



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

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