

# Michigan Civil Service Commission

## Regulation 3.14

<b>Subject:</b> <b>State Transitional Positions</b>		
<b>SPDOC No.:</b> 18-03	<b>Effective Date:</b> January 1, 2019	<b>Replaces:</b> Reg. 3.14 (SPDOC 16-06, January 1, 2017)

### 1. Purpose

This regulation provides standards to designate an existing position classified as a business and administrative technician, professional, or manager as transitional to facilitate movement of career state employees to new classifications while maintaining bumping rights and pay rates.

### 2. CSC Rule Reference

#### 3-3 *Appointments and Job Changes*

##### 3-3.1 *Process*

*All appointments, promotions, and job changes in the classified service must be made in accordance with the civil service rules and regulations. Any person appointed or promoted must be certified as qualified in accordance with and subject to the civil service rules and regulations. The state personnel director shall administer the certification of all appointments and promotions.*

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### 3. Definitions

#### A. Definitions in This Regulation.

1. **Promotion** means an employee's appointment to a different position at a higher classification level where the maximum rate of pay is higher than that of the former classification level, unless there is a *de minimis* difference between the maximum rates.
2. **State Transitional Position (STP)** means a position designated as transitional to protect an employee's pay. These positions are indicated in the Human Resources Management Network (HRMN) as "STP" in the position description. The designation is added to the position before appointment and removed after successful completion of the experience requirements.

### 4. Standards

- A. **General Requirements.** The transitional designation of an existing business and administrative technician, professional, or managerial position facilitates career movement of employees with status and specific education or experience to new careers.

1. Transitional designation may be requested only if the movement does not result in a promotion.
2. Transitional designation of an existing position may be requested only if there are no recall names for the classification of the position intended to be filled.
3. Transitional designation of an existing position may be requested when the appointment to the position would result in reduced compensation because the prospective employee does not possess the required experience for the level in the class series.
4. The appointing authority must submit a Position Action Request to Civil Service and identify the position to be designated as transitional.
5. If the transitional designation is used to facilitate an employee's movement to a position at the advanced level, position-specific or universal advanced classification standards must be approved when the employee is appointed.
6. A credential review of the intended appointee must be conducted in accordance with regulation 3.04, § 4.F.
7. At the appointing authority's discretion, an employee with status appointed to a transitional position at a new classification may be required to complete a probationary period under regulation 3.03.
8. The transitional designation may be removed from the position after the employee successfully completes the experience requirements in §§ 4.B, C, or D. This requires Civil Service approval and the appointing authority's certification that the employee (a) meets the minimum requirements, (b) is satisfactorily performing the classification level's duties and responsibilities, and (c) has a current satisfactory performance rating.
9. For purposes of qualification credit, employees who successfully complete the transition period are considered to have the years of aggregate experience required for the classification and level to which they transition.
10. Regulation 2.01, § 4.D provides guidance for treatment of transitional positions during a reduction in force.
11. Regulation 3.07, § 4.A provides guidance for treatment of transitional positions during a recall.
12. Regulation 5.01, § 3.L establishes standards for salary upon appointment to a position designated as transitional. An employee's salary may be retained if the current rate of pay is less than or equal to the maximum of the classification level to which the employee will be classified upon completing the transitional period.

**B. Transitional Business and Administrative Technician Position.**

1. To be eligible for appointment to a transitional business and administrative technician position, an employee must meet the education and experience requirements for the entry level of the new job's classification.
2. An employee appointed to a designated transitional business and administrative technician position from a position classified at or above the 9 level in Equitable Classification Plan (ECP) Group 1 may have the transitional designation removed after successfully completing the experience requirements at the level where pay protection is no longer needed.

**C. Transitional Professional Position.**

1. An appointee to a transitional professional position must (a) meet the new classification's education requirement or (b) possess the alternate education and experience identified on the job specification. An appointee with no bachelor's degree may also qualify for a transitional professional position in a classification requiring a bachelor's degree in any major and with no specific required experience if the employee has (a) status in a professional classification or (b) the equivalent of six months of full-time experience as a Senior Executive Management Assistant 11, 13, or 15.
2. The transitional designation from a professional 10-, P11-, or 12-level position or 12-, 13-, 14-, or 15-level specialist or manager to a transitional 10-level (intermediate) position may be removed after successfully completing the equivalent of six months of full-time transitional experience.
3. The transitional designation from an equivalent or higher professional P11 or 12-level position or 12-, 13-, 14-, or 15-level specialist or manager to a transitional P11- (experienced) or 12-level (advanced) position or 13-, 14-, or 15-level specialist may be removed after successfully completing the equivalent of six months of full-time transitional experience.
4. The transitional designation from a non-professional position to a transitional professional position may be removed after successfully meeting the classification's experience requirements. If removal would reduce pay, the employee remains in transitional status for another year.
5. The transitional designation from a SEMA 11, 13, or 15 position may be removed after successfully completing the equivalent of 6 months if to the intermediate level or 12 months if to the experienced level.
6. The transitional designation from a SEMA 15 position may be removed after successfully completing the equivalent of 18 months if to the advanced level or 24 months if to a 13-level specialist.

**D. Transitional Manager Position.**

1. An appointee to a transitional manager position must (a) be classified as a manager at an equivalent or higher level and (b) meet the new classification's education requirement.
2. An employee appointed to a designated transitional managerial position may have the transitional designation removed after successfully completing the equivalent of six months of full-time experience in the transitional period.

**5. Procedures****A. Transitional Position Designation Request.**

Responsibility	Action
Appointing Authority	1. Submits a Position Action Request to request designation of an existing eligible position as transitional. The request must include the position code, intended appointee name, identification number, necessary credential review information, proposed release date, and any other information necessary to support the request.
Civil Service	2. Reviews request and verifies release date and credential review to ensure compliance with regulations. 3. Enters necessary information in the Human Resources Management Network (HRMN), if approved. 4. Releases the Position Action Request with proposed STP release date and credential review decision to the appointing authority.
Appointing Authority	5. Receives the approved Position Action Request and verifies information in HRMN.

**B. Removal of Transitional Position Designation.**

Responsibility	Action
Appointing Authority	1. After the employee has served the required transitional period, submits a Position Action Request requesting removal of the transitional designation. 2. Certifies that the conditions outlined in this regulation are met.
Civil Service	3. Reviews request and assigns an effective STP release date. 4. Enters position information in HRMN. 5. Releases approval action to appointing authority. If request is disapproved, informs appointing authority of revised STP release date and notifies employee of appeal rights.

**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).