitable for appointment.*
- (h) Conduct that violates rule 3-1.5 [Integrity of Process].*
- (i) Expiration of recall rights.*

3. Definitions

A. CSC Rule Definitions.

1. **Classification** means a group of positions whose assigned duties and responsibilities are sufficiently alike to warrant assigning the same classification title and requiring the same qualifications.
2. **Classification level** means the placement of a classification within a series based on the duties and responsibilities of the position.
3. **Frozen** means a classification or a position to which an appointing authority is prohibited from making an appointment without prior review and approval of civil service staff.
4. **Recall list** means a list of persons who have been laid off, demoted, or otherwise displaced for reasons of administrative efficiency, including, for example, lack of work, lack of adequate funding, change in mission, or reorganization of the work force.

B. Definitions in This Regulation.

1. **Eligible class series** means class series where an employee has attained status from an indefinite appointment during the current employment period.
2. **Lack of interest** means an action by an employee listed in rule 3-2.4(b), (c), or (d).
3. **Reduction in force (RIF)** means an appointing authority's action to lay off, demote, or otherwise displace an employee for reasons of administrative efficiency, including lack of work, lack of adequate funding, change in mission, or workforce reorganization.
4. **Seniority** means total continuous service, as recorded in the Human Resources Management Network (HRMN), adjusted by deducting any unclassified, prior military, county, and college/university service hours included and set to zero for initial probationary employees without status.

4. Standards

A. Information.

1. Recall lists contain employees who were displaced by a RIF in eligible class series. Appointing authorities shall maintain recall records of their employees affected by a RIF. Displaced employees must be added to recall lists by the end of the pay period following the RIF. An appointing authority shall provide a recall list to a labor organization upon written request.
2. Employees on a recall list must report any name or address change (1) by updating information in Human Resources Management Network (HRMN) using MI HR Self Service or (2) in writing to the appointing authority.

3. An employee may prospectively update recall records, including changes to classification, location, or employment status availability in writing to the appointing authority.

B. Eligibility. An employee with status from an indefinite appointment who is displaced by a RIF has recall rights to the principal department or autonomous entity that implemented the RIF in eligible class series. An approved agency layoff plan may vary eligibility between recognized autonomous entities or appointing authorities within a principal department.

C. Placement.

1. **Placement and Election.** If displaced, an employee is placed on the recall list for the class, county, and employee status code from which displaced. An employee must submit a CS-1848 form to the appointing authority to request placement on additional recall lists for which the employee is eligible and for counties of interest.
2. **Class series.** An employee is eligible for recall lists for all eligible class series at and below the level where the employee served when displaced.
3. **Displaced within county.** If displaced in the same county, an employee is eligible for recall lists for the original county and counties of interest for eligible class series at levels above the level and pay rate of the new position.
4. **Displaced outside county.** If displaced to another county, an employee is eligible for recall lists for eligible class series at levels (1) at or above the level and pay rate of the new position for the original county and (2) above the level and pay rate of the new position for counties of interest.
5. **Employee status codes.** An employee with status in a class from a full-time appointment is eligible to request recall to full-time and part-time positions. An employee with status in a class from only a less-than-full-time appointment is only eligible to request recall to less-than-full-time appointments.
6. **Limited-term appointments.** If displaced from a limited-term appointment in a class where the employee lacks status, the employee is eligible for recall lists for eligible class series at levels at or below the level of the last indefinite appointment where status was attained.
7. **Protected classes.** Recall lists are not maintained for (1) Group-4 classifications, including the Senior Executive Service (SES); (2) Senior Executive Management Assistant Service (SEMAS) classifications; (3) noncareer classifications; (4) frozen classifications; or (5) any classification designated as protected in a civil service rule or regulation.
8. **Transitional positions.** Employees displaced from transitional positions are placed on the recall list for the presumed future manager, professional, or technician class series

at the same or lower levels. If recalled, the employee resumes transitional designation and pay treatment as provided in Regulations 3.14 and 5.01.

9. **Trainee positions.** Employees displaced from a trainee position are placed on the recall list for the presumed future professional class series at the same or lower levels as follows:
 - a. Employees who have satisfactorily completed two years of full-time service have recall rights at the experienced level and below for the class series.
 - b. Employees who have satisfactorily completed between one and two years of full-time service have recall rights at the intermediate level and below for the class series.
10. **Frozen positions.** Employees displaced from a frozen position are placed on the recall list for the class series of the frozen position at and below the level of the frozen position.
11. **Reclassifications.** If a pending reclassification request is retroactively approved for a position from which an employee is displaced, the employee is also placed on the recall list for the approved class series and level and below.
12. **Class clusters.** If an approved agency layoff plan includes class clusters, an employee is eligible for placement on the recall list for class series in a class cluster at or below the employee's level when displaced.
13. **Ranking.** Employees are ranked on recall lists by seniority when originally displaced. Subsequent recall to lower levels or limited-term positions do not affect seniority for recall.
14. **Executive orders.** If an executive order transfers part of a department to another department, the recall rights of employees previously displaced from positions in the transferred work area transfer to the new department.

D. Removal. Employees are removed from recall lists for the reasons in rule 3-2.4 as follows:

1. An employee is removed from all recall lists because of expiration of eligibility; retirement; separation, including a waived-rights leave; accepting severance payment under rule 5-6.10 or a collective bargaining agreement; or ineligibility under rule 3-2.4(f), (g), or (h).
2. After a lack of interest in or return to full-time indefinite employment in the county of original displacement, an employee is removed from all recall lists for any classification and level at the same or a lower level and maximum pay rate as that of the classification and level of the lack of interest or employment.
3. After a lack of interest in or return to full-time indefinite employment in a county other than that of original displacement, an employee is removed from all recall lists for any

- classification and level with (1) the same level and maximum pay rate as that of the classification and level of the lack of interest or employment in all counties except the county from which displaced and (2) a lower level and maximum pay rate as that of the classification and level of the lack of interest or appointment.
4. An employee is removed from all recall lists if displaced from a position with a less than full-time work schedule and returned to employment in the same or a full-time work schedule in the same classification, level, and county as the original RIF.
 5. An employee displaced from SES, SEMAS, or Group-4 receiving pay protection under rule 4-6.2(g)(2), 4-7.2(g)(2), or 4-8.2(f) who declines recall to a level where the pay rate meets or exceeds the maximum pay at the current level also has pay protection end and pay changed to the appropriate step for the level as provided in regulation 5.01, § 4.F.

E. Duration.

1. Employees are placed on recall lists for one year from the date of displacement.
2. An employee may request one-year extensions twice if the appointing authority receives a written extension request during the 28 days before expiration. Late requests received are not honored.
3. Employees cannot remain on a recall list for more than three years, except under § 4.E.4.
4. **Transition provisions.** An exclusively represented employee on an agency recall list on December 31, 2018, remains on the list until the earliest of the expiration date at that time; December 31, 2021; or any removal authorized by rule 3-2.4. No additional renewal or extension is available after December 31, 2018. No statewide, medical, or other contractual recall rights can continue after December 31, 2018.

CONTACT

Questions on this regulation may be directed to Classifications and Selections, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; 517-284-0103; or MCSC-OCSC@mi.gov.