

**1520.08 Continued Operation of Critical Functions**

Issued: January 1, 1994  
Revised: April 23, 2012

**SUBJECT:** Continued Operation of Critical Functions.

**APPLICATION:** Executive Branch Departments and Sub-units.

**PURPOSE:** To inform departments of the initial procedure to follow should there be an interruption of state services brought about by concerted employee activity, or if a department has reliable information that a bona fide threat of interruption exists.

**CONTACT AGENCY:** Department of Technology, Management and Budget (DTMB)  
Office of the State Employer (OSE)

**TELEPHONE:** 517-373-7400

**FAX:** 517-373-3771

**SUMMARY:** This section specifies the initial procedure by which departments inform the OSE when the possibility exists that state services may be interrupted, due to concerted employee activity, or that such interruption has taken place.

**APPLICABLE FORMS:** None.

**PROCEDURES:**

Department/Agency/Facility:

- Supervisor or other management official having reliable cause to believe that concerted activity is occurring which has the potential for interrupting state services, immediately notifies the department's Human Resources Director.
- Human Resources Director will immediately notify the OSE Director.

OSE:

- Will evaluate the situation and may activate the Continuity of State Government Plan. Such activation may be made by only the Director of the OSE.

Affected Department Officials:

- Will cooperate with the OSE, should the plan be activated, and report to their assignments as specified in individual department annexes to the Continuity of State Government Plan.

\*\*\*