



Missouri State Highway Patrol Classification and Compensation Plan Reference Information

Definitions:

- Demotion:** An employee's change to a job title of lower rank or position with lesser responsibility than the job title currently held, normally within their current job family.
- FLSA Status:** A status determining whether an employee is entitled to overtime pay when working more than 40 hours in a workweek, for which parameters to classify positions as such are identified by the Fair Labor Standards Act (FLSA).
- *Non-Exempt: employees are covered by FLSA's overtime provisions and are entitled to overtime pay (at a rate of one and a half times their regular rate) for any hours worked over 40 in a workweek.
 - *Exempt: employees are not covered by FLSA's overtime provisions and receive a fixed salary and their pay does not change based on the number of hours worked.
- Job Description:** A formal document that provides a brief overview of the role and its purpose, outlines the responsibilities and duties, and required abilities, skills, experience, and qualifications for a specific role within an organization.
- Job Family:** Jobs that involve the same or closely related types of work that define potential career progression within a specific career path.
- Job Title:** The name by which an identified job or role is referred too.
- Occupation:** A broader category encompassing a group of similar jobs.
- Performance Evaluation:** The process of assessing an employee's job performance and productivity in relation to organizational goals.
- Performance Objectives:** Specific, measurable goals provided to employees prior a set timeframe of an evaluation period to provide clear direction as to what is expected of them in their performance, and how their work contributes to broader objectives.
- Promotion:** An employee's change to a job title of higher rank or position with more responsibility than the job title currently held, normally within their current job family.
- Reclassification:** An employee's change to a job title with different duties than the job title currently held, normally outside their current job family.
- Salary Adjustment:** A modification in an employee's current salary, normally in achieving the next level of proficiency within their current job title.

Job Family Career Growth (Promotion) versus Job Title Proficiency Level Advancement (Proficiency) Explained

- Career Growth (Promotion):** An employee's progression through job roles within a structured career path.
- *Compensation structures for promotion to a job role with more responsibility are identified on the associated job family.
 - *A promotion to a job role with more responsibility is accompanied with a documented expectation of increased responsibility, and more complex problem-solving and decision making.
 - *Promotional opportunities are subject to available opportunities within the agency, as well as operational need, and are not guaranteed.
- Proficiency Level Advancement (Proficiency):** An employee's progression through different levels within a structured job title.
- *Compensation structures for proficiency level advancement within a job title are identified on the associated job family.
 - *Advancement in proficiency levels is accompanied with a documented expectation to continue comprehensive development and/or achievement in the job role's knowledge, skills, and abilities.
 - *Advancement in proficiency levels is subject to funding availability and is not guaranteed.

Longevity-Based Compensation versus Performance/Proficiency-Level Compensation Structures Explained

Longevity-Based Compensation Structures

The following occupations are longevity-based compensation compensation structures: Commercial Vehicle Enforcement, Driver Examination, Member, Motor Vehicle Inspection, and Radio Personnel. Promotion and salary advancement within these pay structures adhere to the explanation above on Job Family Career Growth and Job Title Proficiency Level Advancement, as well as successful performance. Longevity-based compensation structures take into account an employee's time within their respective occupations (e.g., collective years of service within a Driver Examination classification and not collective years of service with the Patrol). Longevity-Based Compensation Structures do not remove the expectation of successful performance and affected employees are still accountable for meeting performance expectations as outlined in provided performance objectives.

Performance/Proficiency Levels Compensation Structures

Promotion and salary advancement within these pay structures adhere to the explanation above on Job Family Career Growth and Job Title Proficiency Level Advancement, as well as successful performance. All Occupations, with exception to the Longevity-Based Compensation Structures mentioned, adhere to the identified performance/proficiency-level compensation structures and levels: entry, intermediate, proficient, advanced, and expert.