



Rules of
Office of Administration
Division 20—Personnel Advisory Board and
Division of Personnel
Chapter 1—Organization and Operation

Title	Page
1 CSR 20-1.010 General Organization	3
1 CSR 20-1.020 Definitions	3
1 CSR 20-1.030 Personnel Rules (Rescinded February 28, 2019)	5
1 CSR 20-1.040 Unclassified Service.....	5
1 CSR 20-1.045 Covered Service.....	6
1 CSR 20-1.050 Records and Reports (Rescinded February 28, 2019)	6



Title 1—OFFICE OF ADMINISTRATION

Division 20—Personnel Advisory Board and Division of Personnel Chapter 1—Organization and Operation

1 CSR 20-1.010 General Organization

PURPOSE: This rule describes the general organization and operation of the Personnel Division and the Personnel Advisory Board and the methods and procedures where the public may obtain information or make submissions or requests.

(1) Division of Personnel. The Division of Personnel is a division of the Office of Administration of the state government. It is responsible for the administration of a uniform system of classification and pay and a system of personnel management in accordance with the provisions of the State Personnel Law, Chapter 36, RSMo. In addition, it is the duty of the division to—

(A) Promote uniformity in employment conditions and compensation of state employees;

(B) Provide aid to departments in personnel matters; and

(C) Develop a career system of state service that will enable the state to utilize all its personnel in as efficient and effective a manner as possible without restrictions of department, agency, or other entity of the executive branch of state government.

(2) Personnel Advisory Board. As imposed upon the Personnel Advisory Board by statute and elsewhere in these rules, the board prescribes rules and approves classification and pay plans prepared by the Division of Personnel.

(3) Personnel Director. The director, as executive head of the Personnel Division, directs and supervises all its administrative and technical activities.

(4) Methods of Operation. The Personnel Division conducts its general operations with headquarters in Jefferson City, Missouri. Public hearings on rule changes and the pay plan are normally held by the Personnel Advisory Board in Jefferson City as are the regular meetings of the board.

AUTHORITY: section 36.070, RSMo Supp. 2018. * Original rule filed July 9, 1947, effective July 19, 1947. Amended: Filed April 23, 1974, effective May 2, 1974. Amended: Filed Dec. 8, 1975, effective Dec. 19, 1975. Amended: Filed Feb. 25, 1992, effective Aug.

6, 1992. Amended: Filed May 15, 1996, effective Nov. 30, 1996. Amended: Filed Dec. 15, 2004, effective June 30, 2005. Emergency amendment filed Aug. 27, 2010, effective Sept. 7, 2010, expired March 5, 2011. Amended: Filed Aug. 27, 2010, effective Feb. 28, 2011. Emergency amendment filed Aug. 17, 2018, effective Aug. 28, 2018, expired Feb. 28, 2019. Amended: Filed Aug. 31, 2018, effective Feb. 28, 2019.

*Original authority: 36.070, RSMo 1945, amended 1979, 1995, 2018.

1 CSR 20-1.020 Definitions

PURPOSE: This rule defines the meanings of specific words and terms used in the rules of the Personnel Advisory Board and the Personnel Division, including leaves of absence.

(1) Definitions.

(A) As used in these rules, the following words and terms, unless the context clearly requires otherwise, have the meaning indicated below:

1. Allocation means the assignment of an individual position to an appropriate class, multiple classes, or class and band on the basis of the duties, authority, and responsibilities of the position;

2. Appointment means the lawful hiring of an individual by an appointing authority;

3. Certificate means a listing of eligibles sent to agencies to be used in filling a current or anticipated vacancy at a specific work location;

4. Class specification means the written description of a class containing a title, a statement of the customary duties, authority, responsibilities, and other significant characteristics of the class, and the qualifications that are necessary or desirable for the satisfactory performance of the duties of the class based on the specified knowledges, skills, and abilities;

5. Classification means the systematic analysis, evaluation, and grouping of positions, not employees, on the basis of their duties, authorities, responsibilities, and other significant characteristics into relatively homogeneous classes;

