

Michigan Civil Service Commission

Regulation 4.06

Subject: Freezing open Classifications and Positions		
SPDOC No.: 16-06	Effective Date: January <u>October</u> 1, 201 <u>9</u> 7	Replaces: Reg. 4.10 (SPDOC 16-06 <u>7-14</u> , October <u>January</u> 1 <u>7</u> , 20 <u>1</u> 0 7)

1. Purpose

This regulation defines frozen ~~position~~ actions and establishes ~~the standards, criteria, and procedures~~ for ~~such~~ the actions.

~~2. CSC Rule References~~

~~4-1—Position Establishment and Classification~~

~~4-1.1—Requirement~~

~~All positions must be established in the classified service unless specifically exempted or excepted by article 11, section 5, of the constitution, or these rules.~~

~~4-1.2—Classification~~

~~A position established in the classified service must be reviewed to classify the position properly.~~

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~~4-1.4—Classification Plan~~

~~The civil service commission shall authorize an official classification plan for all positions in the classified service. The state personnel director shall administer the official classification plan.~~

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~~4-2—Position Classification Review~~

~~Civil service staff shall provide for both a periodic and ongoing review of positions in the classified service to ensure positions continue to be properly classified.~~

~~(a) **Position review.** An appointing authority shall give notice to civil service staff of material changes in the duties and responsibilities that may impact the proper classification of a position. If the appointing authority does not notify the civil service staff of material changes, the employee occupying the position may initiate a position review by filing an updated position description and a written request with the civil service staff.~~

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32. Definitions

A. Definitions in This Regulation.

1. ~~Frozen classifications~~ means ~~classes that have been determined to be obsolete; e.g., classes in the Benchmark System and selected Equitable Classification Plan that have been deemed or no longer viable. All positions in such classes are frozen. A freeze action is designated by a "Y" in the Human Resources Management Network (HRMN) Frozen User field on the PA02.1 and the addition of "FZN" to the position description.~~
21. ~~Freeze actions~~ means ~~freeze actions on individual positions used to identify employees in a specific positions with duties and responsibilities that are no longer proper for the current classification. The freeze prevents the appointing authority from refilling the position until it has been reviewed and the proper classification has been determined. A freeze action is designated by a "Y" in the HRMN Frozen User field on the PA02.1 and the addition of "FZN" to the position description.~~

43. Standards

- A. Civil Service shall not establish an improperly classified position.
- B. Appointing authorities shall ~~give notice to~~ Civil Service of material changes in a the position's duties and responsibilities that may impact ~~the its~~ proper classification ~~of a position~~ such that it should be frozen.
- C. When Civil Service issues a classification action to freeze a position, the basis for the freeze proper classification must be identified on the Position Action Request. ~~(CS 129) If determinable, the appropriate future classification may be identified.~~
- D. A freeze action is designated by a "Y" in the HRMN Frozen User field on the PA02.1 and adding "FZN" to the position description.
- E. ~~The~~ An employee cannot appeal a freeze action.
- EF. A freeze on a position in a preauthorized class series ~~(entry/trainee or intermediate level)~~ precludes reclassification to any higher level in the class series for the current employee.
- FG. Freeze actions are employee- and position-specific and ~~are only transferable to another position when approved by Civil Service (e.g., the employee in the frozen position is assigned comparable or higher level work).~~
- GH. A vacant, frozen position must be reviewed and properly reclassified before an appointment to the position can be made.
- HI. An occupied frozen position can be reclassified to the proper classification if ~~there is no negative impact to~~ the employee's current pay rate is not negatively impacted, ~~or and~~

the ~~employee reclassification does is~~ not result in placement in a lower pay range, ~~or there is no violation of Civil Service rules or regulations.~~

~~I].~~ Frozen positions are not exempted from reduction-in-force (RIF) actions. ~~A frozen position (both bargaining unit included and excluded) must be classified, Once after it has been vacated, all frozen positions must be in the properly classified~~ education for the to apply ~~ication of employment preference bumping in accordance with under~~ regulation 2.01.

~~J].~~ Transactions on frozen positions are subject to audit.

54.Procedure

~~A. Placing a Freeze on a Position.~~

Responsibility	Action
<u>Civil Service Appointing Authority</u>	<ol style="list-style-type: none"> 1. Receives information that an employee in a position is no longer assigned duties and responsibilities commensurate with the its classification. 2. Prepares-Submits a Position Action Request (CS 129) with an explanation for to Civil Service to add the freeze to position and identifies the proper classification and level on the CS 129.
<u>Civil Service</u>	<ol style="list-style-type: none"> 3. <u>Reviews action and approves request, if appropriate.</u> 4. Enters HRMN is updated with a "Y" in the HRMN-Frozen User field on the PA02.1 and adds "FZN" added to the end of position description of the position being frozen. 4. Releases the CS 129.
Appointing Authority	<ol style="list-style-type: none"> 5. Receives the CS 129 <u>notification of completed Position Action Request</u> and verifies the information in HRMN. 6. Informs management and the employee.

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; ~~by telephone at 517-284-0103 373-6695;~~ or ~~to~~ MCSC-OCSC@mi.gov.