

# Michigan Civil Service Commission

## Regulation 5.11

<b>Subject:</b> <div style="text-align: center;"><del>Compensating</del> Employees Occupying Multiple Positions</div>		
<b>SPDOC No.:</b> <div style="text-align: center;"><del>22-14</del><u>16-06</u></div>	<b>Effective Date:</b> <div style="text-align: center;">January 1, 2023<del>17</del></div>	<b>Replaces:</b> <div style="text-align: center;">Reg. 5.11 (SPDOC <del>16-06</del><u>07-14</u>, <del>October 7, 2007</del><u>January 1, 2017</u>)</div>

### 1. Purpose

This regulation establishes the standards and procedures for compensating employees who occupy multiple positions.

### 2. CSC Rule References

#### 5-3 Compensation Schedules

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#### 5-3.7 Compensation from Other State Sources

*A classified employee who concurrently occupies more than one position in the state service cannot be credited with more than 80 hours in pay status for any purpose, except salary. Salary is prorated and paid by each agency on the basis of time actually worked for each agency.*

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### 3. Standards

- A. **Allowed.** A classified employee may concurrently occupy ~~more than one~~multiple positions in the state service, in either the same or different agencies.
- B. **Limitations.** An appointing authority cannot appoint ~~an employee from a different~~another agency's employee to a second position without first obtaining documentation from the ~~employee's primary other agency~~appointing authority allowing the employee to engage in supplemental employment.
- C. **Compensation, Longevity, and ~~Fringe~~ Benefits.** The employee is ~~compensated~~paid by ~~the an~~ agency for ~~those~~ hours worked in the agency.
  1. Eligibility for overtime ~~payment~~ is based on the combined number of hours worked ~~by the employee~~ for all agencies ~~combined~~.
  2. An employee cannot be credited ~~with~~ more than 80 hours in pay status per pay period for any purpose, except salary.

**D. Proration.** Overtime, longevity, and fringe benefits for career employees occupying positions in multiple~~more than one~~ agencies~~y~~ are prorated as follows:

1. For A~~n~~ employee occupying a full-time position plus and~~one or more part-time or permanent-intermittent~~ positions:
  - a. The primary agency~~, for which the employee works full-time, (primary agency) compensates-pays~~ the employee at straight~~-time~~ rates for regularly scheduled shifts. All time ~~that the employee worked~~s in a~~the~~ part-time ~~or permanent-intermittent~~ position is paid in accordance with ~~overtime~~ regulations 5.02.
  - b. The primary agency ~~for which the employee works full time~~ provides the complete longevity and fringe benefit package.
2. For A~~n~~ employee occupying ~~more than one~~multiple part-time ~~or permanent-intermittent~~ positions~~, but no full-time position~~:
  - a. If the combined ~~total number of hours the employee is~~ regularly scheduled hours of~~to~~ work ~~equals or is less than 80 hours a~~per pay period is 80 or fewer:
    - (1) The employee is paid at straight-time rates for all regularly scheduled work hours ~~at straight time rates~~. An eligible employee is paid for overtime worked in accordance with regulation 5.02 by the agency for which ~~the~~ overtime is worked.
    - (2) Each agency provides longevity ~~payment~~ and fringe benefits in proportion to the number of regularly scheduled hours in the pay period ~~that the employee is~~ in pay status.
  - b. If the combined ~~total~~ number of ~~hours the employee is~~ regularly scheduled hours of~~to~~ work per pay period exceeds 80 hours:
    - (1) The ~~primary agency compensates the~~ employee is paid at straight~~-time~~ rates by the agency beginning with that for which the employee has the longest service. This continues until an agency's~~Those agencies whose~~ regular scheduling ~~of the employee~~ causes the employee to work in excess of~~over~~ 80 hours in a pay period. ~~must compensate the employee for such~~ Those excess hours must be paid in accordance with regulation 5.02. The employee is also paid ~~must be compensated~~ for any other overtime hours worked by the agency for which ~~the overtime~~it is worked.
    - (2) ~~The proration of f~~ringe benefits and longevity are prorated~~is made~~ between ~~those~~ agencies in proportion to the number of regularly scheduled hours paid at straight time rates.

**E. Leave Use.** An employee's may use accrued leave balances ~~may be used to the extent necessary~~ for absence from scheduled work in ~~either agency or any~~ position.

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**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 517-284-0102~~; or ~~to~~ [MCSC-Compensation@mi.gov](mailto:MCSC-Compensation@mi.gov).