

1 **BOARD BILL NO. 68 INTRODUCED BY: ALDERWOMAN SHARON TYUS**

2  
3 An ordinance to regulate employer and employee working relationships between the  
4 City of St. Louis and all employees under the Classified Service, including a compensation  
5 plan, terms and conditions of employment, benefits, leaves of absence, and authorization for a  
6 Deferred Compensation Plan; repealing Ordinance 70285; allocating certain other employees  
7 to a grade with rate; and including an emergency clause. The provisions of the sections  
8 contained in this ordinance shall be effective with the start of the first pay period following  
9 approval by the Mayor.

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

12  
13 **SECTION 1.**

14 **ALPHABETICAL LIST OF CLASSES**

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16 (a) Beginning with the effective date of this ordinance, the following positions in the City  
17 Service with bi-weekly rates are hereby allocated as listed below in accordance with the  
18 classification plan by the Director of Personnel to a grade and overtime code in the following  
19 section with rates established in Section 2 of this ordinance in accordance with Section 3(a)  
20 and Section 9(e) of Article XVIII of the City Charter.

21  
22 **GRADE/**

1	TITLE	CODE	SCHEDULE	OVTM
2	Abatement and Exemption Analyst	1424	15 G	3
3	Account Clerk I	1141	10 G	3
4	Account Clerk II	1142	11 G	3
5	Accountant I	1441	13 G	2
6	Accountant II	1442	14 G	2
7	Accounting Coordinator	1444	15 M	1
8	Accounting Manager	1446	17 M	1
9	Accounting Officer	1447	16 M	1
10	Accounting Supervisor	1443	15 M	1
11	Administrative Assistant I	1621	13 G	3
12	Administrative Assistant II	1622	14 G	3
13	Administrative Assistant III	1623	15 M	1
14	Administrative Assistant to the Mayor	1721	14 G	1
15	Air Pollution Inspector	3922	13 G	3
16	Airfield Maintenance Foreman	3322	14 G	3
17	Airfield Maintenance Supervisor	1638	15 M	2
18	Airfield Maintenance Worker	3324	12 G	3
19	Airfield Maintenance Worker (Lead)	3327	13 G	3
20	Airfield Operations Specialist	1631	14 G	3
21	Airfield Operations Specialist (Lead)	1635	15 G	3
22	Airfield Painter/Maintenance Worker	3247	36 T	3

1	Airfield Painter/Maintenance Worker (Lead)	3248	37	T	3
2	Airport Assistant Director Air Service and				
3	Business Development	1688	19	M	1
4	Airport Assistant Director Community Programs	1655	19	M	1
5	Airport Assistant Director Finance and Accounting	1651	19	M	1
6	Airport Assistant Director Planning and Engineering	1653	19	M	1
7	Airport Assistant Director/Operations & Maintenance	1634	19	M	1
8	Airport Building Maintenance Supervisor	1684	14	M	2
9	Airport Deputy Director Finance and Administration	1686	21	M	1
10	Airport Deputy Director Operations	1639	21	M	1
11	Airport Deputy Director Planning and Development	1652	21	M	1
12	Airport Emergency Preparedness Coordinator	1630	14	G	3
13	Airport Fleet Maintenance Manager	3273	16	M	1
14	Airport Operations Supervisor	1636	16	M	2
15	Airport Planning Manager	1656	18	M	1
16	Airport Police Captain	2145	15	M	1
17	Airport Police Chief	2147	17	M	1
18	Airport Police Lieutenant	2144	14	G	2
19	Airport Police Officer	2141	12	G	3
20	Airport Police Sergeant	2143	13	G	3
21	Airport Power Plant Manager	1687	15	M	1
22	Airport Properties Division Manager	1654	18	M	1

1	Airport Properties Inspector	4222	13	G	3
2	Airport Properties Specialist	1681	14	G	3
3	Airport Properties Supervisor	1682	15	G	3
4	Airport Risk Manager	1683	15	G	3
5	Airport Traffic Officer	2172	9	G	3
6	Animal Care and Control Officer	2113	11	G	3
7	Animal Regulation Center Supervisor	2116	14	G	3
8	Arborist	3654	15	G	1
9	Architect	4433	15	G	1
10	Architectural Manager	4434	17	M	1
11	Assessor	1439	20	M	1
12	Asset Manager	1486	19	M	1
13	Assistant Fire Chief	2235	81	F	1
14	Assistant Mechanical Maintenance Worker	3412	9	G	3
15	Attorney I	2361	15	G	1
16	Attorney II	2362	17	G	1
17	Attorney III	2363	18	G	1
18	Attorney IV	2367	20	G	1
19	Attorney Manager	2364	20	M	1
20	Audit Manager	1475	17	M	1
21	Audit Supervisor	1473	16	M	1
22	Auditor I	1471	13	G	2

1	Auditor II	1472	14	G	2
2	Battalion Fire Chief	2227	77	F	1
3	Benefits Clerk	1541	10	G	3
4	Benefits Specialist	1545	12	G	3
5	Billing Supervisor	1192	14	G	3
6	Blacksmith	3231	36	T	3
7	Budget Analyst	1461	14	G	3
8	Budget Analyst (Senior)	1462	15	G	3
9	Budget Director	1468	21	M	1
10	Building Inspection Manager I	3856	16	M	1
11	Building Inspection Manager II	3857	17	M	1
12	Building Inspection Supervisor	3855	15	G	3
13	Building Inspector I	3851	36	T	3
14	Building Inspector II	3852	37	T	3
15	Building Maintenance and Operations Supervisor	3753	14	G	3
16	Building Maintenance Worker	3411	12	G	3
17	Buyer	1223	14	G	3
18	CAD Technician	4422	12	G	3
19	Capital Improvement Project Liaison	4344	15	G	3
20	Carpenter	3211	36	T	3
21	Carpenter (Lead)	3212	37	T	3
22	Carpenter Foreman	3213	39	T	3

1	Cashier	1182	9	G	3
2	Cashier Supervisor	1184	11	G	3
3	Chemist I	3551	13	G	2
4	Chemist II	3552	14	G	2
5	Chemistry Supervisor	3553	16	G	1
6	Chief of Staff	1737	23	M	1
7	Chief Paramedic	5721	17	M	1
8	Chief Plan Examiner	4233	17	M	1
9	City Counselor	2368	22	M	1
10	City Court Administrator	1676	16	M	1
11	City Court Judge	2369	17	G	1
12	City Planning Executive	4143	19	M	1
13	City Register	1661	14	M	1
14	City Surveyor	4293	15	G	3
15	Civil Engineer I	4241	14	G	2
16	Civil Engineer II	4242	15	G	1
17	Civil Engineer III	4243	16	G	1
18	Civil Engineer III/Computer Network Coordinator	4244	16	G	1
19	Civil Engineer Supervisor	4245	16	M	1
20	Clerical Aide	1111	5	G	3
21	Clerical Supervisor	1115	13	G	3
22	Clerk I	1112	8	G	3

1	Clerk II	1113	9	G	3
2	Clerk Typist I	1121	8	G	3
3	Clerk Typist II	1122	9	G	3
4	Clerk Typist III	1123	10	G	3
5	Client Service Coordinator I	6147	13	G	3
6	Client Service Coordinator II	6148	14	G	3
7	CODIS Administrator	2541	15	G	1
8	Commissioner of Buildings	3858	20	M	1
9	Commissioner of Communications	1811	17	M	1
10	Commissioner of Community Mediation	2389	17	M	1
11	Commissioner of Corrections	2373	20	M	1
12	Commissioner of Emergency Management	2181	17	M	1
13	Commissioner of Equipment Services	3277	19	M	1
14	Commissioner of Excise	2193	17	M	1
15	Commissioner of Facilities Management	3755	19	M	1
16	Commissioner of Forestry	3644	19	M	1
17	Commissioner of Health	5688	21	M	1
18	Commissioner of Parks	3645	19	M	1
19	Commissioner of Recreation	7137	19	M	1
20	Commissioner of Refuse	3135	19	M	1
21	Commissioner of Streets	4248	19	M	1
22	Commissioner of Supply	1229	18	M	1

1	Commissioner of Traffic	4283	19	M	1
2	Commissioner of Water	4329	20	M	1
3	Commissioner of the Civilian Oversight Board	2179	17	M	1
4	Commissioner on the Disabled	6163	17	M	1
5	Communications Center Coordinator	2161	14	G	3
6	Communications Equipment Installer	1869	31	T	3
7	Communications Service Center Manager	1865	18	M	1
8	Communications Service Center Specialist I	1861	13	G	3
9	Communications Service Center Specialist II	1862	15	G	3
10	Communications Service Center Supervisor	1864	16	M	1
11	Community Development Planner I	4121	13	G	3
12	Community Development Planner II	4122	14	G	3
13	Community Development Planner III	4126	15	G	1
14	Community Development Research Analyst	4184	15	G	3
15	Community Development Specialist I	4123	13	G	3
16	Community Development Specialist II	4124	14	G	3
17	Community Development Supervisor	4127	15	M	1
18	Community Health Aide	5624	10	G	3
19	Community Program Aide	6171	10	G	3
20	Comptroller	1489	2	E	1
21	Computer Operations Supervisor	1327	13	M	1
22	Computer Operator I	1323	10	G	3



