

# Michigan Civil Service Commission

## Regulation 6.06

Subject: <b>Coordinated Compensation Plan</b>		
SPDOC No.: <del>16-06</del>	Effective Date: <del>January-October 1,</del> 2019 <del>7</del>	Replaces: Reg. 6.06 (SPDOC <del>16-016</del> , January <del>9</del> <u>1</u> , 201 <del>17</del> )

### 1. Purpose

This regulation establishes procedures ~~for to~~ determining the coordinated compensation plan for all nonexclusively represented ~~classified~~ employees (NEREs).

### 2. CSC Rule References

#### *1-15 Employment Relations Board*

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#### *1-15.4 Duties*

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*The employment relations board has the following duties:*

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*(c) Serve as the members of any impasse panel or coordinated compensation panel. However, the board instead may appoint one or more of its own members or other persons to serve as the panel.*

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#### *5-1 Civil Service Compensation Plan*

#### *5-1.2 Amendments to Compensation Plan*

*The civil service commission may amend the compensation plan at any time, consistent with article 11, section 5, of the constitution. The state personnel director may submit to the commission recommended amendments to the compensation rules at any time. The director shall also submit to the commission for its review (1) any proposed collective bargaining agreement or amendment agreed to by the state employer and an exclusive representative, (2) any recommendation of the impasse panel, and (3) any recommendation of the coordinated compensation panel.*

#### *5-1.3 Coordinated Compensation Plan*

*The coordinated compensation panel shall send a recommended coordinated compensation plan for all nonexclusively represented classified employees to the civil service commission. The panel shall*

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*consider negotiated collective bargaining agreements, any impasse panel recommendations, and any recommendations of the employer or employees. The panel shall send its recommendation on or before the date set by the state personnel director.*

### 3. Definition

#### A. Definition in This Regulation.

1. **Position statement** means a written statement proposing a change to the compensation or benefits plan with supporting rationale and documentation addressing the ~~Coordinated Compensation~~ plan (CCP) Panel guidelines.

### 4. Standards

A. **Scheduling.** Determinations under these procedures must be consistent with the budget cycle established by ~~statute law~~ and the constitutional provisions governing the timing of increases in rates of compensation for classified employees. ~~The State Personnel Director shall annually establish and publish a schedule for the annual Coordinated Compensation Plan process before September 1.~~ The Coordinated Compensation Panel or its designated representative may adjust deadlines for submissions ~~and responses~~, with the director's consent ~~of the director, as necessary~~ to effectively ~~and timely~~ carry out this ~~compensation setting~~ process and coordinate with collective bargaining and impasse schedules.

B. **Participation.** The Office of the State Employer (OSE) and limited-recognition organizations (LROs) may participate in the ~~coordinated compensation-CCP~~ process. ~~Additionally, nonexclusively represented classified employees- NEREs~~ who are not members of LROs may also request to participate ~~upon leave granted by the Panel or its Chair.~~ Any request to participate ~~under this provision~~ must be submitted in writing by the Friday before Labor Day to the Panel- MCSC-Compensation@mi.gov ~~before the deadline established by the State Personnel Director.~~ The ~~Ppanel'~~ or its designated representative shall respond in writing to a ~~valid request to participate before the deadline established by the State Personnel Director.~~ A valid ~~employee~~ request must contain ~~the following:~~

- (1) ~~the name, address, e-mail address, and phone number of the employee or spokesperson for an employee or group of employees;~~
- (2) ~~A~~ a certification that no employee or group member requesting to participate is a member of an LRO;
- (3) ~~The~~ the specific compensation or benefits changes proposed and the classifications of employees for whom the change is requested; ~~and~~
- (4) ~~A~~ a brief explanation of ~~the reasons~~ why the requested change is necessary.