6. Classification plan means the plan prepared, adopted, maintained, and administered by the Division of Personnel and under the authority and responsibility of the Personnel Advisory Board which sets forth, for each class of positions, a class title, class specification, overtime, and equal employment opportunity (EEO) category designations;

7. Classified service means those positions in agencies which are subject to the merit system provision contained in statute, specifically section 36.030.1(2), RSMo, and these rules and the classification and pay provisions enumerated in statute and these rules;

8. Covered service means those positions in agencies subject to the classification and pay provisions contained in statute and these rules, but which are not subject to the merit system provisions of statute and these rules;

9. Demotion, in the general classification plan, means a change of an employee from a position in one (1) class to a position in another class which is assigned a lower pay range within the pay plan. A demotion may also involve the involuntary movement of an employee from a position in a band to a position in a range where the salary is decreased;

10. Incumbency status means a determination made by the Division of Personnel that an individual in the classified service may be placed in a class by means of reclassification;

11. Incumbent means an individual occupying a position;

12. Law means the State Personnel Law;

13. Merit system means those positions covered by section 36.030.1(2), RSMo;

14. Original appointment means an appointment of a new employee, covered under section 36.030.1(2), RSMo, to a position of a permanent or continuing nature made in accordance with an applicable statute and rules;

15. Pay differential means the payment of an authorized rate(s) of pay which may exceed the range of compensation prescribed for a class due to differing work conditions, assignment, incumbent qualifications, or other designated factor. The establishment and usage of these differentials are approved by the Personnel Advisory Board;

16. Pay plan means the plan prepared, adopted, maintained, and administered by the Division of Personnel under the authority of the Personnel Advisory Board, as described at section 36.140, RSMo, which sets forth for each class of positions a pay range or bands with a minimum and a maximum rate and intermediate rates as may be established, as well as any pay differentials authorized by the board;

17. Personnel rules means the rules of the Personnel Advisory Board and the Division of Personnel;

18. Position means the fundamental unit of classification and allocation comprised of a set of current duties and responsibilities, assigned or delegated by competent authority;

19. Position description means an official written statement of the duties, responsibilities,



supervisory relationships, and other basic data of a position used in the position classification and allocation process;

20. Position management means the monitoring and control of the establishment of positions and of the movement of incumbents in and out of positions as well as the maintenance of current and historical information that identifies and defines each position;

21. Position review means an investigation of the duties and responsibilities of a position, which may include an interview of the incumbent and his/her supervisor, to determine the appropriateness of the position's allocation;

22. Probationary period means a period, applicable to employees covered under section 36.030.1(2), RSMo, which is sufficient to demonstrate the employee's ability to perform the duties of the position;

23. Promotion, in the general classification plan, means a change of an employee from a position in one (1) class to a position in another class which is assigned a higher established pay range within the pay plan. A promotion may also involve the movement of an employee from a position in a band to a position in a range where the salary is increased;

24. Public notice means notice posted by the Division of Personnel and includes the time, date, and place of the meeting and its tentative agenda and is posted at least twenty-four (24) hours prior to the commencement of the meeting, unless this notice is impossible or impractical;

25. Qualifications, as stated on the class specification, means the education, experience, and/or certification or licensure necessary for the satisfactory performance of the duties of the class;

26. Reallocation means the change in the allocation of an individual position on the basis of duties, authority, and responsibilities of the position, or an official change in the classification plan;

27. Reclassification means a classification change of an employee in conjunction with a position reallocation or movement within a multilevel allocated position. For a position in the classified service, the use of reclassification is applicable to an employee having incumbency status, as ascertained from a position review conducted by the Division of Personnel;

28. Regular appointment means a change of employee status given to an employee after successful completion of a probationary period;

29. Reinstatement means an action which returns an employee to a class in which

the employee held regular status due to an ordered reinstatement;

30. Salary adjustment means a change in salary rate resulting from a general structure increase or a range-repositioning change;

