

**Division of Personnel**  
**Services Provided to Merit System**  
**Uniform Classification and Pay System (UCP)**  
**Non-Merit and Non-UCP Executive Branch Agencies**

<b>UNIFORM CLASSIFICATION &amp; PAY SYSTEM</b>		
<b>Merit System Agencies</b>	<b>Non-Merit System Agencies</b>	<b>Non-Merit and Non-UCP</b>
Office of Administration Corrections Health and Senior Services Mental Health Natural Resources Social Services  Economic Development Housing Development Public Counsel Tourism Workforce Development  Labor & Industrial Relations Administration Operations Employment Security Labor Standards (partially Merit)  Public Safety Adjutant General (SEMA) Capitol Police Veterans' Commission Water Patrol	Agriculture Elementary & Secondary Educ <sup>1 and 2</sup> Higher Education (Coord Board only) <sup>1</sup> Revenue Insurance  Economic Development Administrative Services Arts Council Business Development & Trade Community Development Public Service Commission Women's Council  Labor & Industrial Relations Commission on Human Rights Labor & Ind Relations Comm. Workers Compensation  Public Safety Adjutant General Fire Safety Gaming Commission Alcohol & Tobacco Control Office of Director MSHP Civilian Employees <sup>1</sup>	Conservation Elementary & Secondary Educ <sup>2</sup> Transportation Elected Officials Insurance  Division of Credit Unions Division of Finance Market Conduct Examiners Financial Examiners  Public Safety MSHP Uniformed Members  <b>Non-Executive Branch</b> Legislative Branch Judicial Branch State Public Defender State Colleges & Universities
<b>FUNCTIONS</b>		
<b>Merit Agencies</b>	<b>Non-Merit System Agencies</b>	<b>Non-Merit and Non-UCP<sup>3</sup></b>
Certification, Selection, Appointment, Probation Classification and Pay Hours of Work, Overtime, Leave Political Activity Management & Supv Training Labor Relations Coordination Separation, Suspension, Dismissal for Cause and Appeals	Classification and Pay Hours of Work, Overtime, Leave  Management & Supv Training Labor Relations Coordination  Appeal of Dismissal <sup>4</sup>	Hours of Work, Overtime, Leave  Management & Supv Training Labor Relations Coordination  Appeal of Dismissal <sup>4</sup>

<sup>1</sup> Department of Elementary and Secondary Education, Coordinating Board for Higher Education and Highway Patrol Civilian employees have not yet fully been converted to the UCP System.

<sup>2</sup> Attorney General's Opinion #120-91 indicates that constitutional provisions exempt "professional" employees from UCP coverage.

<sup>3</sup> Hours of Work, Overtime and Leave apply to Executive Branch agencies. Non-executive agencies for the most part follow suit. Provisions on Hours of Work, Overtime, Leave and Appeals of Dismissal do not apply to colleges and universities.

<sup>4</sup> RSMo 36.390 7.) The provisions for appeals provided for dismissals of regular merit employees may be adopted by non-merit agencies of the state for any or all employees of such agencies. 8.) Agencies not adopting the provisions for appeals shall adopt dismissal procedures substantially similar to those provided for merit employees. However, these procedures need not apply to employees in policy-making positions, or to members of military or law enforcement agencies.

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**Additional Functions Performed by the Division of Personnel for Merit, UCP and Other State Agencies**

<b>FUNCTIONS</b>		
<b>Merit Agencies</b>	<b>Non-Merit System Agencies</b>	<b>Non-Merit and Non-UCP</b>
MAIRS / EASe Administration and Reporting		
SAM II HR/Payroll Table Maintenance, Reporting and Agency Assistance	SAM II HR/Payroll Table Maintenance, Reporting and Agency Assistance	SAM II HR/Payroll Table Maintenance, Reporting and Agency Assistance