

**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 4 Employment Hiring and Promotions Policy

Position and Employee Action Request (PEAR) Procedures	Effective date	Revised
Number: 4.01-06	August 13, 2014	March 13, 2015

All divisions in the Department of Natural Resources will use the Position and Employee Action Request (PEAR) form to request the processing of transactions related to allocating positions and reviews, filling vacancies and requesting certificates, appointments, changes in status, terminating an employee and other related employee pay actions.

REFERENCES

- 4.01 Hiring and Promotions

GENERAL PROVISIONS

The PEAR form is designed to obtain all necessary information to process employee and position transactions.

Only fill in information that is necessary for the action being requested. Type the information to ensure clarity and proofread for accuracy.

Check the appropriate box that pertains to the Employee, Position or Fill Vacancy. Employee, Position and Fill Vacancy actions require separate forms.

Position Action

Check the box that corresponds to the action desired. These boxes are only to be used when requesting changes to a position. If none apply leave blank.

- Allocate – A new position is to be set up.
- Review – Management or the employee wants an existing position reviewed for proper classification.
- Reallocate – The division wants the position changed from its existing class to a new one.
- Inactivate – The position is to be taken out of use. Enter the reason for inactivation in the Remarks section of the PEAR form.
- Reactivate – The position that is currently inactive is to be put back in use. Enter the reason for reactivation in the Remarks section of the PEAR form.

Social Security Number

Enter the employee’s social security number if it is an employee action.

Full Legal Name

Enter the employee’s full legal name (last, first, middle initial). No nicknames or preferred names should be used.

Organization Number

Enter the SAM II organization code of the organization the position is in.



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Effective Date

Strive to set effective date actions on the 1st or 16th of the month (Exception: Changing days off or the number of days off can only be done at the beginning of the employees work week).

For new appointments, leave blank.

For changes in status, the effective date is the date when the change in status occurs.

For terminations, the effective date is the date after the last day in pay status. (i.e. If an employee takes leave on their termination date, they are in pay status.)

Pay Location Code

Enter the code of the location where the employee will be paid. Codes can be found at: <http://n-nr1ntra.ads.state.mo.us/das/sam-ii-information/documents/pay-location.xls>

Work Location Code

Enter the code of the location where the employee normally works. Codes can be found at: <http://n-nr1ntra.ads.state.mo.us/das/sam-ii-information/documents/work-location.doc>

County Name

Enter the county name where the employee normally works.

Position Title and Index Number

Enter the classification title and index number (i.e. Environmental Specialist I 004618). Index numbers can be found under “Pay Plan (Alphabetical)” at: <http://content.oa.mo.gov/personnel/state-agencies/uniform-classification-and-pay-system-pay-plan#paygrids#paygrids>

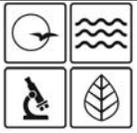
For multi-allocated positions, include each title and index number (i.e. Env. Spec. I/II/III 004618/004619/004620)

Position Number

Enter the number of the position for the employee. In conjunction with Org Code, this is a unique 7-digit number assigned to identify the specific position. Position code numbers should be in the following format: 6042500.

Multi-allocated Position

Check Yes or No.



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Salary

If the employee is a new hire, enter the amount in the To field and leave the Current field blank. If the position is hourly, enter the hourly amount. If the employee is in a broadband or unclassified position, enter a dollar amount.

For salary increases, i.e. promotions, reclassifications etc., enter both the current and recommended salary in the Current and To fields plus the Range/Step fields, if applicable. Justify variations in the Remarks Section or with an attached memo.

[OA Pay Grid](#)

Range/Step

Enter Current Range/Step and the To Range/Step the employee will be paid. If the employee is a new hire, enter the range/step in the To Range/Step section. If the employee is hourly or in a broadband or unclassified position, leave this section blank. (See above for OA Pay Grid under “Salary”)

End of Probation Increase

Check Yes or No. If yes, enter amount.

EOP Range/Step

Enter Range/Step of the End of Probation increase. (See above for OA Pay Grid under “Salary”)

Supervisor’s Name, Position Number and Org.

Enter the name, position number and organization number of the supervisor for this position.

[Organization Charts](#)

Supervisory Information

Check if the position is Supervisory or Non-Supervisory.

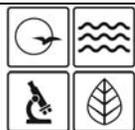
Type of Appointment

Check the appropriate box to indicate the type of appointment.

Change in Status

Check the appropriate box to indicate the change in status.