31. Salary advancement means an increase in salary within the range or band prescribed for the class established in the pay plan given in recognition of work performance, length of service, or both; additional duties, responsibilities, or skill; to maintain equity within and between classifications; to effect a within-grade salary increase; or in conjunction with a promotion, upward job reclassification, or end-of-probation transaction, or for other reasons promoting the needs of the service;

32. Suspension means an enforced leave without pay for disciplinary purposes or pending investigation of charges made against an employee;

33. Temporary appointment means an appointment to a position for a period not to exceed a total of six (6) months in any twelve- (12-) month period;

34. Transfer, in the general classification service, means a change of an employee from one (1) position to another position in the same class or to another class assigned to the same established pay range. In the broad classification bands, a within-band transfer means a change of an employee from one (1) position to another position in the same class or another class assigned to the same established pay band; an out-of-band transfer means the movement of an employee from a position in a band to a position in a range where the action does not constitute a promotion or demotion. A transfer may involve a change of assignment or work location; and

35. Unclassified service means those positions in agencies subject to the merit system provisions or Uniform Classification and Pay (UCP) provisions contained in the law and these rules, but which may be established and filled without regard to merit selection hiring processes or provisions governing classification and pay.

(B) Other terms are defined in specific sections elsewhere in these rules.

(C) The definitions of section 36.020, RSMo apply to these rules unless the context clearly requires otherwise.

(D) As used in section 36.030, RSMo, grant-in-aid programs means those federal grant programs that require by federal statute or regulation, as a condition of eligibility, that a department or agency of this state that receives grants establish merit personnel systems for their personnel engaged in administration of the grant-aided program. The term shall also include any other federal programs

for which a department or agency of this state has agreed by contract with any agency of the federal government prior to the effective date of this regulation to maintain standards for a merit system of personnel administration consistent with Subpart F of 5 CFR Part 900 and make those standards applicable to personnel involved in the performance of the contract.

(2) Definitions of Terms. The following words and terms, used with specific intent throughout this rule and 1 CSR 20-5.020 or in their administration, are defined for clarity:

(A) Annual leave is a form of compensation authorized by the state and paid to an eligible employee by means of paid time off from work, under the conditions set forth in 1 CSR 20-5.020(1);

(B) Annual leave accrual is the accumulation of hours of paid time off as a form of compensation earned by the employee. Eligibility to earn and accrue annual leave as a form of compensation is limited to a maximum number of hours stipulated by law and set forth in 1 CSR 20-5.020(1);

(C) Sick leave is a benefit granted by the state to the employee in the form of paid time off from work due to illness, under the conditions set forth in 1 CSR 20-5.020(2) or for Personal Wellness Leave as set forth in 1 CSR 20-5.020(2);

(D) Sick leave accrual is the accumulation of hours of eligibility for paid time off from work conferred upon an eligible employee as a benefit by the state for specific purposes and under specific conditions that are set forth in 1 CSR 20-5.020(2);

(E) Personal Wellness Leave is the ability of an employee to use up to one (1) hour of accrued sick leave per month for personal wellness under specific conditions that are set forth in 1 CSR 20-5.020(2)(O);

(F) Paid time off from work authorized by the state and conferred upon the employee by the appointing authority and solely at the discretion of the appointing authority for the purpose deemed appropriate and in the best interest of the state may be called administrative leave; and

(G) A semi-monthly pay period or semi-month is that period of approximately one-half (1/2) of a calendar month established by the Office of Administration as the pay cycle for state employees.

(3) For the purposes of leaves of absence as set out in 1 CSR 20-5.020, state service time will be defined as—

(A) The total length of time of employment in any department, division, or agency of state government that is covered by the provisions



of section 36.350, RSMo, and under the conditions set forth in 1 CSR 20-5.020;

(B) Time of state paid employment in the Offices of the Governor, Lieutenant Governor, Secretary of State, State Auditor, Treasurer, Attorney General, Houses of the Missouri State Legislature, the Missouri State Judiciary, Missouri State Courts Administrator, Missouri Consolidated Health Care Plan, and Missouri State Employees' Retirement System, will be recognized and accepted as time of state service for the purposes of eligibility for and accrual of paid leaves of absences; and

(C) Employment with other state funded public entities when these entities have been accepted for coverage under the provisions of 1 CSR 20-5.015(3)(B).

