



Chairperson  
Susan Grimes Munsell



Commissioner  
F. Thomas Lewand



Commissioner  
Sherry L. McMillan



Commissioner  
James P. Pitz

## MEET THE NEW STATE PERSONNEL DIRECTOR

We proudly announce that James D. Farrell was unanimously appointed by the Civil Service Commission as the new State Personnel Director, effective October 11, 2004.

Mr. Farrell succeeds John F. Lopez, who retired December 31, 2003. The department has been under the direction of Acting State Personnel Director Janet McClelland, the department's Senior Chief Deputy Director, since Mr. Lopez retired.



Mr. Farrell served as the Director of the Bureau of Human Resources in the Department of Civil Service for over four years. Most recently, he was the project director of the MI HR Service Center, with responsibility for its oversight and successful implementation. Prior to this, he served as the Human Resources Director and a Division Administrator in the Department of Transportation, and held various other human resources positions in the Departments of Civil Service and Transportation.

Mr. Farrell obtained his Master's of Public Administration degree from Western Michigan University, and his Bachelor of Arts in Telecommunications from Michigan State University. Mr. Farrell is also a Certified Professional with the International Personnel Management Association and holds numerous leadership positions with nation-wide personnel associations. Mr. Farrell resides in Okemos with his wife and son.

The Commission stated it is extremely pleased with the appointment of Mr. Farrell after an extensive search for a new director. Mr. Farrell will bring enthusiasm, experience, and foresight to facilitate the advancement of human resource services in Michigan state government. Please join us in welcoming Mr. Farrell as your new State Personnel Director.



## **TAKE ADVANTAGE OF FLEXIBLE SPENDING ACCOUNTS! OPEN ENROLLMENT FOR 2005 BEGINS NOVEMBER 8, 2004 AND ENDS NOVEMBER 30, 2004**

If you haven't done so in past years, this might be the right time for you to take advantage of a unique benefit that permits you to have pre-taxed dollars deducted from your payroll and set aside in your choice of one or both flexible spending accounts: Flexible Medical Care Spending Accounts and Flexible Dependent Care Spending Accounts. [Continued . . . .](#)

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## **ASSISTANCE IS AVAILABLE TO YOU FOR CAREER PLANNING!**

The Department of Civil Service, Office of Employment Information and Career Planning Services, can provide you with a wide array of job seeking tips and career planning assistance. [Continued . . . .](#)

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## **MI HR SELF SERVICE ACCESSIBILITY INCREASING**

We hope that MI HR Self Service is becoming a useful tool for you to make adjustments to your personnel information. We are actively seeking ways to make MI HR Self Service more accessible to you during the times you most likely want to use it. [Continued . . . .](#)

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## **MI HR SERVICE CENTER SCHEDULE**

We are pleased to inform you that MI HR Service Center is ahead of schedule for departmental enrollments. [Continued . . . .](#)



## WHAT IS SCHOOL PARTICIPATION LEAVE?

On October 1, 2004, all “eligible” employees who completed 1,040 hours of satisfactory service were credited with eight hours of school participation leave in accordance with Civil Service Rule 5-10, Paid Holidays and Leave, and Regulation 5.09 Annual, Personal, and School Participation Leave. [Continued . . .](#)

**TAKE ADVANTAGE OF FLEXIBLE SPENDING ACCOUNTS!  
OPEN ENROLLMENT FOR 2005 BEGINS NOVEMBER 8, 2004  
AND ENDS NOVEMBER 30, 2004**

If you haven't done so in past years, this might be the right time for you to take advantage of a unique benefit that permits you to have pre-tax dollars deducted from your paycheck and set aside in your choice of one or both flexible spending accounts (FSA): Flexible Medical Care Spending Accounts and Flexible Dependent Care Spending Accounts. You never pay state or federal income taxes, FICA or Medicare on the money you contribute to your FSA. Since you pay less taxes, you have more disposable income.

Medical Care Spending Accounts permit you to pay for your or your family's medical care expenses such as doctor visit co-pays, dental and medically needed orthodontia co-pays, prescription co-pays, health insurance deductibles, and vision expenses not covered by insurance. It may also be used for some over-the-counter drugs such as cold and allergy medications, pain relievers, and antacids, with the money you have set aside. The entire amount for which you have enrolled may be used as soon as the plan year begins, even before your deductions are taken from your check.

