

City of St. Louis Department of Public Safety/Division of Corrections
POLICY & PROCEDURES

CHAPTER:	1	Administration and Management	1.3.10
SECTION:	3	Personnel	EFFECTIVE DATE: 3 / 18 / 20
SUBJECT:	10	Staff Promotion, Transfer and Demotion	
STANDARDS: ACA – 4 – ALDF: 7B-04, 7E-01			
APPROVED: _____			REVIEW DATE: 3 / 18 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 3 / 31 / 20
Rescind: 1.3.10 dated 10.29/ 12 Cancel:			

I. POLICY

It is the policy of the Division of Corrections to comply with the procedures set forth by the St. Louis City Civil Service Commission and the Department of Personnel in making promotions, transfers and demotions of employees.

II. RESPONSIBILITIES

All Division of Corrections Staff members are responsible for adhering to the following procedures.

III. DEFINITIONS

Demotion: A change of an employee in the classified service from a position of one’s class to a position of another class with a lower-numbered pay grade.

Promotion: A change of an employee in the Classified Service from a position of one’s class to a position of another class with a higher pay grade or a higher starting minimum salary.

IV. PROCEDURES

A. The Appointing Authority will adhere to City of St. Louis Pay Regulations and the Department of Personnel Administrative Regulations pertaining to promotion, transfer, and demotion of employees.