1	Computer Operator II	1324	11	G	3
2	Computer Programmer I	1331	13	G	3
3	Computer Programmer II	1332	14	G	3
4	Concrete Finisher	3283	36	T	3
5	Construction and Maintenance Manager	3759	17	M	1
6	Construction Equipment Foreman I	3328	39	T	3
7	Construction Equipment Foreman II	3329	40	T	3
8	Construction Equipment Operator I	3332	35	T	3
9	Construction Equipment Operator II	3333	36	T	3
10	Construction Project Leader	4346	15	G	3
11	Contract Compliance Officer	1662	14	G	2
12	Contract Specialist	1663	11	G	3
13	Contract Supervisor	1664	15	G	3
14	Correctional Case Worker	2337	12	G	3
15	Correctional Center Superintendent	2372	19	M	1
16	Correctional Chief of Security	2338	15	M	1
17	Correctional Classification Assistant	2333	11	G	3
18	Correctional Investigator	2339	12	G	3
19	Correctional Officer I	2331	11	G	3
20	Correctional Officer II	2332	12	G	3
21	Correctional Program Manager	2374	16	M	1
22	Correctional Shift Supervisor	2335	14	G	3

1	Correctional Training Coordinator	2381	14	G	2
2	Correctional Training Officer	2384	13	G	3
3	Correctional Unit Manager	2375	15	M	1
4	Court Room Clerk	1118	9	G	3
5	Court Room Clerk Coordinator	1119	10	G	3
6	Criminalist I	2544	13	G	3
7	Criminalist II	2545	14	G	3
8	Criminalist Supervisor	2546	16	M	1
9	Cultural Resources Director	1674	18	M	1
10	Custodian	3711	6	G	3
11	Custodian (Lead)	3712	7	G	3
12	Customer Service Manager	1726	16	M	1
13	Customer Service Representative I	1116	10	G	3
14	Customer Service Representative II	1117	11	G	3
15	Customer Service Supervisor	1185	13	M	2
16	Data Entry Operator	1312	8	G	3
17	Data Entry Supervisor	1315	11	G	3
18	Data Processing Manager	1365	18	M	1
19	Deputy Airport Police Chief	2146	16	M	1
20	Deputy Assessor	1435	18	M	1
21	Deputy Budget Director	1467	17	M	1
22	Deputy Chief Paramedic	5724	16	M	1

1	Deputy City Counselor	2366	21	M	1
2	Deputy City Engineer	4316	21	M	1
3	Deputy Commissioner of Buildings	3859	19	M	1
4	Deputy Commissioner of Equipment Services	3275	17	M	1
5	Deputy Commissioner of Refuse	3134	17	M	1
6	Deputy Commissioner of Supply	1228	17	M	1
7	Deputy Comptroller	1488	21	M	1
8	Deputy Director of Civil Rights Enforcement Agency	6138	16	M	1
9	Deputy Director of Employment and Training	6228	18	M	1
10	Deputy Director of Personnel	1528	20	M	1
11	Deputy Director of Planning and Urban Design	4188	19	M	1
12	Deputy Director of Public Safety	2152	20	M	1
13	Deputy Fire Chief	2231	78	F	1
14	Deputy Marshal	2121	10	G	3
15	Detention Center Superintendent	2371	18	M	1
16	Digital/Printing Press Operator	2412	31	T	3
17	Director of Airports	1658	23	M	1
18	Director of Civil Rights Enforcement Agency	6139	18	M	1
19	Director of Community Development	4144	22	M	1
20	Director of Employment and Training	6229	20	M	1
21	Director of Health and Hospitals	5589	23	M	1
22	Director of Human Services	6169	21	M	1

1	Director of Information Technology	1367	21	M	1
2	Director of Parks, Recreation and Forestry	3649	21	M	1
3	Director of Personnel	1529	22	M	1
4	Director of Planning and Urban Design	4186	20	M	1
5	Director of Public Safety	2151	22	M	1
6	Director of Public Utilities	4349	21	M	1
7	Director of Streets	4249	21	M	1
8	Disabled Services Representative	6173	11	G	3
9	DNA Technical Leader	2548	15	G	1
10	Document Specialist	5643	11	G	3
11	Drafting Supervisor	4425	13	G	3
12	Electrical Engineer	4261	15	G	1
13	Electrical Engineer (Senior)	4262	16	G	1
14	Electrical Inspection Supervisor	3815	15	G	3
15	Electrical Inspector I	3811	36	T	3
16	Electrical Inspector II	3812	38	T	3
17	Electrical Supervisor	3226	15	M	2
18	Electrician	3223	36	T	3
19	Electrician (Lead)	3224	38	T	3
20	Electrician Foreman	3225	39	T	3
21	Electronic Control Systems Technician	3442	36	T	3
22	Electronic Instrument Technician	3443	36	T	3

1	Electronic Technician Supervisor	3444	39	T	3
2	Emergency Management Specialist	2183	15	G	1
3	Emergency Management System Technician	2182	36	T	3
4	Employment and Training Representative	6211	12	G	3
5	Employment and Training Specialist I	6213	13	G	3
6	Employment and Training Specialist II	6214	14	G	3
7	Employment and Training Specialist III	6215	15	G	3
8	Employment and Training Specialist IV	6218	17	G	1
9	EMS Communications Supervisor	5723	14	M	2
10	EMS Dispatcher	5731	11	G	3
11	EMS Inventory Supervisor	5722	12	G	3
12	EMS Lead Dispatcher	5732	12	G	3
13	EMS Training Specialist	5719	14	G	3
14	EMT (Emergency Medical Technician)	5714	11	G	4
15	Engineering Manager I	4312	17	M	1
16	Engineering Manager II	4313	18	M	1
17	Engineering Technician I	4224	13	G	3
18	Engineering Technician II	4225	14	G	3
19	Engineering Technician Supervisor	4226	15	M	2
20	Environmental Court Coordinator	3881	15	M	1
21	Environmental Engineer	4254	15	G	1
22	Environmental Health Officer	5622	13	G	3

1	Environmental Health Supervisor	5638	14	G	2
2	Environmental Regulatory Compliance and Safety				
3	Manager	1659	19	M	1
4	Epidemiologist	5642	16	G	1
5	Equipment Operator	3321	9	G	3
6	Estimator	4223	13	G	3
7	Executive Assistant I	1628	16	G	1
8	Executive Assistant II	1629	17	M	1
9	Executive Assistant to the Mayor	1725	20	M	1
10	Executive Director for Development	1728	23	M	1
11	Executive Director for Operations	1736	23	M	1
12	Executive Director of the Affordable Housing				
13	Commission	1722	19	M	1
14	Executive Secretary I	1134	12	G	3
15	Executive Secretary II	1135	14	G	2
16	Executive Secretary to the Comptroller	1136	14	G	2
17	Executive Secretary to the Mayor	1727	21	M	1
18	Exercise Physiologist	2572	13	G	3
19	Facilities Maintenance Worker	3419	35	T	3
20	Financial Analyst	1482	15	G	1
21	Financial Supervisor/Information Systems Coordinator	1484	16	M	1
22	Fingerprint Technician	2556	11	G	3

1	Fingerprint Technician Supervisor	2557	14	G	3
2	Fire Alarm Manager	2216	74	F	1
3	Fire Captain	2226	72	F	3
4	Fire Commissioner	2239	83	F	1
5	Fire Equipment Dispatcher	2212	69	F	3
6	Fire Private	2222	69	F	3
7	Firearms Examiner	2551	13	G	2
8	Firearms Examiner Supervisor	2553	16	M	2
9	Fiscal Manager	1448	18	M	1
10	Fiscal Officer I	1492	16	G	1
11	Fiscal Officer II	1493	17	G	1
12	Fiscal Operations Support Manager	1491	19	M	1
13	Fitness Programs Supervisor	2573	14	G	3
14	Fleet Body Repair Specialist	3288	35	T	3
15	Fleet Maintenance Foreman I	3266	39	T	3
16	Fleet Maintenance Foreman II	3267	40	T	3
17	Fleet Maintenance Manager	3274	16	M	1
18	Fleet Maintenance Parts Specialist	3287	31	T	3
19	Fleet Maintenance Parts Supervisor	3284	33	T	3
20	Fleet Maintenance Technician I	3261	31	T	3
21	Fleet Maintenance Technician II	3262	35	T	3
22	Fleet Maintenance Technician III	3263	37	T	3

1	Fleet Maintenance Technician IV	3265	38	T	3
2	Food Establishment Inspector	5631	13	G	3
3	Forestry Foreman	3641	11	G	3
4	Forestry Supervisor	3622	13	G	3
5	Gardener	3632	10	G	3
6	Gardener Supervisor	3633	11	G	3
7	GIS Specialist I/Graphic Designer	4111	13	G	3
8	GIS Specialist II/Graphic Designer	4112	14	G	3
9	GIS/Graphic Design Manager	4113	15	M	1
10	Government Services Administrator	1627	17	M	1
11	Government Services Analyst	1625	16	G	1
12	Grants Administrator	1453	15	M	1
13	Grants Manager	1455	17	M	1
14	Graphic Arts Technician	4187	37	T	3
15	Graphic Designer	4182	12	G	3
16	Health Care Compliance Specialist	5515	14	G	3
17	Health Education Planner	5696	12	G	3
18	Health Marketing Administrator	5685	16	G	1
19	Health Planning Executive	5571	17	M	1
20	Health Services Manager I	5681	17	M	1
21	Health Services Manager II	5682	18	M	1
22	Heavy Equipment Operator I	3325	10	G	3