- Career Progression Promotion
- Extension of probation
- FTE Change (%)
- Initial Band Appointment
- LDPR Change
- Leave of absence W/O Pay/Extension/Return (Circle one to indicate which action is being requested.)
- Out-of-Band Transfer



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- Position code change - A position code change occurs when an employee’s position changes for reasons other than promotion or transfer.
- Promotion
- RDO/Work Cycle Change
- Reclassification
- Salary Increase/Decrease (Circle one to indicate which action is being requested.) - A salary increase/decrease includes temporary and permanent increases/decreases, and an increase/decrease in hourly rates for seasonals, etc. A PEAR form need not be generated for cost-of-living and other pay grid adjustments, probationary increases, repositioning and other general pay adjustments.
- Transfer from (POS#) - Enter the position number employee is transferring from, if known.
- Voluntary demotion

Termination

Check the appropriate box to indicate the appropriate action.

- Resignation - The employee’s letter of resignation must accompany the PEAR form, except for seasonals.
- Retirement
- End of Appointment
- Transfer to State Agency - Check box if employee is transferring to another MO State agency
- Deceased - In the event of an employee’s death, the Human Resources Program must be notified immediately by phone and a PEAR form completed.
- Other - Any other termination not listed above. (i.e. dismissal)
- Last Day Worked - Indicate the date of an employee’s resignation, retirement or end of an appointment (i.e., an emergency, limited temporary, unclassified employees or death
- Delete User ID - Enter User ID of terminating employee, if known. (This is for program use and information, an ITSD Helpdesk Ticket will need to be submitted by the Supervisor in order for User ID to be deleted.)

Check the start of the work week

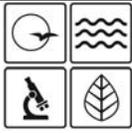
The day of the week on which the employee’s work cycle begins must be checked on the PEAR form. Workweeks can only begin on a Friday (F), Saturday (SA), or Sunday (SU).

Work cycle – The days the employee is normally scheduled to be off must be checked. To comply with provisions of the Fair Labor Standards Act and rules and regulations of the Personnel Advisory Board, all positions must have an assigned work cycle. Not required for seasonals.

Employee/Position is (% of Full Time)

Indicate what percentage of time the position is, such as 50% of full time.

- Full-time - Check full-time if the position is funded to be filled 100% on a fiscal-year basis.
- Part-time - Check part-time if the position is filled at 19 hours or less a week, less than 1,000 hours a year or less than 50% of full-time.
- Per-Diem - Check this box if the position is to be paid a daily rate. This normally only applies to Commission members.



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- Classified - Check if the position is to be established in the Merit System and will receive Merit System benefits.
- Unclassified - Check if the position is exempt from the classified service under the provisions of the Personnel Law.
- Exception Paid - If the position is classified, unclassified or salaried, and works a normal schedule, check the exception paid box.
- Positive Paid - Positive paid should be checked for part-time and/or hourly and intermittent employees.

Default Labor Distribution Profile (LDPR)

Enter the LDPR for position.

Specialties (If Required For Position)

Enter the name of the specialty assigned to the position, if applicable, when filling vacancies or announcing the position.

For HR use only

Do **NOT** put anything in this box.

Open Register for Recruitment

Check Yes or No if you want the register to be opened for recruitment. If yes is checked, enter required justification where indicated. (i.e. Register does not have a large enough selection group.)

Type of Announcement

- In-House Only - Check In-House Only box if the division intends to consider employees who already work for the department without sending letters to candidates on a register.
- Pull Certificate/Send Letters - Check box if a merit certificate is desired and letters are to be sent.
- Other - Check box only if a different type of certificate/announcement is desired. Indicate type, i.e. transfer, promotional, or re-employment.

Employee Home Address

Enter the employee's home address.

Certificate Number

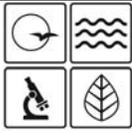
Enter the certificate number.

Certificate Sent Date:

Enter the date (MM/DD/YYYY) the certificate was issued.

Certificate Expiration Date

Enter the date (MM/DD/YYYY) the certificate expires.



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Interview Date

Enter the date (MM/DD/YYYY) the nominated candidate was interviewed.

Background Check (ACRR) Approval Date

Enter the date (MM/DD/YYYY) when the ACRR was approved.

Remarks

This section of the PEAR form should be used to convey any other necessary actions or information related to the position or employee not addressed by the other sections of the form.

Justifications for special salary adjustments and Fill Vacancy Requests should be included in this section.

This section shall include the following for Seasonal/Temporary Employees: At the end of the seasonal/temporary appointment the employee’s supervisor should provide a statement in reference to the employee’s job performance and whether or not the employee is recommended for a future appointment.

Contact Person for Vacancy Announcement

Enter the employee’s name most knowledgeable of the transaction that should be contacted to answer any additional questions or provide additional information for vacancy announcement.

Contact Person for PEAR

Enter the employee’s name most knowledgeable of the transaction that should be contacted to answer any additional questions or provide additional information regarding PEAR.

Program Approval Signature

This signature block is to be completed by the employee in the program responsible for and with the authority to approve personnel actions. This will normally be the supervisor, facility head, or program director who has responsibility for the action.

Division Approval Signature

This signature block should be signed by the division director or designee responsible for and authorized by the division director to approve position and employee transactions for the division.