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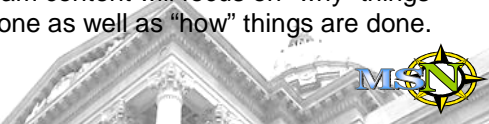
**Navigating the Missouri Merit System**

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**Program Objective:**

Communicate a basic understanding of Merit System practices and corresponding HR principles to state supervisors, managers and HR professionals.

Program content will focus on “why” things are done as well as “how” things are done.



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Navigating the Missouri Merit System

**Agenda**

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**Part 1: General Introduction**

- The Missouri workforce
- Laws, policies and regulations governing the Merit System
- The role of the Agency Appointing Authority



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Navigating the Missouri Merit System

## **Agenda**

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### **Part 2: The Workforce**

- Uniform Classification and Pay
- Classified and Unclassified Employees
- Position Classifications
- The Pay Plan
- Filling Vacant Positions
- Registers and Certificates



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Navigating the Missouri Merit System

## **Agenda**

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### **Part 3: Workforce Management**

- Employee Performance
- Discipline, Dismissals and Appeals
- Role of the Personnel Advisory Board



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Navigating the Missouri Merit System

## **The Director of Personnel**

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- Administers the State Personnel Law
- Provides consultation and expertise to agencies in accomplishing their missions
- Maintains service history on employees
- Determines the effectiveness of the law and rules
- Serves as Secretary to the Personnel Advisory Board (PAB)
- Formulates rules for approval of the PAB



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Navigating the Missouri Merit System

## The Director of Personnel

**For all state agencies:**

- Central labor relations functions
- System of performance appraisals
- Management training

RSMo 36.510



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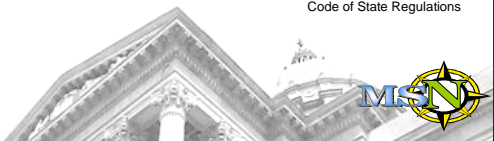
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Navigating the Missouri Merit System

## The Division of Personnel

Responsible for the administration of a uniform system of classification and pay and a system of personnel management based on **merit principles** in accordance with the State Personnel Law.

1 CSR 20-1.010 – General Organization  
Code of State Regulations



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Navigating the Missouri Merit System

## What are Merit Principles?

- Recruit, select and advance on merit after fair and open competition.
- Treat employees and applicants fairly and equitably.
- Provide equal pay for equal work and reward excellent performance.
- Maintain high standards of integrity, conduct and concern for public interest.
- Manage employees efficiently and effectively.
- Retain or separate employees based on their performance.
- Educate and train employees if it will result in better organizational or individual performance.
- Protect employees from improper political influence.
- Protect employees against reprisal for the lawful disclosure of information in "whistleblower" situations.

Source:  
Section 2301, Title 5, United States Code - Merit System Principles  
United States Office of Personnel Management



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