1	Heavy Equipment Operator II	3326	11	G	3
2	Historic Preservation Planner I	4192	13	G	3
3	Historic Preservation Planner II	4193	14	G	3
4	Housekeeping Manager	3719	14	G	2
5	Housekeeping Supervisor I	3715	11	G	3
6	Housekeeping Supervisor II	3716	13	G	3
7	Housing Development Analyst	4125	14	G	3
8	Housing Development Analyst (Senior)	4128	15	G	3
9	Human Relations Specialist	6131	13	G	3
10	Human Resources Manager	1523	18	M	1
11	Human Resources Specialist I	1513	13	G	3
12	Human Resources Specialist II	1514	14	G	3
13	Human Resources Specialist III	1515	15	G	3
14	Human Resources Specialist IV	1516	16	G	1
15	HVAC Foreman	3418	39	T	3
16	HVAC Mechanic	3417	36	T	3
17	Information Security Administrator	1369	17	G	1
18	Information Systems Administrator	1362	20	M	1
19	Information Systems Coordinator	1322	13	G	3
20	Information Systems Support Manager	1363	19	M	1
21	Internet Services Manager	1368	18	M	1
22	Inventory Control Specialist	1214	8	G	3

1	Inventory Control Technician I	1211	8	G	3
2	Inventory Control Technician II	1212	9	G	3
3	Inventory Coordinator	1215	10	G	3
4	Inventory Supervisor	1213	11	G	3
5	Investigative Assistant	2579	13	G	3
6	Labor Foreman I	3121	12	G	3
7	Labor Foreman II	3125	13	G	3
8	Labor Supervisor	3128	14	M	2
9	Laboratory Director	3555	17	M	1
10	Laboratory Manager	2542	17	M	1
11	Laboratory Supervisor	5463	16	M	1
12	Laboratory Technician	3554	11	G	3
13	Laborer	3111	8	G	3
14	Laborer (Lead)	3112	9	G	3
15	Landscape Supervisor	3634	14	G	3
16	Latent Fingerprint Examiner	2554	14	G	3
17	Lead Abatement Inspector	5626	13	G	3
18	Lead Abatement Worker	5625	11	G	3
19	Lead Abatement Worker (Lead)	5627	12	G	3
20	Legal Investigator I	2351	13	G	3
21	Legal Investigator II	2352	14	G	3
22	Legal Secretary	1151	12	G	3

1	Librarian	2575	14	G	3
2	Licensed Practical Nurse	5181	11	G	3
3	Lifeguard	7111	5	G	3
4	Lifeguard Supervisor	7112	7	G	3
5	Liquor Control Officer	2191	11	G	3
6	Liquor Control Supervisor	2192	14	G	3
7	Locksmith	3416	35	T	3
8	Machine Shop Foreman	3238	38	T	3
9	Machinist	3233	36	T	3
10	Mail Room Supervisor	1186	14	G	3
11	Mayor	1739	3	E	1
12	Mechanical Engineer	4271	15	G	1
13	Mechanical Engineer (Senior)	4272	16	G	1
14	Mechanical Equipment Inspection Supervisor	3845	15	M	1
15	Mechanical Inspector I	3841	36	T	3
16	Mechanical Inspector II	3843	38	T	3
17	Mechanical Maintenance Foreman	3415	38	T	3
18	Mechanical Maintenance Worker	3413	35	T	3
19	Medical Service Coordinator	6149	14	G	3
20	Medical Technologist	5461	13	G	3
21	Medical Technologist (Lead)	5462	14	G	3
22	Messenger/Mail Clerk	1181	5	G	3

1	Microcomputer Support Specialist	1328	11	G	3
2	Municipal Parking Garage Manager	3133	14	M	1
3	Neighborhood Development Executive	3872	17	M	1
4	Neighborhood Improvement Specialist	3871	14	G	3
5	Neighborhood Improvement Supervisor	3873	15	G	3
6	Network Systems Manager	1364	19	M	1
7	Nurse Practitioner	5131	16	G	1
8	Nutrition Program Coordinator	5664	14	G	2
9	Painter	3242	36	T	3
10	Painter (Lead)	3243	37	T	3
11	Painter Foreman	3245	39	T	3
12	Paralegal	2365	12	G	3
13	Paramedic	5717	13	G	4
14	Paramedic Crew Chief	5718	14	G	4
15	Paramedic Supervisor	5716	15	G	4
16	Park Facilities Maintenance Superintendent	3617	16	M	1
17	Park Maintenance Manager	3618	16	M	1
18	Park Ranger	2132	10	G	3
19	Park Ranger Supervisor	2133	11	G	3
20	Park Supervisor I	3612	12	G	3
21	Park Supervisor II	3613	13	G	3
22	Parking Garage Attendant	3114	6	G	3

1	Parking Garage Attendant (Lead)	3115	8	G	3
2	Parkkeeper	3611	11	G	3
3	Parole and Probation Officer	2321	13	G	3
4	Parole and Probation Supervisor	2324	15	M	1
5	Payroll Manager	1449	17	M	1
6	Payroll Specialist I	1171	10	G	3
7	Payroll Specialist II	1172	11	G	3
8	Payroll Specialist III	1174	12	G	3
9	Payroll Supervisor	1173	14	G	3
10	Permit Supervisor	1673	14	M	1
11	Personal Property Appraisal Manager	1415	15	M	1
12	Personal Property Appraisal Supervisor	1413	14	M	2
13	Personal Property Appraiser I	1411	11	G	3
14	Personal Property Appraiser II	1412	12	G	3
15	Pest Control Worker	5699	9	G	3
16	Photographer I	2558	10	G	3
17	Photographer II	2559	11	G	3
18	Physician	5553	18	G	1
19	Pipefitter	3254	36	T	3
20	Plan Examiner	4232	14	G	2
21	Plumber	3251	36	T	3
22	Plumber Foreman	3253	39	T	3

1	Plumbing Inspection Supervisor	3824	15	M	1
2	Plumbing Inspector I	3821	36	T	3
3	Plumbing Inspector II	3822	38	T	3
4	Police Assistant Chief	2536	81	D	1
5	Police Captain	2526	74	D	1
6	Police Commissioner	2538	83	D	1
7	Police Dispatch Manager	2568	15	M	1
8	Police Dispatch Supervisor	2566	13	G	3
9	Police Dispatcher I	2563	10	G	3
10	Police Dispatcher II	2564	11	G	3
11	Police Lieutenant	2524	72	D	1
12	Police Lieutenant Colonel	2534	78	D	1
13	Police Major	2532	77	D	1
14	Police Officer	2514	69	D	3
15	Police Planner I	2591	13	G	3
16	Police Planner II	2592	15	G	3
17	Police Planning Manager	2593	17	M	1
18	Police Probationary Officer	2513	69	D	3
19	Police Sergeant	2522	71	D	3
20	Polygraph Examiner	2576	14	G	3
21	President, Board of Aldermen	1748	1	E	1
22	President, Board of Public Service	4348	23	M	1

1	Printing and Duplicating Graphics Manager	2413	15	M	1
2	Printing Supervisor	2414	13	G	3
3	Prisoner Processing Clerk	2582	9	G	3
4	Prisoner Processing Supervisor	2584	13	G	3
5	Probationary Fire Equipment Dispatcher	2211	69	F	3
6	Probationary Fire Private	2221	69	F	3
7	Process Control Specialist	4265	15	G	2
8	Procurement Specialist	1225	13	G	3
9	Procurement/Purchasing Manager I	1226	16	M	1
10	Procurement/Purchasing Manager II	1227	17	M	1
11	Program Coordinator	1698	14	G	3
12	Program Manager I	1693	15	M	1
13	Program Manager II	1694	16	M	1
14	Program Specialist I	1696	11	G	3
15	Program Specialist II	1691	12	G	3
16	Program Supervisor	1692	13	G	3
17	Program Worker	7312	5	G	3
18	Programmer/Analyst I	1341	15	G	2
19	Programmer/Analyst II	1342	16	G	2
20	Programmer/Analyst III	1343	17	G	2
21	Public Health Education Coordinator	5648	15	G	2
22	Public Health Educator	5695	15	G	3

1	Public Health Intake Supervisor	5646	15	G	2
2	Public Health Intake Worker	5647	12	G	3
3	Public Health Nurse I	5651	14	G	3
4	Public Health Nurse II	5653	15	G	3
5	Public Health Nurse III	5654	16	G	2
6	Public Health Nursing Supervisor	5655	17	M	1
7	Public Health Program Representative	5693	13	G	3
8	Public Health Program Specialist	5691	14	G	3
9	Public Health Program Supervisor	5694	15	G	2
10	Public Information Manager	1617	18	M	1
11	Public Information Officer I	1614	13	G	2
12	Public Information Officer II	1615	15	G	1
13	Public Information Officer Supervisor	1616	15	M	1
14	Public Information Officer to the Comptroller	1618	15	G	1
15	Public Information Officer to the Mayor	1613	16	G	1
16	Public Nuisance Inspector	3861	10	G	3
17	Public Safety Specialist	2136	15	G	1
18	Real Estate Records Clerk	1668	10	G	3
19	Real Estate Records Manager	1426	14	M	1
20	Real Estate Specialist	1667	13	G	3
21	Real Property Appraisal Manager	1429	17	M	1
22	Real Property Appraisal Supervisor I	1428	15	M	1



