

**State of Michigan**  
Department of Human Services

# Employee Handbook



# TABLE OF CONTENTS

<b>1.</b>	<b>Welcome to DHS</b> .....	<b>1</b>
	Introduction .....	1
	Department Mission .....	1
	Department Vision .....	1
<b>2.</b>	<b>General</b> .....	<b>1</b>
	Equal Opportunity and Diversity .....	1
	Discrimination .....	2
	Ethical Standards.....	2
	Political Activities.....	2
	Conflict of Interest.....	2
	Supplemental Employment.....	2
	Employee Services Program .....	2
	Employee Grievance Procedure.....	2
<b>3.</b>	<b>Compensation</b> .....	<b>3</b>
	Pay.....	3
	Fringe Benefits.....	3
	Overtime and Other Compensation .....	3
	Lost Time .....	3
	Travel/Moving Reimbursement.....	3
	Longevity Payment .....	3
	Tuition Reimbursement.....	3
	Retirement .....	4
	Workers Compensation .....	4
<b>4.</b>	<b>Personnel Information</b> .....	<b>4</b>
	Personal Information.....	4
	Probationary Period .....	4
	Performance Evaluations.....	4
	Status.....	4
	Official Personnel File.....	4
	Seniority Lists.....	5
	Transfer Lists .....	5
	Promotion.....	5
	Position Review .....	5
	Demotion.....	5
	Layoff .....	5
	Employment Status Codes .....	6
	Death .....	6
	Discharge.....	6
	Retirement .....	6
<b>5.</b>	<b>Absences from Work</b> .....	<b>7</b>
	Annual leave .....	7
	Sick Leave .....	7

- Break Time and Lunch Periods..... 7
- Holidays ..... 7
- Administrative Leave..... 7
- School and Community Participation Leave ..... 7
- Personal Leave ..... 8
- Banked Leave Time ..... 8
- Deferred Hours ..... 8
- Education Leave ..... 8
- Medical leave ..... 8
- Family Medical Leave ..... 8
- Waived Rights Leave ..... 8
- Military Leave..... 8

**6. Department Work Rules .....8-12**

## **WELCOME TO THE DEPARTMENT OF HUMAN SERVICES (DHS)**

This is a large and varied Department offering many services to the public; many of these services are to the disadvantaged or disabled. This Department provides assistance to children and families in our state through financial programs such as Family Independence Program (FIP), Food Assistance Program (FAP), State Emergency Relief (SER), State Disability Assistance (SDA), Medicaid (MA), State Medical Program (SMP), and Child Development and Care Services. The Department also provides non-financial programs such as protective services for children and adults, foster care or adoption, Disability Determination Services, Child Support services and Juvenile Justice facilities and programs. The skills and talents you contribute to the Department are an integral part of those services, whether directly or indirectly. To view the Department organization chart, go to:

[http://intranet-01.mfia.state.mi.us/ResourceLib/Org\\_Charts/DHS\\_Org\\_Chart.pdf](http://intranet-01.mfia.state.mi.us/ResourceLib/Org_Charts/DHS_Org_Chart.pdf).

As an employee of the DHS, you hold a dual responsibility. You work for the State of Michigan and as a result you help form the image of a “public servant.” In this role, your responsibility is to conduct yourself in a manner that leaves a positive image in the mind of the person who has occasion to interact with you, the state employee. More specifically, you work for DHS. This Department provides many services that are valuable if not crucial, to the well being of the citizens of Michigan. In this role, your responsibility is to carry out your assigned tasks efficiency, skillfully and courteously, so that the needs of the citizens are met.

This handbook provides information and resources about what state employment and DHS have to offer you, as well as what is expected from you. This handbook is not a contract and does not confer on employees any rights or powers beyond their collective bargaining agreement and/or Civil Service rules. It may be amended in whole or in part, at the employer’s discretion.

Each office has their own local policies regarding general office administration. These include flexible start and end hours for work schedules, flexible work hours, dress code, personal property, phone and computer usage, receipt of mail, etc. Your supervisor should provide you with access to all local policies.

### **DEPARTMENT MISSION:**

The DHS assists children, families and vulnerable adults to be safe, stable and self-supporting.