(4) For the purposes of leaves of absence as set out in 1 CSR 20-5.020, an eligible employee shall be defined as—

(A) Any employee of the state of Missouri covered by the provisions of section 36.350, RSMo; and

(B) Any state paid employee of elected state officials, specifically employees of the Offices of the Governor, Lieutenant Governor, Secretary of State, State Auditor, Treasurer, Attorney General, Houses of the Missouri State Legislature, the Missouri State Judiciary, Missouri State Courts Administrator, Missouri Consolidated Health Care Plan, Missouri State Employees' Retirement System, and other state funded public entities, shall be considered eligible employees under 1 CSR 20-5.020 upon submission of written certification of adherence to the provisions of 1 CSR 20-5.020 and acceptance by the Personnel Advisory Board of the public entity for coverage under the rule.

(5) Records. Pursuant to section 36.420, RSMo, the records of the Personnel Division, except examinations, service reports, personal histories, and other records that are or may be closed pursuant to Chapter 610, RSMo, shall be public records and shall be open to public inspection, during regular office hours at reasonable times and in accordance with procedures as the board may prescribe.

*AUTHORITY: section 36.070, RSMo Supp. 2018. * Original rule filed July 9, 1947, effective July 19, 1947. Amended: Filed Dec. 23, 1947, effective Jan. 2, 1948. Amended: Filed March 25, 1948, effective April 4, 1948. Amended: Filed April 23, 1974, effective May*

2, 1974. Amended: Filed Dec. 9, 1975, effective Dec. 19, 1975. Emergency amendment filed Sept. 13, 1979, effective Sept. 28, 1979, expired Jan. 25, 1980. Amended: Filed Oct. 12, 1979, effective Jan. 15, 1980. Amended: Filed Feb. 25, 1992, effective Aug. 6, 1992. Amended: Filed July 6, 1993, effective Jan. 31, 1994. Amended: Filed Oct. 31, 1995, effective May 30, 1996. Amended: Filed May 15, 1996, effective Nov. 30, 1996. Amended: Filed July 9, 1997, effective Jan. 30, 1998. Amended: Filed March 11, 1999, effective Sept. 30, 1999. Emergency amendment filed Aug. 17, 2018, effective Aug. 28, 2018, expired Feb. 28, 2019. Amended: Filed Aug. 31, 2018, effective Feb. 28, 2019.

**Original authority: 36.070, RSMo 1945, amended 1979, 1995, 2018.*

1 CSR 20-1.030 Personnel Rules (Rescinded February 28, 2019)

AUTHORITY: section 36.070, RSMo 2000. Original rule filed July 9, 1947, effective July 19, 1947. Amended: Filed Dec. 8, 1975, effective Dec. 19, 1975. Amended: Filed Feb. 25, 1992, effective Aug. 6, 1992. Emergency amendment filed Aug. 27, 2010, effective Sept. 7, 2010, expired March 5, 2011. Amended: Filed Aug. 27, 2010, effective Feb. 28, 2011. Rescinded: Filed Aug. 31, 2018, effective Feb. 28, 2019.

1 CSR 20-1.040 Unclassified Service

PURPOSE: This rule defines the unclassified service of the state under coverage of the State Personnel Law.