1	Real Property Appraisal Supervisor II	1427	16	M	1
2	Real Property Appraiser I	1421	13	G	3
3	Real Property Appraiser II	1422	14	G	3
4	Receptionist	1161	8	G	3
5	Receptionist to the Mayor	1162	9	G	3
6	Records Retention Supervisor	1187	14	G	3
7	Recreation Area Manager	7118	16	M	1
8	Recreation Assistant	7116	7	G	3
9	Recreation Leader	7117	10	G	3
10	Recreation Supervisor I	7114	12	G	3
11	Recreation Supervisor II	7115	14	M	2
12	Refuse Route and Safety Coordinator	3931	11	G	3
13	Refuse Superintendent	3131	16	M	1
14	Registered Nurse I	5121	14	G	3
15	Registered Nurse II	5122	15	G	3
16	Research Analyst to the Mayor	1729	16	G	1
17	Safety Officer I	1531	13	G	3
18	Safety Officer II	1532	14	G	3
19	Safety Officer III	1533	15	G	3
20	School Crossing Guard	2174	5	G	3
21	Secretary and Stenographer to the Mayor	1175	11	G	3
22	Secretary I	1131	9	G	3

1	Secretary II	1132	10	G	3
2	Secretary to the Board of Estimate and Apportionment	1137	12	G	3
3	Secretary to the Board of Public Service	1671	14	M	1
4	Security Officer	2131	10	G	3
5	Senior Fire Equipment Dispatcher	2215	72	F	3
6	Senior Plan Examiner	4234	15	G	1
7	Senior Plan Examiner/Code Development Specialist	4235	16	G	1
8	Solid Waste Route Foreman	3127	13	G	3
9	Soulard Market Manager	3757	15	M	1
10	Special Assistant for Development	1724	17	M	1
11	Special Assistant to the Comptroller	1672	16	G	1
12	Special Assistant to the Mayor	1723	17	G	1
13	Special Assistant to the Water Commissioner	3538	17	M	1
14	Special Events Program Executive	1697	18	M	1
15	Specialist on Aging I	6121	13	G	3
16	Specialist on Aging II	6122	14	G	3
17	Stable Attendant	2577	9	G	3
18	Stationary Engineer	3423	36	T	3
19	Street and Traffic Inspection Supervisor	3956	14	M	1
20	Street and Traffic Inspector	3954	11	G	3
21	Street and Traffic Liaison	1643	14	M	1
22	Street Lighting Superintendent	3229	16	M	1

1	Street Maintenance Superintendent	3132	16	M	1
2	Superintendent of Soldiers' Memorial	3756	14	M	1
3	Supervising Deputy Marshal	2124	11	G	3
4	Supervising Stationary Engineer I	3427	39	T	3
5	Supervising Stationary Engineer II	3428	15	M	1
6	Supervisor-STD Intervention and Outreach Program	5649	15	M	2
7	Survey Projects Coordinator	4246	15	G	1
8	Systems Analyst	1351	15	G	2
9	Systems Analyst Senior	1353	17	G	1
10	Systems Development Manager	1366	19	M	1
11	Systems Development Specialist	1355	17	G	2
12	Systems Project Leader	1352	18	M	1
13	Technical Support Specialist I	1371	15	G	3
14	Technical Support Specialist II	1372	16	G	3
15	Telecommunications Inspector	1824	13	G	3
16	Telecommunications Maintenance Supervisor	1854	13	G	3
17	Telecommunications Specialist	1853	14	G	3
18	Telecommunications Supervisor	2173	12	G	3
19	Telecommunications Technician	1855	12	G	3
20	Telecommunicator	2171	10	G	3
21	Tow Truck Operator	3311	10	G	3
22	Towing Services Foreman	3313	11	G	3

1	Towing Services Manager	3317	15	M	1
2	Towing Services Supervisor	3314	14	M	2
3	Trades Helper	3281	31	T	3
4	Traffic Engineer	4281	15	G	1
5	Traffic Engineer (Senior)	4282	16	G	1
6	Traffic Engineering Manager	4284	17	M	1
7	Transportation Center Operations Specialist	3752	11	G	3
8	Transportation Center Operations Supervisor	3751	16	M	1
9	Tree Trimmer	3621	10	G	3
10	Urban Designer	4185	14	G	3
11	Urban Forester	3652	14	G	2
12	Urban Forestry Assistant	3651	11	G	3
13	Urban Forestry Superintendent	3656	16	M	1
14	Utility Worker	3117	9	G	3
15	Utility Worker (Lead)	3118	10	G	3
16	Veterans Service Officer	1695	14	G	3
17	Veterinarian	2119	16	G	1
18	Veterinarian Technician	2118	11	G	3
19	Video Engineer	1823	40	T	3
20	Video Production Manager	1812	16	M	1
21	Video Production Specialist	1822	36	T	3
22	Video Production Supervisor	1821	40	T	3

1	Water Distribution Executive	4314	19	M	1
2	Water Distribution Superintendent	3535	16	M	1
3	Water Distribution Supervisor	3534	14	M	2
4	Water Maintenance Foreman	3517	13	G	3
5	Water Maintenance Worker	3512	11	G	3
6	Water Meter and Tap Supervisor	3526	14	M	1
7	Water Meter Worker	3521	10	G	3
8	Water Meter Worker Supervisor	3522	13	G	3
9	Water Plant Maintenance Foreman	3543	39	T	3
10	Water Plant Maintenance Manager	3531	17	M	1
11	Water Plant Maintenance Mechanic	3541	36	T	3
12	Water Plant Maintenance Mechanic (Lead)	3542	38	T	3
13	Water Production Engineer	3536	17	M	1
14	Water Production Executive	4315	19	M	1
15	Water Services Manager	3537	14	M	1
16	Water System Inspector	3524	11	G	3
17	Water Treatment Plant Operator	3515	36	T	3
18	Water Treatment Plant Supervisor I	3514	38	T	3
19	Water Treatment Plant Supervisor II	3519	39	T	3
20	Water Utility Worker	3513	10	G	3
21	Web Development Specialist I	1345	14	G	2
22	Web Development Specialist II	1346	15	G	2

1	Welder	3235	36	T	3
2	Workers Compensation Specialist	1543	13	G	3
3	Zoning Administrator	4165	16	M	1
4	Zoning Inspector	4163	10	G	3
5	Zoning Specialist	4162	12	G	3

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7

**SECTION 2.**

8

**OFFICIAL PAY SCHEDULE FOR CLASSIFICATION GRADES**

9

10           The Civil Service Commission, in accordance with Section 7(b)(1) of Article XVIII of  
 11 the City Charter, recommended pay schedules for all pay grades denoted in Section 1(a) of the  
 12 classification plan prepared and adopted by the Department of Personnel. The official pay  
 13 schedules and their corresponding salary ranges as hereby adopted in this Section 2 are as  
 14 follows: (a) - General and Management Schedule, (b) - Trades Schedule, (c) - Fire Division  
 15 Schedule, (d) - Police Division Schedule and (e) - Elected Official Schedule.

16

17 **(a) GENERAL AND MANAGEMENT PAY SCHEDULE:**

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19           The following bi-weekly pay schedule for all pay grades denoted with the suffix "G"  
 20 or "M" shall become effective beginning with the bi-weekly pay period following the  
 21 effective date of this ordinance.

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**BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS**

Grade	5	6	7	8	9	10	11	12	13
Step									
1	713	773	840	912	989	1074	1169	1270	1400
2	724	785	853	926	1004	1090	1187	1289	1421
3	735	796	865	940	1019	1106	1204	1308	1442
4	746	808	878	954	1034	1123	1222	1328	1464
5	757	820	892	968	1050	1140	1241	1348	1486
6	768	833	905	982	1065	1157	1259	1368	1508
7	780	845	918	997	1081	1174	1278	1389	1531
8	791	858	932	1012	1098	1192	1297	1410	1554
9	803	871	946	1027	1114	1210	1317	1431	1577
10	815	884	960	1043	1131	1228	1337	1452	1601
11	827	897	975	1058	1148	1246	1357	1474	1625
12	840	911	989	1074	1165	1265	1377	1496	1649
13	852	924	1004	1090	1182	1284	1398	1518	1674
14	865	938	1019	1107	1200	1303	1419	1541	1699
15	878	952	1035	1123	1218	1323	1440	1564	1724
16	891	966	1050	1140	1236	1343	1462	1588	1750
17	905	981	1066	1157	1255	1363	1483	1612	1777
18	918	996	1082	1175	1274	1383	1506	1636	1803
19	932	1011	1098	1192	1293	1404	1528	1660	1830
20	946	1026	1115	1210	1312	1425	1551	1685	1858
21	960	1041	1131	1228	1332	1447	1574	1711	1886
22	975	1057	1148	1247	1352	1468	1598	1736	1914
23	989	1073	1166	1265	1372	1490	1622	1762	1943

