

ORDINANCE 71479

**BOARD BILL NUMBER 183 COMMITTEE SUBSTITUTE INTRODUCED BY:
ALDERMAN BRANDON BOSLEY/ ALDERMAN BILL STEPHENS**

1 An ordinance relating to the appointment of and salaries of certain employees of the St. Louis
2 Board of Election Commissioners (the “Election Board”) pursuant to §§ 115.045 and 115.049,
3 Revised Statutes of Missouri (“RSMo.”); allocating certain other employees to a grade with rate;
4 and including an emergency clause. The provisions of the sections contained in this ordinance shall
5 be effective with the start of the first pay period following approval by the Mayor.

BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:

7 **SECTION ONE.** Alphabetical List of Classes. Pursuant to §§ 115.045 and 115.049, RSMo.,
8 the Commissioners of the Election Board (the “Commissioners”) are hereby authorized to appoint
9 and employ the following employees with bi-weekly rates, in accordance with the following
10 classification plan, to a grade with rates established in Section 2 of this ordinance.

<u>TITLE</u>	<u>GRADE/SCHEDULE</u>
Absentee Supervisor	11 G
Assistant Deputy Director of Elections	15 M
Chairman of the Board of Election Commissioners	1 C
Deputy Director of Elections	17 M
Director of Elections	19 M
Judge Supervisor	12 G
Manager of Budget and Payroll	13 G
Manager of IT	13 G
Member of the Board of Election Commissioners	3 C
Operations Supervisor	12 G
Receptionist	9 G
Registration Assistant	10 G
Registration Coordinator	11 G
Registration Supervisor	12 G
Secretary of the Board of Election Commissioners	2 C
Tabulation Supervisor	13 G

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1 **SECTION TWO. Official Pay Schedule for Classification Grades.**

2 A. General and Management Pay Schedule: The following bi-weekly pay schedule for all pay
3 grades denoted with the suffix “G” or “M” shall become effective beginning with the bi-weekly
4 pay period following the effective date of this ordinance.

5

	<u>BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS</u>							
GRADE	9	10	11	12	13	15	17	19
STEP								
1	1200	1210	1222	1270	1400	1839	2421	3189
2	1218	1228	1240	1289	1421	1867	2457	3237
3	1236	1247	1259	1308	1442	1895	2494	3285
4	1255	1265	1278	1328	1464	1923	2532	3335
5	1274	1284	1297	1348	1486	1952	2570	3385
6	1293	1304	1316	1368	1508	1981	2608	3435
7	1312	1323	1336	1389	1531	2011	2647	3487
8	1332	1343	1356	1410	1554	2041	2687	3539
9	1352	1363	1377	1431	1577	2072	2727	3592
10	1372	1384	1397	1452	1601	2103	2768	3646
11	1393	1404	1418	1474	1625	2134	2810	3701
12	1414	1425	1439	1496	1649	2166	2852	3756
13	1435	1447	1461	1518	1674	2199	2895	3813
14	1456	1468	1483	1541	1699	2232	2938	3870
15	1478	1490	1505	1564	1724	2265	2982	3928
16	1500	1513	1528	1588	1750	2299	3027	3987
17	1523	1535	1551	1612	1777	2334	3072	4047
18	1546	1559	1574	1636	1803	2369	3118	4107
19	1569	1582	1598	1660	1830	2404	3165	4169
20	1592	1606	1622	1685	1858	2440	3213	4232
21	1616	1630	1646	1711	1886	2477	3261	4295
22	1640	1654	1671	1736	1914	2514	3310	4360
23	1665	1679	1696	1762	1943	2552	3359	4425
24	1690	1704	1721	1789	1972	2590	3410	4491
25	1715	1730	1747	1815	2001	2629	3461	4559
26	1741	1756	1773	1843	2031	2668	3513	4627
27	1767	1782	1800	1870	2062	2708	3565	4696
28	1794	1809	1827	1898	2093	2749	3619	4767

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29	1821	1836	1854	1927	2124	2790	3673	4838
30	1848	1863	1882	1985	2156	2832	3728	4911

B. Commissioners’ Pay Schedule: The following bi-weekly pay schedule for all pay grades denoted with the suffix “C” shall become effective beginning with the bi-weekly pay period following the effective date of this ordinance. The pay grades denoted with the suffix “C” are required by § 115.035, RSMo.

<u>GRADE</u>	<u>BI-WEEKLY RATE</u>
1C	\$288.46
2C	\$288.46
3C	\$230.77

SECTION THREE. Salary Adjustment.

A. Salary adjustment for all employees of the Election Board shall be based on consideration of merit, equity, or success in fulfilling predetermined goals and objectives as herein provided.

B. An appointing authority shall evaluate the performance of all employees whose salary is established in Section Two A of this ordinance for the purpose of salary adjustment. On or about December 1 of each year following approval of this ordinance, the Directors of the Election Board shall submit to the Commissioners evaluations of all employees whose pay grades are denoted by suffixes “G” and “M”. Consideration of these evaluations by the Commissioners shall be the basis for salary adjustments.