### **DEPARTMENT VISION:**

We will reduce poverty; help all children have a great start in life, and help our clients achieve their full potential.

### **GENERAL INFORMATION:**

1. Equal Opportunity and Diversity. It is the policy of the Michigan Department of Human Services (DHS) to pursue equal opportunity regardless of religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, or a disability or

genetic information that is unrelated to the person's ability to perform the duties of a particular job or position as defined by federal and state laws, Civil Service Rules and Regulations in our relations with employees, clients, contractors and vendors. Refer to Administrative Handbook Item AHJ 1300 (<http://www.mfia.state.mi.us/olmweb/ex/ahj/1300.pdf>) and AHJ 1312 (<http://www.mfia.state.mi.us/olmweb/ex/ahj/1312.pdf>).

2. Discrimination: It is the policy of DHS that no employee will be subject to discriminatory conduct or communication that negatively impacts their employment or employment environment based on religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, disability, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. Refer to Administrative Handbook Item AHJ 1305 (<http://www.mfia.state.mi.us/olmweb/ex/ahj/1305.pdf>)
3. Ethical Standards: Employment in the state-classified service demands a high degree of loyalty and imposes high ethical standards on employees to ensure the integrity of state government and maintain effective services. All employees must meet these ethical standards and the Department is obligated to enforce these ethical standards. Refer to Civil Service Rule 2-8, ([http://www.michigan.gov/mdcs/0,1607,7-147-6833\\_8155-72500.00.html#2\\_8](http://www.michigan.gov/mdcs/0,1607,7-147-6833_8155-72500.00.html#2_8)).
4. Political Activities: Classified employees are restricted from certain political activities such as coercing others to make political contributions or using state facilities to assist any person or issues in an election. Refer to Civil Service Rule 1-12, ([http://www.michigan.gov/mdcs/0,1607,7-147-6877\\_8155-72383.00.html#1\\_12](http://www.michigan.gov/mdcs/0,1607,7-147-6877_8155-72383.00.html#1_12)) and Administrative Handbook Item AHP 639-8.
5. Conflict of Interest: Classified employees are prohibited from engaging in actions that may constitute a conflict of interest with employment with the Department. Refer to Civil Service Rule 2-8 ([http://www.michigan.gov/mdcs/0,1607,7-147-6877\\_8155-72500,00.html#2\\_8](http://www.michigan.gov/mdcs/0,1607,7-147-6877_8155-72500,00.html#2_8)) and Administrative Handbook Item AHP 603 (<http://www.mfia.state.mi.us/olmweb/ex/ahp/603.pdf>).
6. Supplemental Employment: Supplemental employment (paid outside job, self-employment and certain political activity) may be permitted for periods of up to a year's duration. Employees are required to complete the form DHS-1507, Request for Approval to Engage in Supplemental Employment. Continued supplemental employment beyond the previous approved duration requires a new request for approval. Refer to Administrative Handbook Item AHP 639-2 (<http://www.mfia.state.mi.us/olmweb/ex/ahp/639-2.pdf>).
7. Employee Services Program: The Employee Services Program (ESP) offers an opportunity for confidential assessment and referral for employees experiencing work-related problems or personal problems that affect their work. Contact them a 1-800-521-1377 for further information.
8. Employee Grievance Procedure: Employees who have an exclusive representative should refer to their collective bargaining agreement, or contact their union representative. Employees who are not exclusively represented are covered under the Civil Service grievance and appeals procedure. Refer to Civil Service Regulation 8.01 ([http://www.michigan.gov/documents/mdcs/Reg\\_8.01\\_Grievance\\_Grievance\\_\\_Appeal\\_Procedures\\_211738\\_7.pdf](http://www.michigan.gov/documents/mdcs/Reg_8.01_Grievance_Grievance__Appeal_Procedures_211738_7.pdf)).

