

Fiscal Year 2025 Classification and Pay Plans

June 2024

All job classes in the classification plan are arranged in two separate listings: (1) alphabetically by class title, and (2) numerically by class code number. The classification plan includes the following information for each job class: job class title, job class code, bargaining unit and status, pay plan, pay grade, overtime eligibility, Fair Labor Standards Act (FLSA) status, job family, EEO 4 category, and occupational category code. These are described in more detail below and on the next page.

Class Code (CODE):

Five-digit identification number for a job class. A job class title 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 (7XXXX): Class is reserved for temporary or seasonal positions.
- Class Code (8XXXX): Class is covered by the protection occupation retirement system.
- Class Code (9XXXX): Class is exempt from collective bargaining (however, not all bargaining-exempt classes have 9XXXX class codes).

Bargaining Unit and Status (UNIT):

Unit

| | | |
|------------------------------|-------------------------------------|---|
| 001 Clerical (AFSCME) | 007 Public Safety (SPOC) | 021 Justice (EXEMPT) |
| 002 Technical (AFSCME) | 008 Engineering (UNORGANIZED) | 024 Department Directors/Appointed Non-Elected Officials (STATUTORY) |
| 003 Blue Collar (AFSCME) | 009 Science (UE/IUP) | 106 Community Based Corrections (AFSCME) |
| 004 Fiscal & Staff (AFSCME) | 010 Education (AFSCME) | 107 Public Safety (AFSCME) |
| 005 Social Services (UE/IUP) | 011 Patient Care (AFSCME) | |
| 006 Security (AFSCME) | 012 Patient Treatment (UNORGANIZED) | |

Status

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

Pay Plan (PLAN):

| | | |
|--------------------------|---------------------------------|-------------------------|
| 000 Non-Contract | 012 AFSCME (Public Safety Unit) | 017 SPOC (DNR Officers) |
| 007 SPOC (Public Safety) | 013 AFSCME (Education Unit) | 024 Appointed Officials |
| 009 UE/IUP | 014 AFSCME | |

Pay Grade (PG):

Each job class is assigned a pay grade number. Classes with a modified pay range minimum 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.

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.
- 4 Eligible for premium overtime compensation (one and one-half time rate) for hours worked in excess of 80 per pay period.
- 5 Eligible for premium overtime compensation (one and one-half time rate) on a "work period" basis, per FLSA Section 7(k).

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 in accordance with the FLSA. Classes coded as "N" are exempt from FLSA coverage, and are generally not eligible for overtime compensation. Refer to the overtime eligibility code for more information.

Job Family (FAM):

A job family is broad grouping of job classifications related by a common field of work.

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| AFM | Accounting and Financial Management | HUS | Human Services |
| ADP | Administration and Planning | ITC | Information Technology and Communications |
| ADS | Administrative Support | LGL | Legal |
| AGS | Agriculture and Science | MIS | Miscellaneous |
| CRG | Commerce Regulation and Gaming | PIC | Public Safety, Investigations, and Corrections |
| DAO | Department Directors/Appointed Officials | TFO | Trades and Facility Operations |
| EDU | Education | TRN | Transportation |
| HIS | Health and Institutional Services | WDS | Workforce Development and Safety |

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 Category Code (OCC):

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.

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. |