

# Michigan Civil Service Commission

## Regulation 3.12

<b>Subject:</b> <b>Return-To-Work Appointments</b>		
<b>SPDOC No.:</b> 18-03	<b>Effective Date:</b> January 1, 2019	<b>Replaces:</b> Reg. 3.12 (SPDOC 16-06, January 1, 2017)

### 1. Purpose

This regulation provides standards for the statewide return-to-work (RTW) appointment program, which assists employees receiving workers' compensation or Long-term Disability (LTD) benefits in returning to active state employment.

### 2. Definitions

#### A. Definitions in This Regulation.

1. **Trial work experience** means time when an employee is assigned duties of a different position and demonstrates the ability to perform its essential job functions under the RTW program administered by the Office of the State Employer.
2. **NEOGOV** means the automated selection and hiring system used by the commission.

### 3. Standards

- A. An employee must currently be receiving workers' compensation or LTD benefits to be eligible for an RTW appointment.
- B. Appointing authorities can request an RTW appointment if recall lists are cleared.
- C. Request for an RTW appointment must be submitted along with a Request for Credential Review (CS-153) and include the following:
  1. Indication that the request is for an RTW appointment.
  2. Authorization from the Office of the State Employer that the employee has successfully completed a trial work experience of at least six months.
  3. A current employment history.
  4. A completed application or résumé.
  5. Copies of relevant transcripts, certificates, or listings of training programs completed.
- D. Civil Service shall determine the employee's qualifications before appointment to a position. Trial work experience may be considered to determine qualifications.

- E. The appointing authority must receive approval from Civil Service before making an appointment.
- F. A requisition using PA42.1 in the Human Resources Management Network (HRMN) must be created when NEOGOV is not the selection process used.
- G. The employee must satisfactorily complete a probationary period as a condition of continuing employment.
- H. If the employee's performance is unsatisfactory, the employee may return to the benefit program, subject to the program's eligibility criteria, if no other viable position is available for placement.
- I. An employee affected by a reduction in force from an RTW appointment has bumping rights in accordance with the rules. If there is no other position into which the employee may bump, the employee may return to the benefit program, subject to the program's eligibility criteria.
- J. Employees eligible for the RTW appointment process must comply with the state's drug and alcohol testing policy and any other applicable pre-appointment requirements.
- K. Any appeal rights are in accordance with regulation 8.02.

#### 4. Procedure

Responsibility	Action
Employee or Case Manager	1. Provides appointing authority documentation of ability to work but not in the former position.
Appointing Authority or Case Manager	2. Identifies a potential position for an RTW appointment.
Appointing Authority	3. Submits a Request for Credential Review (CS-153) with required documentation to Civil Service.
Civil Service	4. Determines if request satisfies standards for approval. Indicates approval or disapproval and returns the request. Retains a copy of the CS-153 and enters applicable information into Applicant Tracker.
Appointing Authority	5. Appoints the candidate in accordance with rules and regulations.

#### 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](mailto:MCSC-OCSC@mi.gov).