



STATE PERSONNEL DIRECTOR OFFICIAL COMMUNICATION
SPDOC No. 23-04

TO: ALL APPOINTING AUTHORITIES, HUMAN RESOURCES OFFICERS,
AND RECOGNIZED EMPLOYEE ORGANIZATIONS
FROM: JOHN GNODTKE, STATE PERSONNEL DIRECTOR
DATE: FEBRUARY 24, 2023
SUBJECT: **INTERIM RULE ACTION ON RULE 5-6, ADDITIONAL
COMPENSATION: MISCELLANEOUS; AND UPDATED RULEBOOK**

A handwritten signature in black ink, appearing to read "John Gnodtke", with a long horizontal line extending to the right.

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

The rescheduling of the commission's February 22 meeting precluded consideration of previously circulated proposed rule amendments to rule 5-6.16 with a proposed effective date of March 5, 2023. To avoid further delay, with the acting chair's consent, I am taking interim rule action under rule 1-1.4 to amend rule 5-6.16.

After proposed amendments to rule 5-6.16 were circulated in SPDOC 23-03, the state employer further requested that the proposed recruitment and retention bonus pilot program for newly hired Auditors and Financial Analysts be expanded to other agencies. Additional agencies using these classes have expressed a desire to be included in the pilot program. To ensure interested agencies can participate in this program, while retaining agency discretion to participate based on need and budget, I amend rule 5-6.16 on an interim basis as follows:

5-6.16 Recruitment and Retention Pilot Program

(a) Eligibility.

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- (3)** [Auditors and Financial Analysts. An appointing authority may agree to pay a one-time signing bonus to an employee hired after March 4, 2023, into a position classified as Auditor or Financial Analyst.](#)
- (4)** **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.

(45) 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 [subsections](#) (a)(1)(A) through (E) [or \(a\)\(3\)](#) 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 [subsections](#) (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 [subsection](#) (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,~~ [the applicable dates set forth above](#) and before January 1, 2024.

The attached rulebook reflects this interim action to rule 5-6.16, effective March 5, 2023. The amendment will be placed on the commission's next meeting agenda for final commission action.

Attachment