



**STATE PERSONNEL DIRECTOR OFFICIAL COMMUNICATION**

**SPDOC No. 23-01**

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

FROM: JOHN GNODTKE, STATE PERSONNEL DIRECTOR

DATE: JANUARY 25, 2023

SUBJECT: **PROPOSED AMENDMENTS TO RULE 5-7, EXPENSE  
REIMBURSEMENT AND REGULATION 5.14, MAINTENANCE AND  
TRAVEL ALLOWANCES AND REIMBURSEMENTS**

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

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

The commission has long authorized funding for a NERE professional-development fund (PDF) and approved PDFs and tuition-reimbursement benefits in union contracts. CBAs also contain specific provisions in terms of eligibility, approvals, amounts, limits, etc., for these programs. The commission also approved a general policy of permitting agencies to partially reimburse eligible employee tuition expenses under which agencies have created tuition reimbursement policies nearly 50 years ago, but this approval has not been included in rules and regulations. Staff recommends amending rule 5-7.3, to add a new section (f) to formalize agencies' discretion to implement tuition-reimbursement programs for eligible NEREs consistent with standards in regulations, and recognize the previously approved NERE PDF:

**5-7 Expense Reimbursement**

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**5-7.3 Miscellaneous Reimbursements**

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**(f) Education Expense Reimbursement.**

- (1) An appointing authority may implement a program for the reimbursement of employees' eligible educational expenses under procedural requirements and other limits established by the director in the regulations.
- (2) An eligible employee may seek reimbursement for qualifying educational expenses from the professional development fund authorized by the commission and administered by the state employer, in accordance with the terms of such fund.

Conforming amendments to regulation 5.14 are also proposed.

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Comments on the proposed amendments may be emailed to [MCSC-OGC@mi.gov](mailto: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 February 21, 2023. The proposed effective date of the changes is March 5, 2023.

Attachment