**C. Procedures.**

1. ~~Written—Position Statements.~~ All parties participating in the ~~coordinated compensation—CCP~~ process shall submit a written position statement to the Ppanel before the deadline established by the ~~State Personnel D~~director. The OSE shall simultaneously serve a copy of its submission on participating LROs and NEREs. ~~The Participating LROs and employee—NEREs participants~~ shall simultaneously serve a copy of their submissions on the OSE. If resubmitting a request to modify the CCP previously considered by the Ppanel, a ~~party a LRO or NERE~~ must provide compelling evidence of a material change since the last request's last consideration.
2. **Response Statements.** ~~A party who submitted a position statement~~The OSE may ~~issue submit~~ a written response to a position statement filed by ~~another party before the deadline established by the director~~ LRO or a NERE participant. The OSE shall simultaneously serve a copy of any response ~~on to a~~ participating LROs ~~and or~~ NEREs. ~~LRO and NERE participants may also submit a written response to the OSE's response statement.~~ Participating LROs and NEREs must shall serve a copy of any response ~~statements on to~~ the OSE. ~~Response statements must be filed with the Ppanel before the deadline established by the State Personnel Director.~~
3. **Conference.** The Ppanel's Cchair or the Cchair's designee~~ated representative~~ may conduct a preliminary conference with the parties before any ~~coordinated compensation—CCP~~ hearings. ~~The Panel's representative shall to~~ identify the general types of information necessary ~~to establish for~~ a relevant and material hearing record for the Ppanel's eventual deliberations. The Ppanel may reject specific requests from further consideration in the ~~Coordinated Compensation—CCP~~ hearing if the ~~Panel determines that the~~ request ~~has~~ was previously ~~been~~ considered and no compelling evidence ~~has been demonstrated~~ was offered to justify reconsideration.
4. ~~Coordinated Compensation—CCP Hearing.~~ At the hearing convened by the Ppanel, the parties may present their recommendations and respond to recommendations of other parties.

**D. Guidelines.**

1. **Standards.** Position statements and participant's oral presentations ~~of participants~~ in the ~~coordinated compensation plan—CCP~~ process should address the following guidelines, which the Ppanel shall use in making ~~its~~ recommendations to the ~~Civil Service C~~commission:
  - a. The public interest and welfare, including the current and forecasted financial condition of the Sstate.
  - b. Comparison of the overall compensation received by ~~excluded and non-exclusively represented classified state employees~~ NEREs with the overall

compensation received by exclusively represented ~~classified state~~ employees ~~as the result of negotiated agreements or Impasse Panel recommendations.~~

- c. Comparison of the rates of pay, the continuity and stability of employment, and the overall compensation and benefits received by ~~excluded and non-exclusively represented classified~~ state employees with employees performing similar services in other public and private employment.
  - d. Other appropriate considerations to the sound and rational determination of a coordinated compensation plan.
2. **Consensus Agreements.** The ~~P~~panel shall also consider any recommendations that represent an agreement or consensus between the OSE and ~~LROs limited recognition organizations~~ or ~~between the OSE and~~ other participants in the ~~coordinated compensation~~ CCP process.
  3. **Post-hearing Information.** If the ~~P~~panel finds good cause to consider information brought to its attention after the ~~close of the hearing closes~~, the ~~P~~panel may, ~~in its discretion~~, use that information in its recommendation. ~~Such~~ The information must be appended to the ~~P~~panel's proposal to the ~~C~~commission or ~~be~~ incorporated by reference ~~into~~ that document.
- E. **Alternative Procedures.** The ~~State Personnel D~~director may establish alternative procedures and schedules ~~for the for~~ conduct of the Coordinated Compensation Plan CCP process, after providing ~~prior~~ written notice, ~~when if~~ deemed necessary.

## CONTACT

Questions on this regulation may be directed to Compensation, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; by telephone at 517-241-0837 ~~or 517-373-7618~~; or to [MCSC-Compensation@mi.gov](mailto:MCSC-Compensation@mi.gov).