



STATE OF MICHIGAN
CIVIL SERVICE COMMISSION

STATE PERSONNEL DIRECTOR OFFICIAL COMMUNICATION

SPDOC No. 18-03

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

FROM: JANINE M. WINTERS, STATE PERSONNEL DIRECTOR

DATE: JULY 18, 2018

SUBJECT: **AMENDMENTS TO REGULATIONS 2.01, 2.02, 3.01, 3.02, 3.04, 3.07,
3.09, 3.10, 3.12, 3.14, 4.02, 4.03, 5.02, 5.12, 6.07, AND 8.04 AND
RESCISSION OF REGULATIONS 1.02 AND 3.08**

A handwritten signature in cursive script that reads "Janine M. Winters".

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

Last September, the Michigan Civil Service Commission amended several rules, effective January 1, 2019. The amendments require updates to many regulations. Initial drafts of these changes were provided to unions and the state employer last December and in March for feedback before the formal circulation for comment in May.

Three regulations, 6.03, 6.09, and 8.01, may require additional clarification on technical matters related to payroll coding in the HRMN system. Accordingly, no further action is being taken on them now. Later this year, versions with any needed clarifications or revisions will be circulated for additional public comment.

The remaining amendments and rescissions of regulations previously proposed in SPDOC 18-02 are adopted, effective January 1, 2019, with several minor amendments in response to comments received. Many changes and improvements had already been identified and made during the previous rounds of informal comment by interested parties. In addition to correcting typographical errors, updating obsolete references, and making other non-substantive changes, a few substantive changes have been made to the proposals circulated in May:

- Adding language requiring provision of approved agency layoff plans to labor organizations rather than requiring provision upon request.
- Striking language allowing updates to recall preferences in MI HR Self Service. Adding this functionality may be reconsidered later, but updating by HR offices will continue.
- Clarifying that employees with status from full-time appointments may seek recall to all appointment types, but that status from less-than-full-time appointments does not allow recall to full-time appointments.

- Clarifying the end of pay protection for displaced SES, SEMAS, and Group-4 employees upon refusal of recall.
- Adding language requiring addition of names to recall lists by the end of the pay period after a displacement.

Copies of the final regulations that will take effect on January 1, 2019, are attached.

Attachments