24	1004	1089	1183	1284	1393	1513	1646	1789	1972
25	1019	1105	1201	1304	1414	1535	1671	1815	2001
26	1035	1122	1219	1323	1435	1558	1696	1843	2031
27	1050	1138	1237	1343	1457	1582	1722	1870	2062
28	1066	1155	1256	1363	1478	1605	1747	1898	2093
29	1082	1173	1274	1384	1501	1629	1774	1927	2124
30	1114	1208	1313	1425	1546	1679	1827	1985	2188

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Grade	14	15	16	17	18	19	20	21	22	23
Step										
1	1605	1839	2110	2421	2777	3189	3662	3951	4263	4601
2	1629	1867	2142	2457	2819	3237	3717	4010	4327	4670
3	1654	1895	2174	2494	2861	3285	3773	4070	4392	4740
4	1678	1923	2206	2532	2904	3335	3829	4131	4458	4811
5	1703	1952	2239	2570	2947	3385	3887	4193	4525	4883
6	1729	1981	2273	2608	2992	3435	3945	4256	4592	4957
7	1755	2011	2307	2647	3036	3487	4004	4320	4661	5031
8	1781	2041	2342	2687	3082	3539	4064	4385	4731	5106
9	1808	2072	2377	2727	3128	3592	4125	4451	4802	5183
10	1835	2103	2413	2768	3175	3646	4187	4518	4874	5261
11	1863	2134	2449	2810	3223	3701	4250	4585	4947	5340
12	1891	2166	2485	2852	3271	3756	4314	4654	5022	5420
13	1919	2199	2523	2895	3320	3813	4378	4724	5097	5501
14	1948	2232	2561	2938	3370	3870	4444	4795	5173	5584
15	1977	2265	2599	2982	3421	3928	4511	4867	5251	5667
16	2007	2299	2638	3027	3472	3987	4578	4940	5330	5752



17	2037	2334	2678	3072	3524	4047	4647	5014	5410	5839
18	2067	2369	2718	3118	3577	4107	4717	5089	5491	5926
19	2098	2404	2758	3165	3630	4169	4787	5165	5573	6015
20	2130	2440	2800	3213	3685	4232	4859	5243	5657	6105
21	2162	2477	2842	3261	3740	4295	4932	5321	5742	6197
22	2194	2514	2884	3310	3796	4360	5006	5401	5828	6290
23	2227	2552	2928	3359	3853	4425	5081	5482	5915	6384
24	2260	2590	2972	3410	3911	4491	5157	5564	6004	6480
25	2294	2629	3016	3461	3970	4559	5235	5648	6094	6577
26	2329	2668	3061	3513	4029	4627	5313	5733	6185	6676
27	2364	2708	3107	3565	4090	4696	5393	5819	6278	6776
28	2399	2749	3154	3619	4151	4767	5474	5906	6372	6878
29	2435	2790	3201	3673	4213	4838	5556	5995	6468	6981
30	2509	2881	3304	3795	4357	5005	5749	6206	6699	7233

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2 **(b) TRADES PAY SCHEDULE:**

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4 The following bi-weekly pay schedule for all pay grades denoted with the suffix "T"  
5 shall become effective beginning with the bi-weekly pay period following the effective date  
6 of this ordinance.

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8 **BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS**

Grade	31	32	33	34	35	36	37	38	39	40
Step										

1	1119	1171	1223	1281	1340	1403	1470	1536	1609	1685
2	1136	1189	1241	1300	1360	1424	1492	1559	1633	1710
3	1153	1206	1260	1320	1381	1445	1514	1582	1658	1736
4	1170	1224	1279	1340	1401	1467	1537	1606	1682	1762
5	1188	1243	1298	1360	1422	1489	1560	1630	1708	1788
6	1205	1261	1318	1380	1444	1511	1584	1655	1733	1815
7	1224	1280	1337	1401	1465	1534	1607	1680	1759	1842
8	1242	1300	1357	1422	1487	1557	1631	1705	1786	1870
9	1261	1319	1378	1443	1510	1580	1656	1730	1813	1898
10	1279	1339	1398	1465	1532	1604	1681	1756	1840	1927
11	1299	1359	1419	1487	1555	1628	1706	1783	1867	1956
12	1318	1379	1441	1509	1578	1653	1732	1809	1895	1985
13	1338	1400	1462	1532	1602	1677	1758	1836	1924	2015
14	1358	1421	1484	1555	1626	1703	1784	1864	1953	2045
15	1378	1442	1506	1578	1651	1728	1811	1892	1982	2076
16	1399	1464	1529	1602	1675	1754	1838	1920	2012	2107
17	1420	1486	1552	1626	1700	1780	1865	1949	2042	2138
18	1441	1508	1575	1650	1726	1807	1893	1978	2072	2170
19	1463	1531	1599	1675	1752	1834	1922	2008	2104	2203
20	1485	1554	1623	1700	1778	1862	1951	2038	2135	2236
21	1507	1577	1647	1725	1805	1890	1980	2069	2167	2269
22	1530	1601	1672	1751	1832	1918	2010	2100	2200	2303
23	1553	1625	1697	1777	1859	1947	2040	2131	2233	2338
24	1576	1649	1722	1804	1887	1976	2070	2163	2266	2373
25	1600	1674	1748	1831	1916	2006	2101	2196	2300	2409
26	1624	1699	1775	1859	1944	2036	2133	2229	2335	2445

27	1648	1725	1801	1887	1973	2066	2165	2262	2370	2482
28	1673	1750	1828	1915	2003	2097	2197	2296	2405	2519
29	1698	1777	1856	1944	2033	2129	2230	2330	2441	2557
30	1863	1948	2040	2137	2230	2341	2450	2559	2686	2807

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**(c) FIRE DIVISION PAY SCHEDULE:**

The bi-weekly pay schedule for all pay grades denoted by the suffix “F” will be adopted in accordance with Section 31 of Article XVIII of the City Charter. The Director of Personnel shall establish such regulations and procedures as are necessary to place the Fire Division Pay Schedule in effect. The following bi-weekly pay schedule for all pay grades denoted with the suffix "F" shall become effective beginning with the bi-weekly pay period following the effective date of this ordinance.

**FIRE BI-WEEKLY RANGE OF PAY**

Class Codes	
2211	2212 2215
2221	2222 2226 2216 2227 2231 2235 2239
Current	
Years	
of	
Service	69F 69F 72F 74F 77F 78F 81F 83F
0	1839.05

1	1890.02							
2	1937.20							
3	2024.78							
4	2068.10							
5	2124.38							
6	2180.68							
7	2288.65	2827.85						
8	2366.12	2926.71						
9	2446.37	3028.84	3259.41					
10	2453.53	3035.93	3266.54					
11	2475.95	3042.98	3273.67	3538.62				
12	2483.41	3050.15	3280.76	3545.75	3628.13	3794.04	4416.59	
13	2490.46	3057.23	3287.89	3552.75	3736.10	3902.01	4430.72	
14	2497.51	3064.32	3294.94	3559.89	3743.15	3909.10	4444.89	
15	2504.68	3071.41	3302.02	3566.97	3750.32	3916.32	4459.07	
16	2511.73	3078.45	3309.12	3574.11	3757.35	3923.28	4473.29	
17	2518.90	3085.62	3316.24	3580.72	3764.54	3930.49	4487.46	
18	2525.95	3092.72	3326.34	3588.24	3771.55	3937.55	4501.59	
19	2532.99	3099.88	3330.41	3595.36	3778.63	3944.59	4515.85	
20	2540.12	3106.90	3337.51	3602.50	3785.76	3951.81	4530.07	
21	2547.21	3114.01	3344.58	3609.59	3792.84	3958.80	4544.20	
22	2554.29	3121.15	3351.73	3616.63	3800.01	3965.94	4558.37	
23	2561.42	3128.24	3358.86	3623.72	3807.02	3973.03	4572.60	
24	2568.48	3135.36	3365.95	3630.81	3814.23	3980.11	4586.68	
25	2575.60	3142.42	3373.08	3637.98	3821.23	3987.28	4600.95	
26	2582.70	3149.50	3380.17	3645.07	3828.33	3994.29	4615.17	

27	2589.86	3156.63	3387.21	3652.11	3835.51	4001.42	4629.43
28	2596.91	3163.72	3394.34	3659.16	3842.51	4008.42	4643.61
29	2603.95	3170.72	3401.43	3666.33	3849.69	4015.59	4657.70
30	2611.04	3177.89	3408.43	3673.42	3856.69	4022.77	4671.96

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**(d) POLICE DIVISION PAY SCHEDULE:**

The following bi-weekly pay schedule for all pay grades denoted with the suffix "D" shall become effective with the beginning of the bi-weekly pay period following the effective date of this ordinance.

