



STATE OF MICHIGAN
CIVIL SERVICE COMMISSION

STATE PERSONNEL DIRECTOR OFFICIAL COMMUNICATION

SPDOC No. 18-08

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

FROM: JANINE M. WINTERS, STATE PERSONNEL DIRECTOR

DATE: DECEMBER 21, 2018 

SUBJECT: **PUBLICATION OF UPDATED RULE AND REGULATION BOOKS AND
AMENDMENTS TO REGULATIONS 2.01, 3.09, AND 6.09**

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

At meetings on September 20, 2017, and December 12, 2018, the commission approved several rule amendments, effective January 1, 2019. Attached to this SPDOC is an updated rulebook, effective January 1, 2019, reflecting these upcoming changes.

Conforming regulation amendments, effective January 1, 2019, were also promulgated this year under several SPDOCs. The attached updated regulation book includes all regulations approved in 2018 that will be effective January 1, 2019. Additional changes to the previously approved versions of Regulations 2.01, 3.09, and 6.09 are adopted by this SPDOC. Several changes correct typographical errors, formatting, and style issues.

The substantive clarifications to Regulation 2.01 clarify required notice of layoffs to unions and clarify current practice on setting pay rates after bumps, including the rare circumstance when an employee could qualify to bump to a class with a higher pay schedule.

Substantive revisions to Regulation 3.09 eliminate references to frozen classifications, which are no longer used, and clarify recall treatment of employees displaced during the first year in a trainee position. Language is also updated to address treatment of employees in limited-term appointments, which the regulation does not currently address. The revisions clarify that return to work or lack of interest outside the county of displacement does not result in a loss of recall rights in the county of displacement and that return to work or lack of interest in a limited-term or less-than-full time position does not result in loss of recall rights to full-time indefinite positions. Clarification is also added that recall rights survive reorganization by executive order or statute.

Finally, Regulation 6.09 is amended to specifically address the situation of employees absent full-time from state positions to perform union activities. Union contracts still

contain provisions authorizing these extended absences for employees. The revised regulation clarifies that employees who are excused from all state duties for an entire pay period for contractually authorized union activities using unpaid leave or buy-back union leave shall enter a full 80 hours in that status for the pay period. The regulation also clarifies the required level of specificity for comments when entering time using payroll codes for employees' time involving union activities depending on the code and duration.

The regulation changes are adopted effective January 1, 2019, in accordance with Regulation 1.01, § 4.C.

Attachments