Dependent Care Spending Accounts can be used to pay for childcare expenses while you and/or your spouse are at work, while you are looking for work, or while you are at school; for local day camp, and care expenses for your incapacitated dependent at any age. To be reimbursed for dependent care expenses, the money must have already been deducted from your paycheck.

To make reimbursement of your costs easier for you, FBMC offers you the EZ Reimburse® Card (Card) for a \$10 annual cost. The Card is a debit card you can use for many of your reimbursable medical care expenses. It allows you to pay prescription drug co-pays at a participating pharmacy directly out of your medical care spending account and can be used for payment to your doctor, dentist, or other health care provider if they accept MasterCard.

It is important that you carefully plan your anticipated medical costs. Any money remaining in your account at the deadline for submitting reimbursement claims must be forfeited in accordance with IRS regulations. Specific information regarding reimbursable expenses and an online calculator are available to assist you in this planning process.

This year, the MI HR Service Center will process all Flexible Spending Account enrollments. If you have any questions, do not have access to the Internet, or need assistance enrolling, please contact the MI HR Service Center at 877-766-6447 (Toll Free), TDD 517-241-8046, or fax 517-241-5892. The MI HR Service Center is available Monday through Friday from 7:00 a.m. to 6:00 p.m., except holidays.

Please note: Anyone who wishes to participate in 2005 must enroll, even if you are participating this year. Please visit the Department of Civil Service Web site at [www.michigan.gov/mdcs](http://www.michigan.gov/mdcs), Employee Benefits, Flexible Spending, for additional information.



Detroit Office:

Cadillac Place, Suite 4-400, 4th Floor  
3042 West Grand Boulevard, Detroit, MI 48202  
313-456-4400

## MI HR SELF SERVICE ACCESSIBILITY INCREASING

We hope that MI HR Self Service is becoming a useful tool for you to make adjustments to your personnel records. We are actively seeking ways to make MI HR Self Service more accessible to you during the times you most likely want to use it.

Considerable progress has been made to increase the number of hours the system is accessible to you and your HR office. Thus far, one full day each pay period has been added to the MI HR Self Service accessibility through added technology and process improvements!

We will continue to look at options to improve the availability of MI HR Self Service to enable you to conduct your business as expeditiously as possible. We will keep you informed of systems improvements via this newsletter.

You may access your Self Service account at [www.michigan.gov/selfserv](http://www.michigan.gov/selfserv) by clicking on the "Log in from Work (Intranet)" or "Log in from Home (Internet)." Your employee ID and password are required to access your account. If you do not have access to a computer, contact the MI HR Service Center at 1-877-766-6447 (toll free).

As a reminder, MI HR Self Service is available to you for the following:

- Direct deposits
- Mailing address and home phone
- E-mail address
- Emergency contacts
- Family status
- Open enrollment
- SECC campaign
- Beneficiaries
- Qualified parking
- Insurance coverage
- Tax withholding (W-4s)
- Savings bonds
- Flexible spending accounts
- Earnings statements
- Civil Service training record
- Leave balances
- Certifications/applicant pools

**MI HR SERVICE CENTER SCHEDULE**

We are pleased to inform you that MI HR Service Center is ahead of schedule for departmental enrollments.

<b>August 30</b>	<b>September 27</b>	<b>October 25</b>	<b>November 8</b>
Agriculture Civil Rights Civil Service Community Health Environmental Quality Education Executive Office History, Arts, & Library Information Technology Management & Budget Military & Veterans Affairs Treasury Lottery	Corrections	Economic Development Corporation Labor & Economic Growth Family Independence Agency State Police Natural Resources	Transportation

The Secretary of State, Auditor General, Attorney General, Legislature, and Judiciary will not be using the MI HR service center at this time.

You can call the MI HR Service Center Monday through Friday from 7:00 a.m. to 6:00 p.m. at 877-766-6447. The MI HR Service Center also works through the Michigan Relay Center for employees who use TDDs or TTYs.

See [Volume 1 of MI CS News](#) for a complete listing of MI HR services.