## COMPENSATION:

1. Pay: A pay period is a two week period beginning on a Sunday and ending on a Saturday. A typical full-time employee is scheduled to work 80 hours in that time period. Payroll warrants are produced after the pay period ends. Employees are paid by means of an electronic funds transfer (EFT) into an account at a financial institution designated by the employee unless that would constitute an undue hardship for the employee or permitted by contractual agreement. Payroll warrants are issued on the second Thursday of the pay period. Payroll warrants and optional payroll deductions may be viewed in the employee's MI HR Self-Service site at [www.michigan.gov/selfserv](http://www.michigan.gov/selfserv). Assistance with the MI HR Self-Service site may be obtained by calling 1-800-766-6447. Pay rates are contained in the Civil Service Compensation Manual, found at [http://www.michigan.gov/mdcs/0,1607,7-147-6877\\_8150,00.html](http://www.michigan.gov/mdcs/0,1607,7-147-6877_8150,00.html). Pay rates for exclusively represented employees are determined through the collective bargaining process. Pay rates for non-exclusively represented employees are determined by the Coordinated Compensation Panel (see Civil Service Rule 5-1.3 [http://www.michigan.gov/mdcs/0,1607,7-147-6877\\_8155-73228,00.html#5\\_1](http://www.michigan.gov/mdcs/0,1607,7-147-6877_8155-73228,00.html#5_1)).
2. Fringe Benefits: The State of Michigan has a wide range of fringe benefits including life, health, vision, and dental insurances. To review the full array of benefits and eligibility requirements, go to <http://michigan.gov/mdcs/0,1607,7-147-22854,00.html>.
3. Overtime and Other Compensation: Some employees are eligible for payment of overtime if they are required to work in excess of 40 hours in a week and/or 8 hours in a day. They may also be eligible for on-call, call back, shift differential, compensatory time and/or retention pay. Refer to the Civil Service Compensation Manual or your union agreement for more details.
4. Lost Time: Lost time is non-payment for hours scheduled but not worked. It will occur when an employee does not have enough leave credits to cover an absence or when there has been no approval for an absence. In addition to reducing the amount of pay for the pay period, it results in the hours not being credited towards continuous service, may reduce the accumulation of leave credits for that pay period and may impact longevity payments. Corrective action may be issued for lost time incurred by an employee.
5. Travel/Moving Reimbursement: When you are required to travel or change your residence for the benefit of the Department, you are eligible for reimbursement of expenses. Reimbursement is determined by the Standard Travel Regulation ([http://www.michigan.gov/documents/DMB\\_StandardizedTravelRegulations\\_23541\\_7.pdf](http://www.michigan.gov/documents/DMB_StandardizedTravelRegulations_23541_7.pdf)) or your union agreement.
6. Longevity Payments: The longevity compensation plan is designed to acknowledge years of service to the State of Michigan. An employee who has completed the equivalent of five years of full time currently continuous employment by October 1 of the fiscal year is eligible for an annual longevity payment. Refer to Civil Service Regulation 5.05 ([http://www.michigan.gov/documents/Regulation5\\_72868\\_7.05.pdf](http://www.michigan.gov/documents/Regulation5_72868_7.05.pdf)) or your union agreement for more details and the payment rates by years of service.
7. Tuition Reimbursement: Professional Development Funds may be available through the Office of the State Employer. Refer to (<http://www.michigan.gov/ose/0,1607,7-143,12426,00.html>).

8. Retirement: The State of Michigan has two retirement plans, a defined benefit plan, and a 401(k) defined contribution plan. Employees hired before March 31, 1997, are members in the defined benefit retirement plan unless there was an election to convert to the 401(k) defined contribution plan during open enrollment. Employees hired on or after March 31, 1997, are members of the 401(k) defined contribution plan. Please refer to <http://www.michigan.gov/ors> for further retirement plan information.
9. Workers' Compensation: If you are injured in the course of your employment, the provisions of the Worker's Compensation Act cover you. If you have sustained a compensable injury, you will be eligible for wage replacement. You will be required to file an incident report form (<http://intranet-01.mfia.state.mi.us/DMDS/IncidentReport.asp>). You are entitled to administrative leave for the remainder of the day of the injury.

## PERSONNEL INFORMATION

Personal Information: In order to maintain complete and accurate personnel records, employees are expected to report changes in personal status as soon as practicable. The following are some of the important changes in status, which must be reported to the MI HR Service Center at (877)-766-6447:

- Name
- Mailing Address
- Phone number (home and work)
- Marital status
- Exemptions for tax purposes
- Additions or deletions of dependents for insurance coverage
- Emergency contact name and phone number

Additions or deletions of beneficiaries (retirement, unpaid wages and life insurances) should be reported to Personnel Services at (517) 373-8873.

