Policy 1021

From Human Resources

Revision as of 18:08, 25 November 2008 by Uballr1 (Talk | contribs)
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PERSONNEL POLICY MANUAL
MoDOT Personnel Policy Title: Demotion **Policy Number**: 1021 **Chapter Title**: Wage and Salary Administration **Effective Date**: February 20, 2008 **Supersedes Policy Number** 1021 **Dated** July 1, 2007
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

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POLICY STATEMENT

Circumstances may warrant the removal of certain responsibilities and compensation due to the employee's poor work performance, to prevent disruption of department business, or a request by the

employee. The department will handle demotions in a fair and consistent manner as described in this policy.

DEFINITIONS

Administrative Demotion: a department-initiated move of an employee from his/her current position and responsibilities to a position in a lower salary grade with less responsibilities and pay, to prevent disruption of department business.

Disciplinary Demotion: a department-initiated move of an employee from his/her current position and responsibilities to a position in a lower salary grade, with less responsibilities and pay, due to poor work performance or failure to meet the expectations and goals of the department.

Voluntary Demotion: an employee-initiated written request for a lower salary grade position with less responsibility and pay, or an employee's Internal Opportunity Application to a position at a lower salary grade with less responsibilities and pay.

PROVISIONS/REQUIREMENTS

1. Administrative demotions should result in a reduction of salary; however, the salary for these demotions must be coordinated with the human resources director before an offer is made. See Personnel Policy 2513, “Workplace Relationships,” for a definition of “disruption of department business” and the options the department will consider to prevent disruption of department business.

2. Voluntary and disciplinary demotions will result in a reduction of salary. Items to consider are:

   a. The employee’s knowledge, skills, and abilities, the length of time in his/her current position, and the reason for the demotion or

   b. Comparable adjustments downward should be compared with comparable adjustments upward. For example, a three-salary grade promotion would generally involve up to five steps (up to a 10.0 percent) increase. Therefore, a three-grade demotion should involve up to five steps (up to a 10.0 percent) reduction.

3. When a demotion is processed, the reason for the demotion is to be documented on the Employment Status Maintenance (ESMT) transaction.

4. If relocation is necessary for administrative, voluntary, or disciplinary demotions, relocation assistance will not be provided.

CROSS REFERENCE

Personnel Policy 2513, “Workplace Relationships”

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