

Michigan Civil Service Commission

Regulation 4.04

Subject: Effective Dates for Classification Actions		
SPDOC No.: 19-11	Effective Date: October 1, 2019	Replaces: Reg. 4.04 (SPDOC 16-06, January 1, 2017)

1. Purpose

This regulation establishes standards to determine an effective date for classification actions.

2. CSC Rule References

4-1 Position Establishment and Classification

4-1.5 Effective Date of Establishment

Positions are established and classified on a current basis.

4-2 Position Classification Review

(c) Effective date of change. A change in the classification of a position based on a review under this rule is on a current basis, except as otherwise approved by the state personnel director.

3. Standards

A. Classification Actions Requiring Civil Service Approval.

1. The classification of all established positions requires Civil Service approval. The effective date of a position's establishment and classification is the start of the pay period when Civil Service receives a fully documented Position Action Request.
2. The effective date of a position's non-preauthorized reclassification is the start of the pay period when Civil Service receives a fully documented Position Action Request, if subsequently reclassified.
3. A reclassification can only be retroactive if the classification plan and the position's duties and responsibilities are the same on both the date received and the retroactive effective date. Retroactivity of student assistant reclassifications is not permitted. A retroactive effective date for any other non-preauthorized reclassification is

determined based on Civil Service's receipt of a fully documented Position Action Request under the following standards:

- a. When reclassification is between entry, intermediate, experienced, or advanced levels in a class series and the appointing authority provides reasonable justification, Civil Service may grant retroactivity up to 26 pay periods before the start of the pay period when Civil Service received the request.
 - b. When reclassification is from a worker classification to a specialist classification and the appointing authority provides reasonable justification, Civil Service may grant retroactivity up to seven pay periods before the start of the pay period when Civil Service received the request. The appointing authority must certify that the incumbent was performing specialist duties on the requested effective date.
 - c. For other reclassifications, Civil Service may grant retroactivity of up to seven pay periods before the start of the pay period when Civil Service received the request, if the appointing authority provides reasonable justification.
 - d. Exceptional mitigating occurrences may provide a basis to grant retroactivity of up to 26 pay periods before the start of the pay period when a request is received if an employee was prevented from filing a position-review request directly with Civil Service by (1) inappropriate action by the appointing authority; (2) the employee's serious physical or mental incapacity; or (3) extraordinary unforeseen circumstances outside the employee's control.
4. Civil Service reviews and approves P-rate assignment for nonexclusively represented employees only. The effective date of a P-rate assignment is the start of the pay period when Civil Service receives a fully documented Position Action Request, except that retroactivity of up to 26 pay periods is allowed if the classification plan and the position's duties and responsibilities are the same on both the date the request is received and the retroactive effective date.
 5. The effective date assigned to agency-specific senior standards, Group-3 complex-work-area standards, and other standards developed by the appointing authority and approved by Civil Service is the start of the pay period when Civil Service receives the proposed standard or revision. A classification action's effective date cannot precede the standard's approved effective date.
 6. The appointing authority must supply any additional necessary information requested to render a classification decision (e.g., updated organizational charts, evaluation system rating forms, senior standards, etc.).
 7. After an appointing authority initiates a request, failure to provide additional requested information within 28 days (or 42 days for positions requiring appointing-authority evaluation on a scored rating system) may result in closing the request.

Civil Service may set the effective date of any subsequent action as the start of the pay period when Civil Service receives a fully documented resubmitted Position Action Request.

B. Preauthorized Reclassifications.

1. An appointing authority can process preauthorized reclassification actions only for a position in an entry/intermediate/experienced class series.
2. The appointing authority must assign as the effective date the start of the pay period when the preauthorized reclassification is processed, except that agency delays may be reasonable justification to grant retroactivity of up to 26 pay periods before the start of the pay period when the reclassification is processed if the employee was otherwise eligible for reclassification on the retroactive effective date.
3. Reclassification actions and effective dates are subject to Civil Service audit.

4. Procedures

A. Classification Actions Requiring Civil Service Approval.

Responsibility	Action
Appointing Authority	1. For position establishments, reclassifications, and P-rate assignments, submits Position Action Request with rationale for any requested retroactive effective date to Civil Service.
Civil Service	2. Reviews request. 3. If approved or modified, documents decision, enters approved position and employee information in Human Resources Management Network (HRMN), and releases request to appointing authority. 4. If disapproved, documents reasons on request and informs employee of action and appeal rights.
Appointing Authority	5. Receives completed request and enters employee information in HRMN for any occupied position.

B. Preauthorized Reclassifications.

Responsibility	Action
Management	1. Submits position description and request to appointing authority for classification review. 2. Certifies to appointing authority that employee is satisfactorily performing higher-level duties and meets classification's requirements.
Appointing Authority	3. Reviews request and documents decision, including rationale for any retroactive reclassifications.

Responsibility	Action
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| | 4. Enters necessary approved employee information in HRMN. |
| Civil Service | 5. Audits to ensure reclassifications and effective dates are processed in compliance with applicable standards. |

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.