**POLICE BI-WEEKLY RANGE OF PAY**

		Class Codes								
		2513	2514	2522	2524	2526	2532	2534	2536	2538
Current										
Years										
of										
Service		69D	69D	71D	72D	74D	77D	78D	81D	83D
0		1839.05								
1			1890.02							
2			1937.20							
3			2024.78							
4			2068.10							

5	2124.38	2480.62						
6	2180.68	2486.79						
7	2288.65	2612.41	2827.85					
8	2366.12	2702.78	2926.71					
9	2446.37	2796.12	3028.84	3259.41				
10	2453.53	2803.20	3035.93	3266.54				
11	2475.95	2810.35	3042.98	3273.67	3538.62			
12	2483.41	2817.39	3050.15	3280.76	3545.75	3628.13	3794.04	4416.59
13	2490.46	2824.52	3057.23	3287.89	3552.75	3736.10	3902.01	4430.72
14	2497.51	2831.65	3064.32	3294.94	3559.89	3743.15	3909.10	4444.89
15	2504.68	2838.70	3071.41	3302.02	3566.97	3750.32	3916.32	4459.07
16	2511.73	2845.79	3078.45	3309.12	3574.11	3757.35	3923.28	4473.29
17	2518.90	2852.91	3085.62	3316.24	3580.72	3764.54	3930.49	4487.46
18	2525.95	2860.00	3092.72	3326.34	3588.24	3771.55	3937.55	4501.59
19	2532.99	2867.09	3099.88	3330.41	3595.36	3778.63	3944.59	4515.85
20	2540.12	2874.18	3106.90	3337.51	3602.50	3785.76	3951.81	4530.07
21	2547.21	2881.22	3114.01	3344.58	3609.59	3792.84	3958.80	4544.20
22	2554.29	2888.39	3121.15	3351.73	3616.63	3800.01	3965.94	4558.37
23	2561.42	2895.48	3128.24	3358.86	3623.72	3807.02	3973.03	4572.60
24	2568.48	2902.53	3135.36	3365.95	3630.81	3814.23	3980.11	4586.68
25	2575.60	2909.66	3142.42	3373.08	3637.98	3821.23	3987.28	4600.95
26	2582.70	2916.71	3149.50	3380.17	3645.07	3828.33	3994.29	4615.17
27	2589.86	2923.88	3156.63	3387.21	3652.11	3835.51	4001.42	4629.43
28	2596.91	2930.97	3163.72	3394.34	3659.16	3842.51	4008.42	4643.61
29	2603.95	2938.01	3170.72	3401.43	3666.33	3849.69	4015.59	4657.70
30	2611.04	2945.14	3177.89	3408.43	3673.42	3856.69	4022.77	4671.96

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**(e) ELECTED OFFICIAL PAY SCHEDULE:**

(1) The following bi-weekly pay schedule for each Executive pay grade, denoted by the suffix "E," is currently in effect and extends through the term of office for each elected official:

<b>GRADE</b>	<b>BI-WEEKLY RATE</b>
1E	\$3491
2E	\$4315
3E	\$5070

(2) The following bi-weekly pay schedule for each Executive pay grade, denoted by the suffix "E," shall become effective beginning with any term of office starting in 2017:

<b>GRADE</b>	<b>BI-WEEKLY RATE</b>
1E	\$3491
2E	\$4315
3E	\$5070

(3) The salary of an elected official shall not be increased during the term of office.

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**(f) SHIFT DIFFERENTIAL:** Shift differential shall be paid for certain work assignments. The Director of Personnel shall determine the work assignments for which shift differential will be paid. The assignment or removal of an employee from a work assignment having a shift differential shall be determined by the appointing authority and will not constitute a promotion, demotion, advancement or reduction in pay. The shift differential shall be added to the employee's regular bi-weekly rate.

(1) In order for an employee in Section 2(a) or 2(b) to be eligible for shift differential compensation, the employee must work a shift that requires the completion of four (4) hours of work between the hours of 4:00 p.m. and 8:00 a.m. the following morning. Employees whose pay grade is denoted with the suffix "M" are only eligible to receive shift differential if they are regularly scheduled to work at least four (4) hours between 4:00 p.m. and 8:00 a.m. the following morning. Employees shall be entitled to receive shift differential compensation for no more than one shift worked between the hours of 4:00 p.m. and 8:00 a.m. Employees who are assigned to work schedules that require them to rotate among three shifts (day, evening, night) on a bi-monthly or more frequent basis shall be eligible for shift differential compensation for all three shifts worked.

For employees whose pay range is established in Section 2(a) or 2(b) the shift differential premium shall be one percent (1%) of the employee's regular base bi-weekly rate for each eligible shift worked in a bi-weekly pay period.



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An employee whose pay range is established in Section 2(a) or 2(b) shall receive shift differential for working a portion of an eligible shift, provided the portion of the shift not worked is charged to paid leave. Shift differential shall only be paid for whole hours worked; a fraction of an hour shall not be counted toward the payment of the differential.

(2) For those employees whose pay range is established in Section 2(c), the shift differential premium shall be \$2.00 per hour for each hour worked between 11:00 p.m. and 7:00 a.m. during an eligible shift. Employees must work at least 12 hours of a regularly assigned 24 hour shift to be eligible for any shift differential for the shift. Such employees shall not receive shift differential for overtime worked, which is not part of their regular schedule. This provision will not go into effect until shift differential is agreed upon by the Director of Personnel and the Union (Local 73) in writing.

Except shift differential premium shall be \$2.00 per hour for each hour worked between 11:00 p.m. and 7:00 a.m. during an eligible shift to be paid to Overtime Code 3 Fire Equipment Dispatcher classifications whose pay range is established in Section 2(c).

(3) For Police Officer Trainees and employees whose pay grade is denoted with the suffix D, the night shift differential shall be ten percent (10%) of the hourly rate for all full hours worked between the hours of 11 p.m. and 7 a.m. and all eight (8) hour shifts beginning between 10:30 p.m. and 11:30 p.m.

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(4) Except as otherwise provided in this ordinance, shift differential shall not be paid to employees compensated on an hourly or per performance basis, or bi-weekly paid employees who work part-time. Neither shall shift differential be paid to full-time regular employees docked for any portion of an eligible shift.

**(g) WEEKEND DIFFERENTIAL:** When employees whose pay range is established in Section 2(a) or 2(b) work on a Saturday and/or a Sunday they shall be eligible for weekend differential. Employees whose pay grade is denoted with the suffix "M" are only eligible to receive weekend differential when it is part of their regularly scheduled work hours. This differential shall be one percent (1%) of an employee's base bi-weekly rate. An employee shall receive weekend differential for working any portion of an eligible day. This differential shall only be paid for full hours worked. Weekend differential shall not be paid to employees compensated on an hourly or per performance basis or bi-weekly paid employees who work part-time. Neither will the weekend differential be paid to full-time regular employees docked for any portion of a day on which the differential would otherwise be paid.

**(h) COMMUTING ALLOWANCE:** Employees residing within the corporate limits of the City of St. Louis who are regularly assigned to a position located in a City institution, agency, or facility located outside the corporate limits of the City of St. Louis, and who are regularly assigned to a five-day, forty-hour weekly work schedule, shall be entitled to a commuting allowance in the amount of one hundred forty-one dollars (\$141.00) bi-weekly on

1 the effective date of this ordinance. Eligible full-time employees who are assigned to an  
2 alternate form of work schedule which reduces the frequency of commuting to work shall be  
3 entitled to a commuting allowance which is reduced in proportion to the reduced frequency of  
4 commuting. City employees who are temporarily assigned duty to a facility located outside  
5 the corporate limits of the City of St. Louis shall be entitled to a per diem rate for the duration  
6 of the assignment. No employee living outside of the corporate limits of the City of St. Louis  
7 shall receive a commuting allowance.

8  
9 A period of absence of ten (10) working days or more shall result in suspension of  
10 eligibility for the commuting allowance. Suspension of the commuting allowance shall begin  
11 during the pay period in which the tenth (10th) day of absence occurs and shall continue for  
12 any subsequent full or partial pay periods during the period of absence. Upon return to duty  
13 from such absence, an employee shall immediately be eligible to resume receiving commuting  
14 allowance, reduced in proportion to the time the employee did not work due to absence.

15  
16 Employees for whom any form of free transportation (car, truck, bus, etc.) is provided  
17 by the City from a place within the corporate limits of the City of St. Louis to the work site  
18 and back shall not be entitled to the commuting allowance.

