



EMPLOYEE FREQUENTLY ASKED QUESTIONS (FAQ)

General

How do I know my employment status?

Under the new law there are three groups of employees: "at will," "constitutional selection," and "grant-in-aid." After August 28, 2018, your agency's HR office can advise you what group you are in.

How will I know how to look for a job now?

Agencies are encouraged to post jobs to <https://mocareers.mo.gov/>. Besides MO Careers, agencies post jobs to their individual State of Missouri websites, and social media sites such as LinkedIn, Facebook, etc. These are all good places to look for employment opportunities with the State of Missouri.

How will I know how to apply for a job now?

It will be important to pay attention to the instructions on how to apply listed on each job posting. For example, you may be asked to send information (transcripts, resume) directly to a specific person or to apply on EASe.

Will agencies still use certificates to receive my information based on EASe?

Agencies may still use certificates until a new centralized application is in place. However, not all agencies will be using certificates with information supplied through EASe. It will be important to pay attention to job postings for instructions on how to apply. For example, you may be asked to apply on EASe or directly send information (transcripts, resume) to a specific person.

Will I continue to receive availability letters?

It is possible that agencies will want to confirm an applicant's interest in their specific position or request additional documentation from applicants. There is no longer an established minimum time frame for response. A lack of response may prevent you from consideration for that job opportunity, but it will not remove you from an EASe register due to failure to comply.

Certificates

Will I maintain my score on a register or certificate?

Score information will no longer be included on certificates or associated with a register as of August 28, 2018. Grade notices that you may be accustomed to receiving will now be an EASe application notice that includes a register addition and expiration date.

How will an agency know I am a veteran/disabled veteran/parental preference applicant?

Veterans' and parental preference will still exist. Preference indicators will be listed on certificates that are issued to agencies utilizing EASe.

Transfer/Re-employments

Will I be able to get on the transfer or re-employment list?

The Division of Personnel will no longer maintain a transfer/re-employment listing. Employees and/or former employees may apply through EASe or directly with an agency as directed in the job posting.

Do I still have to wait to be off probation before I can transfer?

Grant-in-aid employees will serve probationary periods. Constitutional selection and at will employees will not have a probationary period. All employees may apply for jobs during their employment.

Layoffs

Could there still be layoffs?

As most employees will be at will and can be discharged for no reason or any reason not prohibited by law, layoffs will not be conducted as they have been. If an agency needs to conduct a layoff, the appointing authority will decide how this is done.

What role does seniority play in terms of downsizing or hiring for that matter?

In terms of downsizing or layoffs, it will be at the agencies' discretion as to what factors will be used to make layoff decisions. In terms of hiring, the new law provides that candidates may be selected in the manner deemed appropriate by the appointing authority. While seniority may be an indicator of skills and experience, it is unlikely to be the sole, or deciding, factor in determining the chosen candidate.

I was laid off. Will I remain on the reinstatement register?

Reinstatement registers will no longer be maintained. As vacancies become available, these individuals will follow the same application process as other applicants.

Position Pay System/Pay

What is a UCP position?

UCP positions are those allocated under the Uniform Classification and Pay System. In collaboration with the respective agency, the Division of Personnel determines the appropriate class title and associated pay range for the job duties of UCP positions.

What is broadband classification?

Broadband classifications group positions based on similar functions, levels of responsibility or expertise. Once the method of grouping positions is defined, the classifications are placed on salary ranges that are much larger than previous salary structures. The broader salary ranges offer the opportunity to recognize professional development with salary progression across a wider range rather than focusing on title changes/promotions to show career growth.

How are pay raises affected by merit system reform?

Merit reform does not impact the ability of an agency to provide discretionary salary increases.

Position Pay System/Pay (continued)

What impact, if any, will SB1007 have on the administration of multi-allocated positions and the advancement of employees through the levels assigned to a multi-allocated position?

SB1007 does not change the processes for multi-allocated positions and the movement of employees through the levels assigned to a position.

Does merit system reform mean pay raises can be given for good performance?

The merit system did not and does not limit an agency's ability to award discretionary salary increases and discretionary salary increases continue to be an option to reward good performance when such increases are consistent with UCP and the agency has sufficient funds within their core personal services budget to cover the cost of discretionary salary advances.

Will moving to stepless pay ranges have any effect on my pay?

No, the implementation of stepless pay ranges will not impact your rate of pay. However, in conjunction with other factors, the flexibility provided by stepless pay ranges may allow for future salary adjustments.

What will stepless pay ranges look like?

The ranges will no longer reflect specific steps, which may allow for more flexibility in pay. A pay rate may be set anywhere between the minimum and maximum for these broader ranges. In many cases, the range maximum will be higher than the previous range maximum.