


<p style="text-align: center;"><b>MISSOURI DEPARTMENT OF TRANSPORTATION</b></p>  <p style="text-align: center;"><b>PERSONNEL POLICY MANUAL</b></p>	<b>Chapter Title</b> Wage and Salary Administration		
	<b>Policy Title</b> Demotion		
	<b>Policy Number</b> 1021	<b>Page</b> 1 of 2	<b>Effective Date</b> June 15, 2010
<b>Approved By</b> Micki Knudsen, Human Resources Director Signature on File	<b>Supersedes Policy Number</b> 1021	<b>Page</b> 1 of 3	<b>Prior Effective Date</b> February 20, 2008

### **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 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.