



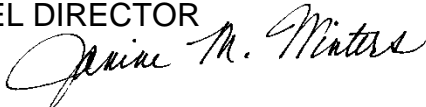
STATE OF MICHIGAN  
CIVIL SERVICE COMMISSION

**STATE PERSONNEL DIRECTOR OFFICIAL COMMUNICATION**

**SPDOC No. 19-10**

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

FROM: JANINE M. WINTERS, STATE PERSONNEL DIRECTOR

DATE: SEPTEMBER 16, 2019 

SUBJECT: **PROPOSED AMENDMENTS TO REGULATIONS 3.06, EMPLOYMENT  
SANCTIONS; 4.01, CLASSIFICATION ACTIONS REQUIRING CIVIL  
SERVICE REVIEW; 4.03 EMPLOYEE GENERATED POSITION  
REVIEWS; 4.04 EFFECTIVE DATES FOR CLASSIFICATION ACTIONS;  
4.05 FREQUENCY OF REVIEW OF POSITIONS; 4.06 FROZEN  
POSITIONS; 4.07 AGENCY REORGANIZATIONS AND POSITION  
RECODINGS; 4.08 WORKING OUT OF CLASS**

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INFORMATION CALL (517) 284-0115.

Last year, rule amendments required minor revisions to many regulations in chapters 3 and 4. Staff has now reviewed remaining regulations in those chapters, for which similar updating is recommended. In addition to individual versions in legislative format, a single attachment also includes clean versions of all circulated regulations.

Most of the proposed changes are merely stylistic changes to make the regulations more concise by removing unnecessary or redundant references or provisions. These changes also adopt a consistent style with other recently reviewed regulations. Several changes update or remove the names of forms and processes that have been reengineered over the past decades in process changes and improvements adopted by the Office of Classifications, Selections, and Compensation. These include discontinuing MCSC-administered applicant pools, ending the use of paper forms for classification actions, ending classification-specific employment sanctions, and clarifying that workers typically cannot be reclassified to a lead worker.

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 September 30, 2019. The proposed effective date of the changes is October 1, 2019.

Attachments