(1) Certain positions may be established and filled without regard to provisions of the State Personnel Law or of these rules which relate to the classification and allocation of positions or which relate to the selection, appointment, compensation, and removal of persons employed in these positions. The following positions, as well as others that may be provided in law, including section 36.030.2, RSMo, comprise this unclassified service:

(A) Deputy(ies) or other policy-making assistants to the unclassified department director or division director as warranted by the size and complexity of the organization and as approved by the Personnel Advisory Board. Appointing authorities shall submit to the board a written request for each unclassified deputy or other policy-making assistant position describing the size and complexity of the organization, the reasons for requesting the unclassified position, and the relationship

of the proposed position to other administrative positions in the agency both classified and unclassified. The duties assigned to unclassified deputies or other policy-making assistants shall not be designed to replace a classified position occupied by an incumbent or to result in the downward reclassification, layoff, or demotion of an incumbent of a classified position;

(B) The administrative head of each state medical, penal, and correctional institution, as warranted by the size and complexity of the organization and as approved by the board in the same manner and under the same conditions as provided for unclassified deputies and other policy-making assistants; and

(C) Other persons whose employment is such that standard selection and standard classification and compensation practices are not practical under all circumstances as determined by the director. The circumstances which justify that determination shall include the following:

1. Cooperative education programs with secondary schools involving part-time employment of students;

2. Positions involving short-term, part-time, or intermittent work schedules which do not exceed the equivalent of one-half (1/2) time in a year, except that this rule will not be used to maintain permanent or continuing employment, or both, in a division of service;

3. New positions for which allocation to an existing class is not practicable when those positions must be filled pending a review of the duties involved and preparation of a class specification for approval by the board;

4. Interns, trainees, and participants in special state or federal training, rehabilitation, or employment programs providing that the objectives of these programs are best served by selection or allocation procedures other than those based on competitive examination or uniform classification and pay; or

5. Situations in which the special needs of the service cannot be met by other appointment or classification and pay procedures provided in these rules.

*AUTHORITY: section 36.070, RSMo Supp. 2018. * Original rule filed July 9, 1947, effective July 19, 1947. Amended: Filed Sept. 20, 1947, effective Sept. 30, 1947. Amended: Filed April 23, 1974, effective May 2, 1974. Emergency amendment filed Sept. 13, 1979, effective Sept. 28, 1979, expired Jan. 25, 1980. Amended: Filed Oct. 12, 1979, effective Jan. 15, 1980. Amended: Filed Feb. 25, 1992, effective Aug. 6, 1992. Amended: Filed May 15, 1996, effective Nov. 30, 1996. Amended: Filed Sept. 15, 1998, effective*



March 30, 1999. Amended: Filed Sept. 16, 2002, effective March 30, 2003. Emergency amendment filed Aug. 17, 2018, effective Aug. 28, 2018, expired Feb. 28, 2019. Amended: Filed Aug. 31, 2018, effective Feb. 28, 2019.

**Original authority: 36.070, RSMo 1945, amended 1979, 1995, 2018.*

1 CSR 20-1.045 Covered Service

PURPOSE: This rule defines the covered service of the state under coverage of the uniform classification and pay provisions of the State Personnel Law contained in section 36.031, RSMo.

(1) The covered service shall consist of, and the uniform classification and pay provisions of the State Personnel Law and these rules shall apply to, all offices, positions, and employees of those departments and agencies of the executive branch of state government as specified in Chapter 36, RSMo.

AUTHORITY: sections 36.031 and 36.070, RSMo Supp. 2018. Original rule filed Feb. 25, 1992, effective Aug. 6, 1992. Amended: Filed May 15, 1996, effective Nov. 30, 1996. Emergency amendment filed Aug. 17, 2018, effective Aug. 28, 2018, expired Feb. 28, 2019. Amended: Filed Aug. 31, 2018, effective Feb. 28, 2019.*

**Original authority: 36.031, RSMo 1990, amended 1996, 2005, 2007, 2010, 2018 and 36.070, RSMo 1945, amended 1979, 1995, 2018.*

1 CSR 20-1.050 Records and Reports

(Rescinded February 28, 2019)

AUTHORITY: section 36.070, RSMo 1986. Original rule filed July 9, 1947, effective July 19, 1947. Rescinded: Filed Aug. 31, 2018, effective Feb. 28, 2019.