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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