1. Probationary period: The probationary period is an on-the-job test period. Performance is evaluated at specified intervals. For full time employees the full probationary period is twelve months. For part time employees the full probationary period is eighteen months. Probationary periods may be extended. For more information about the probationary period and evaluation see Civil Service Regulation 2.06 ([http://www.michigan.gov/documents/SPDOC\\_03-20a\\_69539\\_7.pdf](http://www.michigan.gov/documents/SPDOC_03-20a_69539_7.pdf)).
2. Performance evaluations: All employees are required to have an annual evaluation of their performance.
3. Status: Status is gained after you have satisfactorily completed your probationary period in an indefinite or limited term appointment.
4. Official Personnel File: All records supporting Department personnel actions are part of your official personnel file. The personnel file contains employee records and documents including, but not limited to Civil Service employee history records, service ratings, personnel

action notices, benefit and compensation forms, counseling memorandums, disciplinary action notices and employee commendations. Information stored in the Human Resource Management Network is considered part of the official personnel file. Employees have access to their personnel file upon written request to Personnel Services.

5. Seniority lists: Seniority lists are maintained in accordance with Civil Service Rules and collective bargaining agreements. Contact your personnel liaison to determine the location of the seniority lists at your work site. Refer to Civil Service Rule 2-5.2 ([http://www.michigan.gov/mdcs/0,1607,7-147-6877\\_8155-72500,00.html#2\\_5](http://www.michigan.gov/mdcs/0,1607,7-147-6877_8155-72500,00.html#2_5)) or your union agreement to determine how your seniority is determined.
6. Transfer list: Employees who wish to express an interest in transferring in their current classification and level to another work location need to place their name on the appropriate transfer lists. Refer to Administrative Handbook Item AHP 621-3 (<http://www.mfia.state.mi.us/olmweb/ex/ahp/621-3.pdf>) or your union agreement to determine your eligibility for transfer and the actions required for requesting a transfer.
7. Promotion: Opportunities for promotion are found by reviewing the vacancy posting lists. The internal DHS vacancy posting list is found at <http://intranet-01.mfia.state.mi.us/positionvacancy/VacancyList.asp>, and the statewide Civil Service vacancy posting list is found at <http://web1mdcs.state.mi.us/vacancyweb/vacancyinq.asp>. All vacancies are posted on these sites. Directions for application for the individual positions are contained in the postings.
8. Position Review: If you feel that your position is improperly classified, you should review the Civil Service job specifications for your current class and any other classification you feel better describes your job. These can be found at [http://www.michigan.gov/mdcs/0,1607,7-147-6876\\_8056,00.html](http://www.michigan.gov/mdcs/0,1607,7-147-6876_8056,00.html). You should also complete an updated position description, form CS-214 ([http://michigan.gov/documents/CS-214\\_Position\\_Description\\_HRMN\\_66786\\_7.doc](http://michigan.gov/documents/CS-214_Position_Description_HRMN_66786_7.doc)). Civil Service Rule 4-2 provides that you may file a written request for a position review directly with the Civil Service Commission if your supervisor does not support your request for a position review. A review will not be made more than once in a twelve-month period unless a significant, substantial or material change has occurred in the job.
9. Demotion: A demotion is the appointment of a status employee to a position of a lower level, typically with lesser pay. A demotion may be made for disciplinary reasons, at the employee's request, or due to a reduction in force.
10. Layoff: Sometimes there may be a reduction in the amount of work needed to be performed or in funding that results in the abolishment of position(s). There are other times when the work unit changes and, as a result, certain positions are abolished. Whenever such a situation occurs, every effort is made to transfer an affected employee to another position within the Department if a vacancy exists and the employee is qualified and eligible to fill that vacancy in accordance with employment preference and union agreements. It may be necessary, however, to layoff employees as a result of such situations. The Department's employment preference plan for non-exclusively represented employees is found in AHP 639-7 (<http://www.mfia.state.mi.us/olmweb/ex/ahp/639-7.pdf>). The Department's employment preference plan for employees covered by a collective bargaining agreement is located in the individual contract.