19  
20 (i) **BOARD AND COMMISSION STIPENDS:**

21  
22 **Title Code Stipend**

1	Member, Airport Commission	1980-00-B	\$53 per meeting, up
2			to 24 meetings a year
3	Member, Board of Adjustment	1981-00-B	\$75 per meeting
4	Member, Board of Air Pollution Appeals	1982-00-B	\$60 per meeting
5	and Variance Review		
6	Member, Board of Equalization	1983-00-B	\$150 per day
7	Member, Board of Engineers	1984-00-B	\$45 per meeting, up
8			to 2 meetings a week
9	Member, Board of Examiners of Plumbers	1985-00-B	\$60 per month
10	Member, Board of Examiners of Fumigators	1986-00-B	\$45 per meeting, up
11			to 3 meetings a
12			month
13	Member, Board of Examiners of	1987-00-B	\$45 per meeting, up
14	Sign Erectors		to 3 meetings a
15			month
16	Member, Board of Tax Appeals	1988-00-B	\$60 per meeting
17	Member, Civil Service Commission	1989-00-B	\$55 per meeting
18			up to 30 meetings a
19			year
20	Member, Board of Building Appeals	1990-00-B	\$60 per meeting, up
21			to 50 meetings a year
22	Member, Board of Building Code Review	1991-00-B	\$60 per meeting, up

1			to 1 meeting a week
2	Member, Boiler Rules Committee	1992-00-B	\$45 per meeting
3	Member, Committee of Electrical Examiners	1993-00-B	\$45 per meeting, up
4			to 15 meetings a year
5	Member, Committee on Plumbing Review	1994-00-B	\$45 per meeting, up
6			to 15 meetings a year
7	Member, Demolition Contractors'	1995-00-B	\$45 per meeting, up
8	Certification Board		to 15 meetings a year
9	Member, Board of Merchants' and	1996-00-B	\$83 per day in
10	Manufacturers' Tax Equalization		session, up to 60
11			meetings during
12			regular 12 week
13			session, but not to
14			exceed 105 meetings
15			a year
16	Member, Board of Examiners of	1997-00-B	\$83 per meeting, up
17	Sprinkler System Contractors		to 15 meetings a year
18	Member, Board of Examiners for	1998-00-B	\$45 per meeting
19	Mechanical Contractors		
20	Member, Board of Noise Control Appeals	1999-00-B	\$53 per meeting
21			

1           A person occupying a position as a member of a Board, Commission or Committee  
2 shall be paid at the per day, per meeting or per month rate established above.

3  
4   (j)     The Director of Personnel may establish per performance rates of pay, hourly rates of  
5 pay, or rates of pay for units of work and the conditions for making of any such payments.  
6 Such per performance, hourly, or unit-of-work rates may be computed from the bi-weekly  
7 scales established in this ordinance. Per performance, hourly, or unit-of-work rates shall be  
8 established considering the nature of employment, community practices in compensating  
9 similar employment, and the purpose of the program for which the rate is established.  
10 Employees paid per performance, hourly, or unit-of-work rates of pay shall not be entitled to  
11 vacation, medical leave or holiday leave with pay or other benefits accorded employees paid a  
12 bi-weekly rate except that an appointing authority, with the prior approval of the Director of  
13 Personnel, and when sufficient funds have been appropriated for the fiscal year, may establish  
14 a modified level or type of benefit program when the provision of such benefit is needed in  
15 order to attract and retain sufficiently qualified employees to work in specific per  
16 performance, hourly, or unit-of-work assignments.

17  
18           Appointing authorities are not permitted to utilize per performance and hourly  
19 employees as a method of replacing bi-weekly rate employees who would be entitled to  
20 employee benefits. Therefore, per performance and hourly employees will be limited to work  
21 an equivalent of ten (10) months of full time employment (1,733 hours) per year.

1 (k) The Director of Personnel may establish trainee rates of pay. Such trainee rates may  
2 be established on an hourly, per performance or bi-weekly basis and shall be less than the rate  
3 paid to a regular employee.

4

5 (l) The Director of Personnel, with the assistance of appointing authorities concerned,  
6 may establish rates and conditions under which compensation may be granted for periods of  
7 time during which an employee is away from the job site but restricted in his/her activities  
8 because of an assignment by the appointing authority to be available for a call to return to the  
9 work site to perform emergency duties. Pay rates and conditions established under the  
10 provisions of this Section 2(l) may include reasonable minimum pay guarantees for  
11 employees required to return to the work site to perform emergency duties. The provisions of  
12 this Section 2(l) shall not be construed to restrict the right of an appointing authority to  
13 establish call back procedures for employees as an established condition of employment.

14

15 (m) The Director of Personnel may authorize payment of special recruitment bonuses,  
16 travel, moving and related expenses to recruit employees for positions when funds for this  
17 purpose are appropriated to the Department of Personnel.

18

19 (n) The Director of Personnel may approve the payment of hiring incentives to current  
20 employees to recruit qualified personnel for positions that are difficult to fill. Hiring  
21 incentives shall be in any amount up to twenty-five percent (25%) of the annual salary of the  
22 position for which the recruitment is made.

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(o) (1) An appointing authority, with the prior approval of the Director of Personnel, may establish cash awards or other incentives for an employee or group of employees to recognize and reward increased productivity or effectiveness. The incentives offered may include cash, paid time off and such other reasonable incentives as the Director of Personnel may determine. Cash awards shall be made from the personal services appropriation of the unit, the account from which the employee's salary is paid or from a general appropriation for this purpose.

(2) The Director of Personnel, upon the request of the appropriate appointing authority, may establish a program of cash awards or other incentives, not to exceed ten percent (10%) of annual salary, paid as an addition to pay, for the purpose of providing additional compensation for employees who are fluent in a foreign language and who use this skill in the necessary and regular recurring performance of the duties of their position. Cash awards shall be made from the personal services appropriation of the unit, the account from which the employee's salary is paid or from a general appropriation for this purpose. Cash awards and incentives under this program shall be made in accordance with guidelines established by the Director of Personnel.

(3) Notwithstanding any other provision in this ordinance, the Director of Personnel is authorized to extend the maximum of the pay ranges by up to forty percent (40%) for the purpose of compensating positions which are extremely hard to fill.



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(4) The Director of Personnel may provide an Employee Suggestion Program which grants cash and other awards to recognize employee suggestions which improve City services, operations or facilities. Cash awards to employees for suggestions resulting in tangible savings to the City shall not exceed ten percent (10%) of the annual tangible net savings. Cash awards and payments for other awards shall be made from an appropriation for a suggestion program or other appropriate account. Additionally, cash awards for suggestions shall be granted as an addition to pay, which does not change an employee’s bi-weekly rate. The Employee Suggestion Program shall be administered in accordance with regulations established by the Director of Personnel. The Director of Personnel may establish an authority to evaluate suggestions and determine awards; the decisions of this authority shall be final.

(p) An employee who is appointed to a position requiring advanced technical skills or professional qualifications may be paid at a higher rate than prescribed for the class in Section 2 of this ordinance on recommendation of the appointing authority with the prior approval of the Director of Personnel. Such advancement shall be made solely on the basis that the employee possesses exceptional academic qualifications, registrations or certifications related to the duties of the position and when such academic qualifications, registrations, or certifications are not deemed necessary qualifications for the class of position.

1           The Director of Personnel may also establish other bonus, incentive or reimbursement  
2 programs to encourage current employees to attain registration, licensure, certification, or  
3 proof of professional mastery when it is deemed to be in the best interest of the Classified  
4 Service, or when such credentials are clearly recognized as adding to the capability of  
5 individuals in that area. Incentives, bonuses, or reimbursements awarded under such  
6 programs do not result in an employee being ruled ineligible for bonuses or salary increases  
7 permitted under other sections of this pay ordinance.

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9     **(q)**    In Skilled Trades classes, defined as those that have bona fide apprenticeship  
10 programs registered with the Department of Labor or documented attainment of equivalent  
11 apprenticeship programs, employees who have completed such apprenticeship programs and  
12 attained journeyman status shall be granted the special skills recruitment rate for the class if a  
13 special skills recruitment rate exists for the class. Employees in classes in the Trades Pay  
14 Schedule who have completed alternative training programs established and approved by the  
15 Director of Personnel, and attained journeyman status shall also be eligible for a salary at the  
16 special skills recruitment rate if such a rate exists for the class.

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18     **(r)**    An appointing authority may, with the prior approval of the Director of Personnel,  
19 establish a program to reimburse, in whole or in part, expenses incurred by employees for the  
20 purchase of uniform apparel required in the performance of the duties of their positions, when  
21 funds have been budgeted therefore.

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1 An appointing authority may exercise the option to furnish such uniform as may be  
2 required in the employee's performance of his/her duties.

3  
4 The Director of Personnel may establish regulations relating to employees' eligibility  
5 for reimbursement for uniforms.

6  
7 Further, when funds have been budgeted therefore, an appointing authority may  
8 authorize reimbursement to uniformed security or correctional employees of up to fifty dollars  
9 (\$50) per incident for damage to personal property sustained while the employee was directly  
10 engaged in quelling a disturbance while performing assigned and/or authorized duties during  
11 a shift. Employees whose pay is established under Section 2(d) of the ordinance may be  
12 reimbursed for damages to personal property sustained while in the course and scope of  
13 employment in accordance with Police Division policies.

14  
15 (s) An appointing authority that requires employees to provide and maintain their own  
16 tools shall provide a tool replacement program and/or annual maintenance allowance, with the  
17 prior approval of the Director of Personnel.

18  
19 (t) (1) Contingency assignment differential may be paid for certain assignments when  
20 immediate position coverage is needed for any unexpected reason (*e.g.* death, forced leave,  
21 emergency illness, etc.) in a higher pay grade, and shall be granted at the onset of the  
22 assignment, not to extend more than one pay period. The Director of Personnel will

1 determine the assignments for which Contingency Assignment Differential will be paid. The  
2 assignment of an employee to said assignment having a contingency assignment differential  
3 will be determined by the appointing authority from an existing eligible list and will not  
4 constitute a promotion or advancement in pay. In addition, the removal of an employee from  
5 said assignment shall not constitute a demotion or reduction in pay. If an eligible list is not  
6 available, an appointing authority may submit to the Director of Personnel the name of the  
7 employee being considered for the assignment to determine if they meet the necessary  
8 minimum qualifications for the position being considered.

