

**DIVISION OF PERSONNEL**  
**Services Provided to Merit System**  
**Uniform Classification and Pay System (UCP) 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	Agriculture	Office of Administration Ethics Commission
Corrections	Elementary & Secondary Educ <sup>1 and 2</sup>	Elementary & Secondary Educ <sup>2</sup>
Health and Senior Services	Higher Education (Coord Board only) <sup>1</sup>	Higher Education (Coord Board only) <sup>1</sup>
Mental Health	Revenue	Elected Officials
Natural Resources	Insurance, Financial Institutions and Professional Registration	Insurance, Financial Institutions and Professional Registration
Social Services		Division of Credit Unions
Economic Development	Economic Development	Division of Finance
Housing Development	Administrative Services	Conservation
Public Counsel	Arts Council	Transportation
Tourism	Business & Community Services	
Workforce Development	Public Service Commission	
	Women's Council	
Labor & Industrial Relations	Labor & Industrial Relations	Labor & Industrial Relations
Administration Operations	Commission on Human Rights	Administrative Law Judges
Employment Security	Labor & Ind Relations Comm.	
Labor Standards (partially Merit)	Workers Compensation	
Public Safety	Public Safety	Public Safety
Adjutant General (SEMA)	Adjutant General	MSHP Uniformed Members
Capitol Police	Fire Safety	MSWP Uniformed Officers
Veterans' Commission	Gaming Commission	<b>Non-Executive Branch</b>
	Alcohol & Tobacco Control	Legislative Branch
	Office of the Director	Judicial Branch
	MSHP Civilian Employees <sup>1</sup>	State Public Defender
	MSWP Civilian Employees	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	Classification and Pay Hours of Work, Overtime, Leave	Hours of Work, Overtime, Leave
Performance Appraisal Management & Supv Training Labor Relations Coordination	Performance Appraisal Management & Supv Training Labor Relations Coordination	Management & Supv Training Labor Relations Coordination
Separation, Suspension, Dismissal for Cause and Appeals MAIRS / EASe Administration and Reporting	Appeal of Dismissal <sup>4</sup>	Appeal of Dismissal <sup>4</sup>
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

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- <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.