

State of Michigan
Administrative Guide to State Government

1510.01 Personnel Transactions and Conditions of Employment

Issued: January 1, 1994
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SUBJECT: Personnel Transactions and Conditions of Employment.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To identify rules that cover personnel transactions and conditions of employment, as approved by the Civil Service Commission.

CONTACT AGENCY: Civil Service Commission (MCSC)

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SUMMARY: Each Executive Branch Department and Sub-unit must follow approved rules governing personnel transactions and conditions of employment for all state classified employees.

For information on personnel transactions and conditions of employment, managers should also refer to internal departmental policy documents and applicable collective bargaining agreements.

Within these internal policies and collective bargaining agreements, agencies must implement personnel transactions in accordance with civil service rules and regulations.

APPLICABLE FORMS: Contact respective human resources offices.

PROCEDURES:

Rules and regulations governing personnel transactions and conditions of employment are frequently updated. Agencies can consult the chart below and should follow up with their respective human resources office with any questions.

Subject	Civil Service Rule	Civil Service Regulation	Other
Abolishment of position	4-4	4.02	
Administrative leave	2-11	2.03; 5.06; 6.01; 6.02. 6.05; 8.01	
Affirmative Action	1-8.5		
Alcohol Testing	2-7	2.08; 2.09	
Annual leave	2-12.4; 5-10.2	2.03; 5.09	
Applicant Pools	3-2	3.03; 3.04; 3.08	
Appointments	3-3	3.03; 3.04; 3.07	
Appointment, Revocation	3-7	3.07; 3.06; 8.04	
Bumping	2-5	2.01	
Callback compensation	5-4.4	5.02	
Certification, Appointments	3-3	3.03; 3.04	
Citizenship	1-11		
Collective bargaining	6-2; 6-8; 6-9	6.01	
Compensation	Chapter 5	5.01-5.19	
Compensatory Time	5-4.2	5.02	

Conflict of interest	2-8		
Contractual employment	Chapter 7	7.01	
Death of employee (wage, leave and longevity payoffs)	5-3.6	5.05; 5.09; 5.10	
Demotion	2-6; 3-3.2; 3-3.5; 3-3.6	2.06; 3.07; 3.08; 3.10	
Disability management Return-to-work Appointments	3-2.1; 3-3.1	3.12	
Disclosure of interest	2-8.3	3.06	
Discriminatory Harassment	1-8.3	1.03	
Dismissals and suspensions	2-6.1	2.06	
Downgrading		4.01	
Duty incurred injury	5-9	5.13	
Effective dates (Classifications)	4-1.5, 4-2	4.04	
Emergency appointments	3-3.3	3.07	
Emergency conditions (compensation under)		5.06	
Employee relations and employee organizations	Chapter 6	6.01-6.08	
Employment preference	2-5	2.01; 2.02; 3.09	
Equal employment	1-7; 1-8	1.02; 3.03; 3.04; 3.05;	
Establishment of positions	4-1	4.01 – 4.07	
Examinations	3-1	1.04; 3.01; 3.03; 3.04; 3.05	
Expense reimbursement	5-7	5.14; 5.15	Standardized Travel Regulations
Family Medical Leave Act		2.03	
Funeral attendance		2.04; 5.10	
Grievances and appeals	Chapter 8	8.01 ; 8.05; 8.06	
Holidays	5-10	5.08	
Housing	5-12	5.14	
Impasse	6-9	6.05	
Insurance: Health; Dental; Income Protection; Life; and Vision	5-11	5.18; 5.19	
Jury Duty	5-6.9	2.03	
Layoff	2-4	2.01	
Leave of absence	2-11; 2-12; 2-13	2.03; 2.04	
Longevity	5-8	5.05	
Maintenance Allowance	5-12	5.14	
Mileage	5-7.1		Standardized Travel Regulations
Military leave	2-14	2.04	
Moving expense	5-7	5.15	Standardized Travel Regulations
Multiple agency employment		5.11	
Non-career employment)	2-1.2	3.02	
On-call compensation	5-4	5.02	
Overtime	5-4	5.02	
Overpayment		5.16	
Pay for performance	2-3; 4-6; 5-3.4	5.07	
Performance Ratings	2-3	2.06	
Permanent intermittent employees (Position types)	2-1.1		
Personal leave	5-10.2	5.09	
Political activity	1-12		
Position freezes		4.06	
Predetermined classifications	4-1.4	3.07; 4.01; 4.02	State of Michigan Applicant Recruitment Strategies
Prison Premium Pay	5-5.1	5.04	

Probation period	3-6	2.06	
Promotions	3-3.7	3.07; 3.10	
Reclassifications	4-1, 4-2	4.01	
Reasonable accommodation	1-8.2; 3-1.4	1.04	
Recall	3-2.3; 3-2.4; 3-3.8	3.07; 3.08; 3.09	
Recruitment		3.04	
Red circle	5-3.4	5.01	
Reinstatements	2-17.2; 3-3.9; 5-3.5	3.07; 3.08	
Reorganizations	2-4.1; 4-4.4	2.01	
Retirement	2-17; 5-13	5.05; 5.09; 5.10	State Employees Retirement Act
Severance pay	5-6.10	5.12	
Shift differential premium	5-4.5	5.03	
Sick leave	5-10.2	5.10	
Special pay premiums	5-5; 5-6	5.04	
Status	3-6.6		
Step increases	5-3.4	5.01	
Student classes	2-1.2	3.02	
Sub-classes	2-5.3	3.07	
Subpoena	5-6.9	2.03; 8.01	
Supplemental employment	2-8.3	3.06	
Suspension	2-6	3.06	
Technical Complaints	8-3	8.02; 8.03; 8.04; 8.07	
Travel	5-7.1	5.14	Standardized Travel Regulations
Unfair labor practice	6-11; 6-12; 6-13	6.02	
Uniforms and dry cleaning	5-7.3	5.14	
Union dues deductions	6-7	6.03	
Whistleblowers	2-10		
Working out of class	4-5	4.03; 4.08	
Worker's Compensation (also see Disability Management)	5-9; 5-14	5.13	
