



# MISSOURI DEPARTMENT OF TRANSPORTATION PERSONNEL POLICY MANUAL

**POLICY TITLE:** Temporary Assignments or Promotions

**NUMBER:** 1019

**CHAPTER TITLE:** Wage and Salary Administration

**EFFECTIVE DATE:** January 1, 2026

**PRIOR EFFECTIVE DATE:** January 1, 2020

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## **POLICY STATEMENT**

Department senior management may temporarily assign employees to other positions in lower, the same, or higher salary grades, with temporary salary increases for temporary assignments as described in this policy.

## **DEFINITIONS**

**Temporary Assignment:** An assignment to a position or location other than the employee's present position or location for a period of not more than six months. Temporary assignments may be extended in a manner described in this policy.

**Lead Worker:** An employee who is involved in the general instruction, assignment, and review of work of others who are performing the same or directly related work. Lead worker duties do not include performance management, hiring decisions, termination decisions, and the like.

## **PROVISIONS / REQUIREMENTS**

1. When an employee receives a temporary assignment to perform the duties of a different position in either the same or a lower salary grade, the employee will be paid the rate they were earning at the time of the assignment.
2. **Temporary Promotion** - When an employee receives a temporary assignment to either a supervisory or non-supervisory position in a higher salary grade, the following provisions will apply:
  - a. There will be no increase in pay for a temporary promotion expected to last less than three months.
  - b. A temporary salary increase will be provided to an employee when a temporary promotion is expected to last three months or more. The temporary salary increase cannot result in the employee's salary exceeding the maximum rate of the salary range of the new position. (Refer to Personnel Policy 1016, "Salary Increases," to determine the appropriate rate of pay for the temporary promotion.)
  - c. Districts/divisions/offices may advertise these temporary positions within their districts or the Central Office.
  - d. The employee selected to temporarily fill a higher-level position will receive a temporary promotion assignment for up to six months. The employee will return to their

regular position and salary when the temporary promotion assignment ends or when the position is advertised for permanent staffing.

- e. The Executive Team may decide to extend the temporary assignment beyond six months in periodic increments of up to six months. If the Executive Team decides to extend the temporary assignment for more than six months, the temporary vacancy shall be re-assessed and may be re-advertised toward the end of each six months to allow other qualified applicants an opportunity to apply for a temporary assignment. The employee currently filling the temporary assignment may reapply for the temporary position at this time along with other interested employees.
- f. If a decision is made to change the temporary assignment to a permanent assignment, the job vacancy should be posted in accordance with internal job advertising procedures. District engineers and division leaders/state engineers may waive the posting or advertising requirement as described in Personnel Policy 0517 to change a temporary promotion to a permanent assignment. (Refer to Personnel Policy 0517, "Selection Process.")

3. **Temporary Relocation Assignment** - When an employee is asked to temporarily assume the duties (with the same position title) at a different district, at a different location within the employee's current district, or out-of-state, the employee will receive a temporary salary increase for the period the employee is working at the temporary location if all three of the conditions listed below are met:

- a. The temporary relocation will be full-time for one month or more.
- b. The location of the temporary relocation assignment is at least 50 miles from the employee's residence.
- c. The employee's salary remains within the salary range for the job. A salary increase to the salary range maximum may be provided.

4. **Temporary Lead Worker Assignment** - When districts/divisions/offices elect to temporarily leave a supervisory position vacant, an employee may be temporarily assigned to perform the responsibilities of a lead worker. The following guidelines are to be used in these situations:

- a. The employee should not be assigned major supervisory responsibilities, such as discipline intervention.
- b. If the temporary assignment is expected to last less than three months, there will be no increase in pay.
- c. If the temporary assignment is expected to last three months or more, the employee may receive a temporary salary increase as long as the employee's salary remains within the salary range for the job. A salary increase to the salary range maximum may be provided.
- d. If the decision is made to extend a temporary assignment, it may be extended in increments up to six months. The temporary assignment will be assessed for continued need after every increment is completed.

- e. The employee selected should be made aware the lead worker assignment is temporary and they will return to their original duties and rate of pay when the assignment ends.
- 5. When employees receive a temporary salary increase under this policy, this temporary increase will not be considered in any other salary administration decision (i.e., promotion or within-grade increases).
- 6. District Engineers or Division Directors may approve standard temporary assignments. If an assignment has the potential to impact the department outside that district or division, approval must also be obtained from the Human Resources Director and Executive Team.



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**CROSS REFERENCES**

[Personnel Policy 1016, "Salary Increases"](#)

[Personnel Policy 0517, "Staffing of Department Vacancies"](#)