## WHAT IS SCHOOL PARTICIPATION LEAVE?

On October 1, 2004, all “eligible” employees who completed 1,040 hours of satisfactory service were credited with eight hours of school participation leave in accordance with [Civil Service Rule 5-10, Paid Holidays and Leave](#), and [Regulation 5.09 Annual, Personal, and School Participation Leave](#). You are “eligible” for this credit if the position you occupy is considered a permanent position; that is, you were appointed to an indefinite appointment. You are not eligible for this credit if the position you occupy is of a limited term or seasonal duration.

Use of School Participation Leave is not limited to parents. An employee may participate in any educational activity, such as field trips, classroom programs, school committees, guest speaking, and tutoring, provided the activities are school-sponsored educational activities and not recreational programs. Use of the leave is restricted to pre-school education programs, K-12, and adult literacy programs. It can not be used for college or university-related programs.

School participation leave must be used in one-hour increments. Any unused leave balances expire at the end of the fiscal year. The appointing authority must give prior approval of an employee’s use of school participation leave. Please refer to the [School Participation Leave Request form](#) for additional information.

Note: Union members should refer to your respective collective bargaining agreements before scheduling school participation leave. Members of the Michigan State Police Troopers Association and Michigan Corrections Organization do not receive school participation leave.

## EVENTS

- Civil Service Commission Tentative Meeting Schedule for the remainder of 2004:

December 15, 2004

- 2005 State Employee Holiday Schedule:

Monday, January 17 (Martin Luther King, Jr. Day)

Monday, February 21 (President's Day)

Monday, May 30 (Memorial Day)

Monday, July 4 (Independence Day)

Monday, September 5 (Labor Day)

Friday, November 11 (Veteran's Day)

Thursday, November 24 (Thanksgiving)

Friday, November 25 (Thanksgiving)

Friday, December 23 (Christmas)

Monday, December 26 (Christmas)

Friday, December 30 (New Years)

## **DO YOU WANT TO KNOW MORE?**

Our goal is to keep you informed. The DCS Web site contains everything you need to know about employment in the classified state service.

Visit our web site at [www.michigan.gov/mdcs](http://www.michigan.gov/mdcs) to learn about Civil Service rules and regulations, HRMN self-serve, employee benefits, job opportunities, career planning, classification, selection, health and fitness, Civil Service Commission and Employment Relations Board decisions, upcoming activities, and much, much more!

## ***I want to know...***

Frequently, classified employees contact the Department of Civil Service with questions concerning state employment, where to find information, and about employment details. The following nine questions may seem ordinary to some long-term employees, but in many ways the answer links will be beneficial in directing all employees to resources which may be useful at a later time.

If you have a question, please contact us at [MDCS-CivilServiceNews@michigan.gov](mailto:MDCS-CivilServiceNews@michigan.gov).

[What is the name of my department?](#) *You will be entering HRMN Self-Service (best if viewed in Microsoft Internet Explorer), which requires your employee ID and password. Select "Self-Service Account", "Employee", "Employment", then "Job Profile". The "Process Level" is your department.*

[What is my job classification title?](#) *You will be entering HRMN Self-Service (best if viewed in Microsoft Internet Explorer), which requires your employee ID and password. Select "Self-Service Account", "Employee", "Employment", then "Job Profile". The "Position" is your job classification.*

[Where can I find job classification descriptions?](#) *Go to List of All State of Michigan Job Titles.*

[Where can I locate Civil Service Rules and Regulations?](#) *Go to MDCS Home Page.*

[Am I covered by a union contract?](#) *You will be entering HRMN Self-Service (best if viewed in Microsoft Internet Explorer), which requires your employee ID and password. Select "Self-Service Account", "Employee", "Employment", then "Job Profile". "Union" indicates your bargaining unit, if any.*

[What are the time increments for annual leave accruals?](#) *Go to Civil Service Rule 5-10.2-Paid Leave.*

[What are the time increments for longevity pay?](#) *Go to Civil Service Rule 5-8-Longevity Pay.*

[How can I get assistance with career planning?](#) *Contact the Employment Information and Career Planning Services Office.*

[I'm going to get a second job. Do I need approval from my personnel office?](#) *See Civil Service Rule 2-8.3(b)(1)(A)-Disclosure.*