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STATE PERSONNEL DIRECTOR OFFICIAL COMMUNICATION

SPDOC No. 25-15

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

FROM: JOHN GNODTKE, STATE PERSONNEL DIRECTOR

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

DATE: DECEMBER 15, 2025

SUBJECT: **AMENDMENTS TO REGULATION 7.01, DISBURSEMENTS FOR
PERSONAL SERVICES OUTSIDE THE CLASSIFIED SERVICE**

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

Proposed amendments to regulation 7.01 were circulated in SPDOC 25-13. Proposed amendments included standardizing the style of regulation to match conventions used in other regulations, adding clarifications, and streamlining a table in § 4.B. Also proposed were substantive amendments to formally promulgate unofficial guidelines on Standards A and B, add limits and guidelines on Standard C approvals, codify unpromulgated cost-savings guidelines on retirement costs in Standard D requests, and codify maximum approval lengths under all standards. No comments were received on the proposed amendments.

These proposed amendments are adopted as circulated, with two changes identified by staff. First, subsection 4.E.2 is further amended to clarify that the 14-day limit to file an appearance as an interested party begins on the date a CS-138 is filed with civil service, and to clarify that a CS-138 request cannot be approved until at least 14 days after the request is filed with civil service unless the director approves an exception permitting earlier approval. Finally, a superfluous word "the" is removed from § 4.B.4.

The regulation issued with this SPDOC is effective January 1, 2026.

Attachment