



STATE PERSONNEL DIRECTOR OFFICIAL COMMUNICATION

SPDOC No. 22-12

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

FROM: JOHN GNODTKE, STATE PERSONNEL DIRECTOR

DATE: DECEMBER 5, 2022

SUBJECT: **PROPOSED AMENDMENTS TO RULE 5-6, ADDITIONAL
COMPENSATION, MISCELLANEOUS**

A handwritten signature in black ink, appearing to read "John Gnodtke", written over the printed name in the "FROM:" field.

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

The state employer has made two requests to add bonus programs on a pilot basis for certain non-exclusively represented employee classifications to improve recruitment and retention. First, the DTMB would be allowed to participate in a recruitment and retention pilot program for eligible newly hired non-exclusively represented employees in certain Information Technology classifications. Second, LEO would be allowed to participate in a recruitment and retention pilot program for eligible newly hired non-exclusively represented Occupational Safety Advisors in MIOSHA. The programs would permit the agency to pay an eligible employee a signing bonus, with half paid at hire and the other half upon satisfactory completion of the employee's initial probationary period. An employee must agree in writing to repay the entire signing bonus if they leave the agency within one year after the effective date of hire as a condition for the bonus.

Staff proposes adding rule 5-6.16 to adopt the requested programs:

5-6.16 Recruitment and Retention Pilot Program

(a) Eligibility.

(1) Information technology classes. The department of technology, management and budget may agree to pay a one-time signing bonus to an employee hired after December 31, 2022, into one of the following classifications:

- (A)** Information Technology Infrastructure Analyst
- (B)** Information Technology Programmer/Analyst
- (C)** Information Technology Project Coordinator
- (D)** Information Technology Project Manager

- (E) Information Technology Specialist
 - (F) Information Technology Manager
 - (G) Information Technology Supervisor
- (2) **MIOSHA advisors.** The department of labor and economic opportunity may agree to pay a one-time signing bonus to an employee hired after December 31, 2022, into a position classified as Occupational Safety Advisor in the Michigan Occupational Safety and Health Administration.
- (3) **Repayment agreement.** An employee may only be paid a signing bonus if the employee agrees in writing to repay the entire signing bonus, including tax withholding amounts, if the employee leaves the agency within one year after the effective date of the hire.
- (4) **Current employees ineligible.** An employee who is a classified employee immediately before appointment to an eligible classification is ineligible for any bonus under this rule.
- (b) **Payment.**
- (1) An eligible employee in a classification in (a)(1)(A) through (E) may be paid a signing bonus up to \$2,500. Up to \$1,250 may be paid at hire. Up to \$1,250 may be paid after satisfactory completion of the initial probationary period.
 - (2) An eligible employee in a classification in (a)(1)(F) or (G) may be paid a signing bonus up to \$3,500. Up to \$1,750 may be paid at hire. Up to \$1,750 may be paid after satisfactory completion of the initial probationary period.
 - (3) An eligible employee in a classification in (a)(2) may be paid a signing bonus up to \$5,000. Up to \$2,500 may be paid at hire. Up to \$2,500 may be paid after satisfactory completion of the initial probationary period.
- (c) **Term.** The pilot program under this rule applies to eligible appointments made after December 31, 2022, and before January 1, 2024.

Comments on the proposed amendments may be emailed to MCSC-OGC@mi.gov or sent to Office of the General Counsel, Michigan Civil Service Commission, P.O. Box 30002, Lansing, Michigan, 48909. Comments must be received by December 16, 2022. The proposed rule changes will be considered by the commission at its December 19, 2022 meeting at 400 S. Pine Street, Lansing, Michigan. The proposed effective date of the changes is January 1, 2023.