

Fiscal Year 2020 Classification and Pay Plans

June 2019

The pay plan code, not the bargaining unit code, must be used to determine the proper pay plan for a class. All job classes in the classification plan are arranged in two separate listings: first, alphabetically by class title, and then numerically by class code number. The classification plan includes the following information for each job class: EEO 4 category, occupational code, overtime eligibility, Fair Labor Standards Act (FLSA) status, bargaining unit and status, pay plan code, pay grade, job class code, and job class title. These are discussed in more detail below and on the next page.

EEO 4 Category (EEO):

This code identifies the Equal Employment Opportunity occupational category to which that job class is assigned.

01 Official/Administrator	03 Technician	05 Protective Service (non-sworn)	07 Skilled Craft
02 Professional	04 Protective Service (sworn)	06 Administrative Support	08 Service/Maintenance

Occupational Code (OC):

An occupational code is a numeric code assigned to further subdivide EEO 4 categories obtained from the "Census 2010 EEO Tabulation." They are used to obtain labor force availability information for jobs found in the State's work force.

Overtime Eligibility (OT):

0	Not eligible for overtime compensation.
1	Eligible for straight (hour-for-hour) overtime compensation for hours worked in excess of 40 per week.
2	Eligible for premium overtime compensation (one and one-half time rate) for hours worked in excess of 40 per week.
3	Eligible for straight (hour-for-hour) overtime compensation for hours worked in excess of 80 per pay period.

Fair Labor Standards Act (FLSA):

The Fair Labor Standards Act (FLSA) sets minimum wage, overtime pay, equal pay, recordkeeping, and child labor standards for employees who are covered by the act. It is a federal law. Classes coded as "Y" are covered under FLSA, and are eligible for premium overtime. Classes coded as "N" are exempt from FLSA coverage, and are generally not eligible for overtime compensation. Refer to overtime eligibility code for more information.

Bargaining Unit and Status (UNIT):

Unit

001 Clerical (AFSCME)	006 Security (AFSCME)	011 Patient Care (AFSCME)
002 Technical (AFSCME)	007 Public Safety (SPOC)	012 Patient Treatment (UNORGANIZED)
003 Blue Collar (AFSCME)	008 Engineering (UNORGANIZED)	021 Justice (EXEMPT)
004 Fiscal & Staff (AFSCME)	009 Science (UE/IUP)	024 Department Directors/Appointed Non-Elected Officials (STATUTORY)
005 Social Services (UE/IUP)	010 Education (AFSCME)	

Status

E	Exempt from collective bargaining
N	Covered by a collective bargaining agreement
S	Supervisory (and exempt from collective bargaining)
U	Eligible for collective bargaining, but currently unorganized

Pay Plan Code (PLAN):

000 Non-Contract	013 AFSCME (Education Unit)	024 Department Directors/ Appointed Non-Elected Officials
007 SPOC (Public Safety)	014 AFSCME	025 Lottery Key Executive
009 UE/IUP	017 SPOC (DNR Officers)	

Pay Grade (PG):

Each job class is assigned a pay grade number. Classes with a modified pay range are identified with either a “plus” or “minus” offset with the pay grade. For example, a “plus” number of 26+13.5% means that the job class has an advanced starting salary that is 13.5% above the minimum of the normal range for the pay grade (26), while a “minus” number of 26(-4) means that the pay range for the job class is elongated and starts 4 pay grades below the minimum of the assigned pay grade (26), at an amount equivalent to the minimum of pay grade 22.

Class Code (CODE):

Five digit identification number for a job class. A job class may be affiliated with more than one class code.

Class Code (5XXXX): Positions in these class codes are treated differently for overtime purposes than others in the same classification. Refer to the FLSA status and overtime eligibility codes in the Classification Plan.

Class Code (6XXXX): Class is covered by the Conservation Officer retirement system.

Class Code (8XXXX): Class is covered by the protection occupation retirement system.

Class Code (9XXXX): Class is exempt from collective bargaining.

Explanation of Symbols and Abbreviations:

PD Positions are paid on a per diem basis.

ST Positions are paid a salary specified by statute.

MIL RANK Positions are paid a salary based on the incumbent’s military rank.