1. Annual Merit Increase: Any employee whose salary is established in Section Two A of this ordinance shall receive an annual service rating. This service rating with the standards of performance established by the Election Board shall determine eligibility for a one-step one and one-half percent (1.5%) within-range (merit) increase.

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1 2. Exceptional Performance of Duties: The Commissioners may grant a within-range salary
2 adjustment in any whole dollar increment up to a ten percent (10%) increase of an employee’s
3 bi-weekly base. The Commissioners may increase the salary of an employee who demonstrates
4 exceptional performance of duties after serving twenty-six (26) weeks of employment at the
5 same rate in the salary range by not more than ten percent (10%) or the closest step in the pay
6 range which provides for not more than a ten percent (10%) increase. This increase may be in
7 addition to any merit increase received.

8 3. Substandard Performance of Duties: The Commissioners may reduce the salary of an
9 employee whose level of performance or assigned duties is significantly diminished and no
10 longer warrants payment at the employee’s range set forth in Section Two A of this ordinance.
11 The pay of any employee may be decreased as a disciplinary action at the discretion of the
12 Commissioners. Any such decrease shall be made in accordance with established Election
13 Board disciplinary procedures. The decrease shall not be greater than fifteen percent (15%) of
14 the current salary range. The decrease may be below the minimum pay range for the class. At
15 the discretion of the Commissioners, a salary decrease may be made for a specific number of
16 bi-weekly pay periods or for an undetermined time.

17 C. The granting of any salary increase or decrease shall be made at the beginning of a payroll
18 period.

19 D. This ordinance serves as notice required by § 115.049, RSMo., to the President of the Board
20 of Aldermen and members of the Board of Estimate and Apportionment that upon approval and

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1 implementation of the yearly budget of the City of St. Louis, the Election Board is authorized to
2 increase compensation of Election Board employees as provided by the budget.

3 **SECTION FOUR.** Changes to the Classification Plan. Whenever the Election Board finds it
4 necessary to add a new class or change the pay schedule or grade of an existing class, the Election
5 Board shall allocate the class to the appropriate grade and schedule or make such amendment to
6 the existing class and notify the Board of Aldermen of this action.

7 **SECTION FIVE.** Overtime. Pay grades denoted with the suffix “M” are exempt from
8 overtime compensation. Pay grades denoted with the suffix “G” are non-exempt classes that
9 receive overtime compensation at the one and one-half times (1.5x) rate.

10 **SECTION SIX.** Holidays.

11 A. The Election Board shall grant holiday leave with pay, holiday pay, or compensatory holiday
12 time off in lieu of pay to employees working full-time who are paid a bi-weekly rate on the
13 following designated holidays as observed by the State of Missouri:

14 HOLIDAY
15 New Year’s Day
16 Rev. Martin Luther King, Jr. Day
17 Lincoln’s Birthday
18 Presidents’ Day
19 Truman Day
20 Memorial Day
21 Juneteenth Day
22 Independence Day
23 Labor Day
24 Columbus Day
25 Veterans Day
26 Thanksgiving Day
27 Day after Thanksgiving Day
28 Christmas Day

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1 B. The Election Board shall not grant holiday leave with pay, holiday pay, or compensatory
2 holiday time off except as provided in this Section Six. Employees working full-time and paid a
3 bi-weekly rate whose pay is established in this compensation ordinance shall receive leave with
4 pay or compensatory time off in lieu of pay as holiday compensation in an amount that is
5 proportionate to the number of hours the employee is regularly scheduled to work in a day.

6 C. When the day of observance of a holiday is changed by State or Federal law, it will be so
7 observed by the City of St. Louis. When the day of observance of a holiday is changed by State or
8 Federal executive action, the Mayor shall determine the day of observance by the City of St. Louis.
9 When the date of observance is determined by State law, the Election Board shall observe the date
10 determined by the State. When one of the above enumerated holidays occurs on Sunday, the
11 following Monday shall be observed as the holiday. When one of the above holidays occurs on
12 Saturday, the preceding Friday shall be observed as the holiday.

13 D. The Election Board shall determine the manner of granting holidays. When full time
14 employees are required to work on a holiday they shall be entitled to compensation for the holiday
15 and the hours actually worked. Compensation for the holiday shall be in an amount proportionate
16 to the number of hours an employee is regularly scheduled to work in a day.

17 **SECTION SEVEN.** Severability. The sections of this ordinance shall be severable. In the
18 event that any section of this ordinance is found by a court of competent jurisdiction to be invalid,
19 the remaining sections of this ordinance are valid, unless the court finds the valid sections of the
20 ordinance are so essential and inseparably connected with and dependent upon the void section
21 that it cannot be presumed that the Board of Aldermen would have enacted the valid sections

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1 without the void ones, or unless the court finds that the valid sections standing alone are incomplete
2 and are incapable of being executed in accordance with the legislative intent.

3 **SECTION EIGHT.** Emergency Clause. The passage of this ordinance being deemed
4 necessary for the immediate preservation of the public peace, health and safety, it is hereby
5 declared to be an emergency ordinance pursuant to Article IV, Sections 19 and 20 of the City
6 Charter.