11. Employment Status codes: There are various kinds of status codes for appointment to a position for purposes of determining pay and benefits. They include:
  - Full time (Indefinite): Full time career appointments are those expected to work a full 80 hour pay period. Leave accruals are not prorated and a complete benefit package is available.
  - Limited Term: Limited term appointments are of a specified duration. If you are a status employee and received a limited term assignment within the DHS, you will be returned to your prior class and level at the end of the assignment. If you were hired into the DHS into a limited term position, you have no employment retention rights when the appointment expires.
  - Part time: Part time appointments result in the employee working less than 80 hours in a pay period. Leave accruals are prorated as a result. Job share arrangements utilize part time appointments to cover a single position.
  - Permanent Intermittent: Permanent intermittent appointments result in an employee working on an as needed basis. There typically is not a regular or cyclic work schedule. Leave accruals are prorated.
  - Seasonal: Seasonal appointments result in the employee working a certain part of the year on a yearly basis. For example a Migrant Services Worker works during growing and harvesting seasons.
  - Non-career: Non-career appointments are defined as being expected to last less than the equivalent of 90 days of full time employment in duration and employees do not receive any benefits.
12. Death: When notified of an employee or dependent death, Personnel Services will forward all the necessary forms to the employee or beneficiary(ies) to ensure prompt payment of the state life insurance benefits and/or unpaid wages as applicable. Additional forms for continuation of insurance coverage will also be sent.
13. Discharge: Employees may be dismissed for just cause in accordance with Civil Service Rule 2-6 ([http://www.michigan.gov/mdcs/0,1607,7-147-6877\\_8155-72500,00.html#2\\_6](http://www.michigan.gov/mdcs/0,1607,7-147-6877_8155-72500,00.html#2_6)) or the union agreement.
14. Retirement: If you plan to retire, in addition to giving your supervisor a two-week notice and completing a CS-301, Employee Departure Report, ([http://www.michigan.gov/documents/CS-301\\_Employee\\_Departure\\_Report\\_68213\\_7.doc](http://www.michigan.gov/documents/CS-301_Employee_Departure_Report_68213_7.doc)) you must file an application for retirement with the Office of Retirement Services in the Department of Management and Budget at least 30 days prior to your expected departure date. For information about eligibility and the application for retirement see <http://michigan.gov/ors/0,1607,7-144,00.html>.

**ABSENCES FROM WORK:**

1. Annual Leave: Annual leave is paid time off for any purpose. Employees accrue annual leave based on years of service. Use of annual leave requires prior approval. For more information on accrual and use of annual leave refer to Civil Service Regulation 5.09 ([http://www.michigan.gov/documents/SPDOC\\_05-03\\_Reg\\_5\\_120539\\_7.09.pdf](http://www.michigan.gov/documents/SPDOC_05-03_Reg_5_120539_7.09.pdf)) or your union agreement.
2. Sick Leave: Sick leave is paid time off for illness, funerals or medically related purposes. Employees accrue four hours of sick leave per 80-hour pay period. Further information on the use and approval of sick leave is found in Civil Service Regulation 5.10 ([http://www.michigan.gov/documents/mdcs/Regulation\\_5.10\\_196395\\_7.pdf](http://www.michigan.gov/documents/mdcs/Regulation_5.10_196395_7.pdf)) or your union agreement.
3. Break time and Lunch periods: Most employees are allowed break periods and an unpaid lunch period each day. Refer to your local policy and your union agreement for more specific details.
4. Holidays: The State of Michigan observes the following holidays:

<b><u>Holiday</u></b>	<b><u>Observance</u></b>
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Election Day	General Election Day, even number years for most employees
Veterans Day	November 11
Thanksgiving	Fourth Thursday in November
Day after Thanksgiving	Friday following Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

For further information about working and scheduling on holidays, refer to Civil Service Regulation 5.08 ([http://www.michigan.gov/documents/SPDOC\\_05-03\\_Reg\\_5\\_120538\\_7.08.pdf](http://www.michigan.gov/documents/SPDOC_05-03_Reg_5_120538_7.08.pdf)) or your union agreement.

