



MISSOURI DEPARTMENT OF TRANSPORTATION PERSONNEL POLICY MANUAL

POLICY TITLE: Promotions

NUMBER: 1026

CHAPTER TITLE: Wage and Salary Administration

EFFECTIVE DATE: January 1, 2026

PRIOR EFFECTIVE DATE: April 1, 2018

POLICY STATEMENT

The department provides opportunities for promotion of its current employees to higher level job titles, either in recognition of meeting requirements (for career ladder promotions) or as the result of successfully applying and competing for an open position (for competitive promotions).

PROVISIONS / REQUIREMENTS

1. **Career Ladder Promotions** involve non-competitive movement through identified career ladders, consisting of a series of related jobs, by meeting the requirements in a career ladder checklist established for the next higher job.
 - A. A list of career ladders and the career ladder jobs is located on the Human Resources (HR) Division SharePoint site, under the Compensation section [Compensation \(sharepoint.com\)](http://Compensation.sharepoint.com).
 - B. Entry-level career ladder jobs are competitive jobs. An employee competes with other employees or external candidates to be considered for an entry-level career ladder job. However, once selected to fill an entry-level career ladder job, employees may advance within the career ladder without competing with other employees or external candidates. At times, intermediate and senior level career ladder jobs may be advertised through a competitive process.
 - C. To be considered eligible for promotion to the next higher job within a career ladder, an employee must satisfy all of the following requirements:
 - 1) Meet the requirements of the Career Ladder Promotion Checklist, located in MMS and/or HR's SharePoint site under the Compensation section, for the next higher-level job. If a checklist has not been created, this requirement is waived, and the higher-level job description will be used to assess eligibility.
 - 2) Meet or exceed performance expectations of the current job as documented in the employee's most recent ENGAGE evaluation.
 - 3) Meet and maintain certification requirements in the job description for the next higher-level job. Failure to maintain required certification will result in a change in job title and salary may be adjusted accordingly.
 - 4) Has not received a disciplinary action of a written warning or higher (demotion, probation, or suspension without pay) within the past 12 months, subject to the following:
 - a. An employee who has received a suspension and probation related to testing

positive for alcohol is ineligible for a career ladder promotion for two years from the date the discipline was issued.

- b. The district engineer or division director may waive the 12-month promotion restriction for an employee who has received a written warning. Waivers should be uncommon and only authorized when extenuating circumstances exist. The HR Division should be notified of any waiver authorized under these circumstances and local HR (district HR or HR Services) should maintain documentation of the waiver rationale and approval.
- 5) Disciplinary actions of a written warning or higher may be considered for up to three years, starting from the date the discipline was issued, in determining whether an employee receives a career ladder promotion.
- 6) Accidents for which an employee was determined to be at fault may be considered for up to three years, starting from the date the letter was received, in determining whether an employee receives a career ladder promotion.
- D. An employee's immediate supervisor will initiate a career ladder promotion request. Supervisors must document whether an employee meets the above requirements. This documentation includes a completed Career Ladder Promotion Checklist, accident and discipline tracking, and relevant performance management information. A local HR representative must review the provided documentation to confirm eligibility.
- E. Authorizations for the number of jobs within each career ladder should be made with the following considerations:
 - 1) Career ladder authorizations are part of overall authorization levels, which must not exceed limits set during the annual budget process.
 - 2) Career ladder authorizations will not specify the number of intermediate or senior level jobs, except the district engineer or division leader or designee should plan work such that all senior level employees are performing at least 50 percent senior level duties. If insufficient work exists, career ladder promotion to the senior level may be restricted or delayed, and consideration should be given to reducing the authorization levels of the career ladder.
- F. For career ladder jobs with minimum education requirements, the district engineer or division director will determine the number of positions that may be filled by employees not meeting the minimum education requirements, if any. Once in a career ladder, employees not meeting the minimum education requirements will be considered as meeting those requirements for career ladder promotions.
- G. Personnel Policy 1016, "Salary Increases," must be followed when determining the salary increase for a career ladder promotion.
- H. Grievances related to career ladder promotions or to the number of career ladder authorizations (including the number of authorizations for employees not meeting the minimum education requirements) will be considered by the appropriate district engineer or division leader but will not proceed beyond this level.

2. **Competitive Promotions** involve the selection of a successful internal candidate for

positions filled under Personnel Policy 0517, "Staffing of Department Vacancies." This process includes advertisements, applications, and interviews of internal and external candidates for an open position.

- A. Employees who apply for competitive promotions may be ineligible for consideration for up to two years following a disciplinary action, as follows:
 - 1) An employee who has received a suspension and probation related to testing positive for alcohol is ineligible for a competitive promotion for two years from the date the discipline was issued.
 - 2) An employee who has received disciplinary probation for issues other than alcohol is ineligible for a competitive promotion while on probation. Disciplinary actions can be considered for up to three years from the date the probation was issued when determining interview and job vacancy selection.
- B. Suspensions without pay, disciplinary demotions, or written warnings (without being placed on probation) can be considered for up to three years from the date the discipline was issued when determining interview and job vacancy selection.
- C. Verbal warnings can be considered for up to one year when determining interview and job vacancy selection.



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CROSS REFERENCES

- [Personnel Policy 0517, "Selection Process"](#)
- [Personnel Policy 1016, "Salary Increases"](#)