

# Policy 1021

## From Human Resources

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### **PERSONNEL POLICY**

#### **MANUAL**

**MoDOT Personnel Policy Title:** Demotion

**Policy Number:** 1021    **Chapter Title:** Wage and Salary Administration

**Effective Date:** June 15, 2010

**Supersedes Policy Number:** 1021    **Dated:** February 20, 2008

**Approved By:** Micki Knudsen, Human Resources Director  
(Signature on file)

## **POLICY STATEMENT**

Circumstances may warrant the movement of an employee to a different job title at a lower salary grade level. The department will handle demotions in a fair and consistent manner as described in this policy.

## **DEFINITION**

**Demotion:** A move from an employee's current job title and position to a job title and position in a lower salary grade.

## **PROVISIONS / REQUIREMENTS**

1. Demotions may result in salary reduction. The salary following the demotion must be coordinated with the human resources director before an offer is made.
2. A demoted employee's salary must be within the salary range of the destination title.
3. Salary reduction will depend on several criteria, including:
  - A. Reason for the demotion (e.g., voluntary, job study, reorganization, administrative, disciplinary);
  - B. Salary the employee would be at if he/she had not been promoted;
  - C. Number of steps received in earlier promotions (e.g., the size of the reduction to go from title A to title B should be comparable to the number of steps originally received to promote from title B to title A);
  - D. Complexity and equity increases;
  - E. Number of salary grade levels to be reduced;
  - F. Transferability of knowledge, skills, and abilities to the destination position;
  - G. Internal equity;
  - H. Level of reduction in responsibility;
  - I. Tenure with the department and in the current position;
  - J. Recency of promotion; and
  - K. Any factors unique to the situation.
4. When a demotion is processed, the reason for the demotion must be documented on the Employment Status Maintenance (ESMT) transaction.
5. If relocation is necessary, relocation assistance may be provided.

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