5. Administrative Leave: Administrative leave is a paid absence from work that is not charged against an employee's annual, sick, or other leave credits. Jury duty is an example where administrative leave is granted. Prior supervisory approval is required. Refer to Administrative Handbook Item AHP 632-10 (<http://www.mfia.state.mi.us/olmweb/ex/ahp/632-10.pdf>).
6. School and Community Participation Leave: School leave may used to participate in any educational activity including, but not limited to, tutoring, field trips, classroom programs, and

school committees. Community Participation leave may be used for active participation in any structured secular community activity sponsored by a governmental agency, non-profit community or agency. For further information refer to Civil Service Regulation 5.09 ([http://www.michigan.gov/documents/SPDOC\\_05-03\\_Reg\\_5\\_120539\\_7.09.pdf](http://www.michigan.gov/documents/SPDOC_05-03_Reg_5_120539_7.09.pdf)) or your union agreement.

7. Personal Leave: Most status employees are credited with 16 hours of personal leave to their annual leave balance each October 1. It is the employee's responsibility to ensure his/her leave balance is able to accept these hours on October 1. Hours can only be added up to the maximum accrual balance. For further information refer to Civil Service Regulation 5.09 ([http://www.michigan.gov/documents/SPDOC\\_05-03\\_Reg\\_5\\_120539\\_7.09.pdf](http://www.michigan.gov/documents/SPDOC_05-03_Reg_5_120539_7.09.pdf)) or your union agreement.
8. Banked Leave Time: These hours are used in the same fashion as annual leave.
9. Deferred Hours: Under voluntary pay reduction and/or voluntary work schedule adjustment plans available in the past, some employees accumulated deferred hours. These hours are used in the same fashion as annual leave.
10. Educational Leave: Educational leaves may be granted to employees wishing to further their education. Refer to Administrative Handbook Item AHP 643-2 (<http://www.mfia.state.mi.us/olmweb/ex/ahp/643-2.pdf>) or your union agreement.
11. Medical Leave: Medical leaves may be granted to cover periods of an employee medical disability and do not take effect until appropriate leave credits have been exhausted and the employee is off the payroll. Refer to Administrative Handbook Item AHP 643-1 (<http://www.mfia.state.mi.us/olmweb/ex/ahp/643-1.pdf>) or your union agreement.
12. Family Medical Leave: Eligible employees are entitled to up to twelve work weeks of leave (paid or unpaid) during the twelve month period for one of the following reasons: A) birth of a child or placement of a child for adoption or foster care, b) to care for a spouse, child or parent with a serious health condition, c) when the employee is unable to work due to a serious health condition, d) qualifying exigency arising from a spouse, child, or parent being on, or about to be called, to active duty in support of a contingency operation, or e) to care for a relative who is a covered service member recovering from a serious injury or illness incurred in the line of duty on active duty in the armed forces. Refer to Administrative Handbook Item AHP 643-1 (<http://www.mfia.state.mi.us/olmweb/ex/ahp/643-1.pdf>) or your union agreement. Also refer to FMLA Informational Poster at <http://www.dol.gov/esa/whd/regs/compliance/posters/fmlaen.pdf>.
13. Waived Rights Leave: Waived rights leaves may be granted for up to one year for the sole purpose of protecting continuous seniority. There is no right to return to employment at the expiration of the leave. Refer to Administrative Handbook Item AHP 643-2 (<http://www.mfia.state.mi.us/olmweb/ex/ahp/643-2.pdf>) or your union agreement.
14. Military Leave: Employees called into military service may be eligible for a regular or temporary military leave of absence. Refer to Civil Service Rule 2.14 ([http://www.michigan.gov/mdcs/0,1607,7-147-6877\\_8155-72500,00.html#2\\_14](http://www.michigan.gov/mdcs/0,1607,7-147-6877_8155-72500,00.html#2_14)) or your union agreement.

## DEPARTMENT WORK RULES:

The purpose of work rules is to set standards of behavior that the Department expects of all employees. Violation of work rules may lead to counselling or disciplinary action, which may range from reprimands through discharge. The following list of work rules serves to provide examples of situations for which an employee might be counseled or disciplined. Employees are also responsible for complying with Civil Service Rules which are found at [http://www.michigan.gov/mdcs/0,1607,7-147-6877\\_8155,00.html](http://www.michigan.gov/mdcs/0,1607,7-147-6877_8155,00.html).

