

Michigan Civil Service Commission

Regulation 4.06

Subject: Freezing Positions		
SPDOC No.: 19-11	Effective Date: October 1, 2019	Replaces: Reg. 4.10 (SPDOC 16-06, January 1, 2017)

1. Purpose

This regulation defines frozen-position actions and establishes standards for the actions.

2. Definition

A. Definition in This Regulation.

1. **Freeze** means an action on a position to identify an employee in a specific position with duties and responsibilities that are no longer proper for the current classification.

3. Standards

- A. Civil Service shall not establish an improperly classified position.
- B. Appointing authorities shall notify Civil Service of material changes in a position's duties and responsibilities that may impact its proper classification such that it should be frozen.
- C. When Civil Service issues a classification action to freeze a position, the basis for the freeze must be identified on the Position Action Request. 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. An employee cannot appeal a freeze action.
- F. A freeze on a position in a preauthorized class series precludes reclassification to any higher level in the class series for the current employee.
- G. Freeze actions are employee- and position-specific and only transfer to another position when approved by Civil Service.
- H. A vacant frozen position must be reviewed and properly reclassified before an appointment to the position can be made.

- I. An occupied frozen position can be reclassified to the proper classification if the employee's current pay rate is not negatively impacted and the employee is not placed in a lower pay range.
- J. Frozen positions are not exempted from reduction-in-force (RIF) actions. Once vacated, all frozen positions must be properly classified to apply bumping under regulation 2.01.
- K. Transactions on frozen positions are subject to audit.

4. Procedure

Responsibility	Action
Appointing Authority	<ol style="list-style-type: none"> 1. Receives information that employee in position is no longer assigned duties and responsibilities commensurate with its classification. 2. Submits Position Action Request to Civil Service to add freeze to position.
Civil Service	<ol style="list-style-type: none"> 3. Reviews action and approves request, if appropriate. 4. HRMN is updated with "Y" in the Frozen User field and "FZN" added to end of position description.
Appointing Authority	<ol style="list-style-type: none"> 5. Receives notification of completed Position Action Request and verifies information in HRMN. 6. Informs management and 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; 517-284-0103; or MCSC-OCSC@mi.gov.