



## MISSOURI DEPARTMENT OF TRANSPORTATION PERSONNEL POLICY MANUAL

**POLICY TITLE:** Salary Decreases and Demotions  
**NUMBER:** 1021  
**CHAPTER TITLE:** Wage and Salary Administration

**EFFECTIVE DATE:** January 1, 2026  
**PRIOR EFFECTIVE DATE:** June 15, 2010

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### **POLICY STATEMENT**

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

### **DEFINITIONS**

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

**Salary Decrease:** A reduction in an employee's pay which will include a change in work responsibilities.

### **PROVISIONS / REQUIREMENTS**

1. Demotions may result in salary reduction. The Human Resources Director may approve standard salary reductions; however Executive Team approval is required for demotions the HR Division has assessed have a high level or widespread impact to the department's function.
2. A demoted employee's salary must be within the salary range of the new title.
3. The amount of salary reduction will depend on several criteria, including:
  - A. Percentage increase received in earlier promotions (e.g., the size of the reduction to go from title A to title B should be comparable to the percentage originally received to promote from title B to title A).
  - B. Complexity and equity increases.
  - C. Internal equity.
  - D. Recency of promotion; and
  - E. Movement from an authorized rate position to a non-authorized rate positions; and
  - F. 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.

A handwritten signature in black ink, appearing to read "Ashley Halford". The signature is written in a cursive, flowing style.

Ashley Halford  
Human Resources Director