1. Neglect of duty.
2. Employees are required to timely report their absences and provide documentation for such upon request.
3. Repeated tardiness or unacceptable absenteeism.

*Explanation: Employees are expected to report to work at their assigned starting time and ready to work. Absences with a pattern; absence following a denial of a leave request; or where the employee has no available leave balances, are examples of unacceptable absenteeism.*

4. Insubordination.

*Explanation: When an employee refuses to comply with a direct order, such as refusal to accept a job assignment, job duty or task, or to refrain from certain conduct or behavior is insubordination. The direct order is given by someone who has organizational authority to issue orders such as the immediate supervisor. The direct order must be: a) reasonable and consistent with the employee's position and responsibilities, b) clear and concise; it cannot be vague, ambiguous or confusing, and c) it cannot be unsafe, illegal or immoral.*

*A direct order must be clearly stated, e.g. "I am giving you a direct order to complete the report." It must also clearly state that refusal will result in disciplinary action up to and including discharge.*

5. Actual or attempted falsification of records or reports.

Examples of falsification include but are not limited to:

- Knowingly provides false information or omitting pertinent information on a pre-employment application, or on other required paperwork, including time reports, travel vouchers and requests for reimbursement of costs.
- Documenting home calls, phone calls or personal visits that never occurred.
- Providing falsified or altered medical statements.
- Indicating that certain required actions were completed when they were not.

- Deliberately recording inaccurate names, addresses, dates or other information.
- Changing information on any electronic data base system without proper documentation, computations or appropriate actions being completed, sometimes accomplished through a “computer review.”
- Examples of a computer review include:
  - Changing a review date on the DHS-5 or other eligibility authorization document and entering or causing the information to be entered into a DHS computer authorization system without having obtained proper documentation.
  - Changing the date one month so that the case does not appear on statistical reports as overdue for review.
  - Entering the appropriate date and information without the proper processing of documents.
  - Processing a review on a DHS computer authorization system as complete when the worker never saw or interviewed the client, and/or has no documentation to support the review.
  - Filling out registrations for the purpose of preventing applications from going overdue.

6. Actual or attempted misuse, abuse or theft of State property, equipment or funds.

*Explanation: This includes but is not limited to, use of State property for personal gain; carelessness; failure to properly maintain, or unauthorized alteration of State property including departmental records and computer software and files; and failure to properly manage or use state funds and procurement cards.*

7. Use of on-duty time to conduct personal or non-State business.

8. Violation of the State internet or e-mail policy (<http://intranet-01.mfia.state.mi.us/secure15.htm>).

*Note: Some violations may warrant discharge from State employment for a first offense.*

9. Failure to timely notify Labor Relations in writing of criminal convictions (felony or misdemeanor) and/or pending felony charges and failure to give Labor Relations written notice of the disposition and the judgement of sentence of those charges.

*Note: Employees who work in the Bureau of Juvenile Justice (BJJ) may not have a felony conviction on their record. A BJJ employee who is convicted of a felony will be discharged from state employment.*

10. Failure to notify Labor Relations in writing of placement on the Central Registry as a perpetrator.

*Explanation: Section 7j of the Child Protection Law prohibits employees who have unsupervised access to children to appear on the Central Registry as a perpetrator. Employees in classifications which allow for unsupervised access to children and who appear on the Central Registry will be subject to discipline, up to and including discharge.*

11. Failure to work cooperatively and treat others with courtesy and respect.
12. Possession of weapons or other hazardous items while on duty or in State workplaces or vehicles.
13. Involvement in a conflict of interest situation, or failure to properly report possible conflict of interest situations.

*Explanation: Employees must not accept from a client or business, any gift, loan or special favor consistent with Civil Service Rules. Similarly, employees are prohibited from offering gifts, loans or special favors requiring some form of reciprocity or that might actually result in substantial favoritism to selected individuals or organizations. If you intend to employ a client in any capacity or intend to sell or rent property to a client, you must provide full details to the supervisor of the staff person who determines the client's eligibility. If you are a client, you must ensure full reporting of income or other pertinent circumstances to your worker. You may apply to provide foster care or adopt a child, however, certain restrictions may apply.*

14. Employees shall not behave in an inappropriate manner or a manner that may harm or adversely affect the reputation of the Department or the State of Michigan.
15. Failure to meet acceptable attire or grooming standards. Acceptable attire or grooming may vary according to working conditions, job duties and contact with others.

