

# HOUSE BILL No. 4515

April 25, 2017, Introduced by Reps. Greig, Schor, Faris, Geiss, Hertel, Chang, Sneller, Clemente, Chirkun, Guerra, LaGrand, Durhal, Elder, Lasinski, Yanez, Brinks, Green, Love, Moss, Hammoud, Pagan, Sowerby, Cochran, Rabhi, Hoadley, Scott, Gay-Dagnogo, Singh, Peterson and Jones and referred to the Committee on Commerce and Trade.

A bill to amend 1978 PA 397, entitled "Bullard-Plawecki employee right to know act," (MCL 423.501 to 423.512) by amending the title and by adding section 9a.

**THE PEOPLE OF THE STATE OF MICHIGAN ENACT:**

TITLE

An act to permit employees to review personnel records; to provide criteria for the review; to prescribe the information which **THAT** may be contained in personnel records; **TO REQUIRE PREPARATION AND DISCLOSURE OF JOB DESCRIPTIONS AND OTHER INFORMATION REGARDING CERTAIN POSITIONS;** and to provide penalties.

**SEC. 9A. (1) AN EMPLOYER WITH MORE THAN 5 EMPLOYEES AT ANY TIME DURING A CALENDAR YEAR SHALL CREATE AND MAINTAIN FOR EACH POSITION A JOB DESCRIPTION THAT INCLUDES ALL OF THE FOLLOWING:**

**(A) A LIST OF THE ESSENTIAL DUTIES AND RESPONSIBILITIES.**

1 (B) A DESCRIPTION OF THE SKILLS, TRAINING, AND EFFORT REQUIRED  
2 TO PERFORM THE JOB.

3 (C) THE WORKING CONDITIONS AND SCHEDULE UNDER WHICH THE JOB IS  
4 PERFORMED.

5 (D) SALARY INFORMATION, INCLUDING THE PAY SCALE, IF ANY.

6 (2) AN EMPLOYER SHALL MAKE THE RELEVANT JOB DESCRIPTION  
7 AVAILABLE TO A JOB APPLICANT DURING THE RECRUITMENT, HIRING, OR  
8 PROMOTION PROCESS AND TO ANY EMPLOYEE UPON REQUEST.

9 (3) AN EMPLOYER SHALL NOT APPLY A REVISED JOB DESCRIPTION TO A  
10 CURRENT EMPLOYEE UNTIL THE EMPLOYEE HAS BEEN GIVEN AN OPPORTUNITY  
11 TO REVIEW AND INITIAL THE REVISED JOB DESCRIPTION.

12 Enacting section 1. This amendatory act takes effect 90 days  
13 after the date it is enacted into law.