*Explanation: Employees are responsible for adherence to the local office grooming and attire policy. Failure to conform may result in the employee being sent home to change. Repeated incidents may result in charging the absence to annual leave and/or lost time.*

16. Threatened, attempted or actual workplace violence:

Examples include but are not limited to:

- Actual or attempted physical violence or coercion, either implied or explicit, towards anyone over job related issues or while on duty, while in "on call" status or in State workplaces.
- Any behavior which is physically assaultive.
- Any behavior that indicates the potential for violence e.g. throwing objects, shaking fists, intentional destruction of property.

- Engaging in any threatening behavior directed toward another individual or causing or urging others to engage in such behavior.
  - Engaging in a course of conduct that would cause another individual to feel terrorized, frightened, intimidated, harassed or molested.
  - Failure to report an act of violence or threatening behavior committed in State workplaces, while on official State business or while engaged in work related activities or failure to cooperate in an investigation of violence or threatening behavior.
17. Improper release of confidential information.
18. Engaging in a strike or work stoppage or slow down related to state employment.
- Explanation: Engaging in this behavior may result in immediate suspension.*
19. Engaging in prohibited political activity as described in Civil Service Rule 1-12 ([http://www.michigan.gov/mdcs/0,1607,7-147-6877\\_8155-72383--,00.html#1\\_12](http://www.michigan.gov/mdcs/0,1607,7-147-6877_8155-72383--,00.html#1_12)).
20. Discriminatory harassment of co-workers, subordinates, supervisors, clients, wards, providers, contractors, or any other person with whom an employee has business contact.
- Explanation: See Administrative Handbook Item AHJ 1305 (<http://www.mfia.state.mi.us/olmweb/ex/ahj/1305.pdf>) for information about discriminatory harassment and how to file a complaint.*
21. Hindering or interfering with an authorized investigation by the Department of Human Services or other investigative Department.
22. Failure to report work related accidents in which injury or property damage occurred.
- Explanation: Employees should complete the incident report that is also available on the DHS-net under the Office of Human Resources, <http://intranet-01.mfia.state.mi.us/DMDS/IncidentReport.asp>.*
23. Creating, contributing or failure to report unsafe working conditions.
24. Operating a motor vehicle on official Department business without the possession of a valid drivers license and any necessary endorsements (e.g. chauffeur, CDL).
25. Possession of open containers, or consumption of intoxicants while on duty, in State workplaces or in State vehicles. Being under the influence of intoxicants and/or having one's performance negatively affected by intoxicants while on duty, while in "on call" status, in State workplaces or State vehicles. Consumption of intoxicants while on break time is also prohibited.

26. Attempted or actual use, possession, obtaining, or any distribution of illegal drugs or improperly obtained controlled substances while on duty, while in "on call" status, or in State workplaces or State vehicles. It is the responsibility of the employee to inform the supervisor if incidental use of prescription or over-the-counter drugs may impair their on-the-job effectiveness.
27. Violation of the Department of Civil Service Rule 2-7 on Drug and Alcohol Testing ([http://www.michigan.gov/mdcs/0,1607,7-147-6877\\_8155-72500,00.html#2\\_7](http://www.michigan.gov/mdcs/0,1607,7-147-6877_8155-72500,00.html#2_7)) or union agreement article on Drug and Alcohol Testing.

28. Failure to remain alert to job duties and responsibilities.

*Examples: Violation of this rule include but are not limited to: sleeping, not being alert on assignment, or failure to properly observe assigned duties.*

29. Excessive use of force.

*Explanation: Employees shall not use more force than is reasonably necessary to perform the assigned duties.*

30. Improper use of physical restraints.

*Explanation: Employees shall use restraints appropriate to the situation and only when necessary to perform the assigned duties.*

31. Failure to ensure appropriate boundaries with youth.

*Explanation: Employees are to ensure they do not share personal information or gifts, or develop a less than professional relationship with youth.*

32. Inappropriate or unwelcome physical contact.

33. Conduct unbecoming a state employee.