9

10 For an employee whose pay range is established in Section 2(a), 2(b), 2(c) or 2(d),  
11 with the prior approval of the Director of Personnel, the contingency assignment differential  
12 will be ten percent (10%) of the employee's regular base bi-weekly rate added as an addition  
13 to pay for each bi-weekly period worked or one percent (1%) of the employee's regular base  
14 bi-weekly rate for each shift assignment covered, not to exceed one (1) pay period.

15

16 (2) Temporary assignment differential will be paid for certain assignments when a  
17 vacancy exists for any reason (*e.g.* separations, terminal vacation, leave of absence, military  
18 leave, etc.) in a position with a higher pay grade, and shall be granted for at least one (1) pay  
19 period but not more than thirteen (13) pay periods, and offset by any days that the employee  
20 by reason of absence is not fulfilling the assignment. The Director of Personnel will  
21 determine the assignments for which the temporary assignment differential will be paid. The  
22 assignment or removal of an employee from said assignment having a temporary assignment

1 differential will be determined by the appointing authority and will not constitute a  
2 promotion, demotion, advancement, or reduction in pay. The intended employee must meet  
3 the minimum qualifications for the position to be assigned. The temporary assignment  
4 differential shall be computed as an addition to pay and not affect the employee's regular bi-  
5 weekly rate.

6

7 For an employee whose pay range is established in Section 2(a), 2(b), 2(c) or 2(d),  
8 with the prior approval of the Director of Personnel, the temporary assignment differential  
9 will be ten percent (10%) of the employee's regular base bi-weekly rate added as an addition  
10 to pay for each bi-weekly period worked, not to exceed thirteen (13) pay periods. The  
11 Director of Personnel may require the establishment of a department policy on temporary  
12 assignment differential pay and must sign off on the policy prior to authorizing temporary  
13 assignment differential.

14

15 (u) City employees who are required by their appointing authority to routinely use their  
16 personal vehicle in the performance of their duties shall be compensated by receiving a  
17 vehicle maintenance and use allowance of two-hundred seventy dollars (\$270.00) per month.  
18 Eligible employees who use their personal vehicle with reduced frequency shall be entitled to  
19 a vehicle maintenance and use allowance which is reduced in proportion to the reduced  
20 frequency of use.

21

22

**SECTION 3.**

1 **EDUCATION REIMBURSEMENT**

2  
3 An appointing authority may, with the prior approval of the Director of Personnel,  
4 authorize salary payments, payments of tuition expenses, fees, books and related material in  
5 whole or in part to employees to permit them to attend school, visit other governmental  
6 agencies or in any approved manner to devote themselves to improvement of knowledge or  
7 skills required in the performance of the duties of their position.

8  
9 The Department of Personnel may reimburse, in whole or in part, expenses incurred  
10 by employees in the pursuit of improvement of the knowledge and skills required in the  
11 performance of their positions or in higher positions, when funds have been allocated in the  
12 Department's budget.

13  
14 An appointing authority, with the approval of the Director of Personnel, may establish  
15 a program to reimburse, in whole or in part, expenses incurred by employees in the pursuit of  
16 improvement of the knowledge and skills required in the performance of the duties of their  
17 positions or to improve their professional, technical or managerial knowledge or skill.

18  
19 **SECTION 4.**

20 **SALARY RANGE LIMITATIONS**

1 No employee in the Classified Service shall be paid at a rate lower than the minimum  
2 or higher than the maximum of the salary range established for the class to which his/her  
3 position has been allocated, except as otherwise provided in this ordinance.

4  
5 **SECTION 5.**

6 **STARTING SALARY**

7  
8 **(a)** The rate of pay for an excepted position to be paid upon original appointment to the  
9 class shall be determined by the appointing authority for the excepted position.

10  
11 **(b)** Except as otherwise provided in this ordinance, the minimum rate of pay for a position  
12 shall be paid upon original appointment to the class unless the Director of Personnel finds that  
13 it is difficult to secure the services of persons with minimum qualifications or experienced  
14 qualified persons at the minimum rate.

15  
16 The Director may establish a recruitment rate for a single position or all positions in a  
17 class and authorize employment at an amount above the minimum but within the regular  
18 range of salary established for the class. When a recruitment rate is established for an entire  
19 class, employees already in such class may have their salaries adjusted to appropriate rates in  
20 the new range resulting from the establishment of the recruitment rate.

1 (c) Employees with permanent status who are eligible for reemployment as determined by  
2 the rules of the Department of Personnel shall be reemployed at an appropriate rate within the  
3 new salary range which takes into consideration the employee's prior service in the position,  
4 as determined by the Director of Personnel.

5  
6 **SECTION 6.**

7 **PROMOTION, DEMOTION, REALLOCATION,**  
8 **TRANSFER AND TEMPORARY PROMOTION**

9  
10 An employee who is transferred, promoted, demoted, or whose position is reallocated  
11 after the effective date of this ordinance, shall have his/her rate of pay for the new position  
12 determined as follows:

13  
14 (a) Promotion: This shall be defined as a change of an employee in the Classified Service  
15 from a position of one class to a position of another class with a higher pay grade or a higher  
16 starting minimum salary.

17  
18 (1) When an employee is promoted to a position in the General, Management or  
19 Trades Pay Schedule, the employee's current bi-weekly rate of pay shall be set at a rate which  
20 is five percent (5%) higher than the rate received immediately prior to the promotion or  
21 adjusted to the nearest step in the new pay matrix which is not less than but is closest to a rate  
22 which is five percent (5%) higher than the rate received immediately prior to promotion. An



1 appointing authority, with the prior approval of the Director of Personnel, may increase the  
2 pay of an employee up to twenty percent (20%), adjusted to the nearest step, when such action  
3 is needed to attract experienced, qualified candidates for a position. Such salary  
4 determinations shall take into consideration the nature and magnitude of the accretion of  
5 duties and responsibilities resulting from the promotion. However, no employee shall be paid  
6 less than the minimum rate nor more than the maximum rate for the new class of position,  
7 except as otherwise provided in this ordinance.

8

9 (2) Temporary Promotion: When an employee, whose salary range is established  
10 in Section 2(a) or 2(b), is certified and temporarily promoted to a vacant position, for a  
11 limited duration, the employee's current salary shall be adjusted as provided in Paragraph  
12 (a)(1) of this Section. Upon expiration of the temporary promotion, the employee shall be  
13 returned to his/her former rate of pay, adjusted by any increases the employee would have  
14 received in the absence of the temporary promotion. In no case shall the employee's salary be  
15 above the maximum of the salary range, unless otherwise provided for in this ordinance.

16

17 Employees whose salary ranges are established in Section 2(c) or 2(d) of this  
18 ordinance, upon receipt of a temporary promotion, shall be granted the new rank with a salary  
19 adjustment based on appropriate years of service in accordance with procedures established  
20 for a regular promotion. At the end of the temporary promotion, the employee shall be  
21 returned to the rank held immediately prior to the temporary promotion. The employee's rate  
22 of pay shall be based on the appropriate years of service.

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(b) Demotion: This shall be defined as a change of an employee in the Classified Service from a position of one class to a position of another class which has a lower pay grade and a lower starting minimum salary.

(1) If an employee is demoted for disciplinary reasons in accordance with the rules of the Department of Personnel and Civil Service Commission and established disciplinary procedures, his/her rate of pay shall be established at a rate within the range for the new position which is at least five percent (5%) lower than the rate received immediately prior to the demotion or reduced to the nearest step which is at least five percent (5%) lower than the rate received immediately prior to the demotion, except no employee shall be reduced below the minimum of the range unless otherwise provided for in this ordinance. The amount of the reduction shall be determined by the appointing authority, with the approval of the Director of Personnel.

(2) If an employee accepts a voluntary demotion, his/her current rate of pay shall be reduced within the range for the new position which is five percent (5%) lower, to the closest downward step, than the rate received immediately prior to demotion, except that employees who are in a working test period and demote to their previous class of position or pay grade, will return to the rate or step received immediately prior to the promotion, plus any adjustments as otherwise provided in this ordinance. No employee shall be paid less than the

1 minimum nor more than the maximum rate for the new class of position, except as otherwise  
2 provided in this ordinance.

3  
4 (3) When an employee is demoted for reasons in the best interest of the City  
5 Service as determined by the Director of Personnel, his/her salary may be reduced by reason  
6 of the new salary range and grade with the prior approval of the Director of Personnel. If the  
7 salary of such employee is above the maximum for the new position, the employee's salary  
8 shall not be increased so long as he/she remains in the position, except as otherwise provided  
9 by this ordinance.

10  
11 (c) Reallocation:

12  
13 (1) If the employee's position is reallocated to a class in a lower pay grade and the  
14 employee's rate of pay for the previous position is within the salary range of the new position,  
15 his/her salary shall remain unchanged or adjusted to the closest step provided the employee's  
16 rate of pay shall not be reduced.

17  
18 (2) The salary of an employee whose position is allocated to a class in a higher pay  
19 grade shall be determined in accordance with the provisions of this Section 6(a)(1) relating to  
20 salary advancement on promotion.

1 (d) Transfer: The salary rate of an employee who transfers to a different position in the  
2 same class, or from a position in one class to a position in another class in the same pay grade,  
3 shall remain unchanged, provided that no employee shall be paid less than the minimum rate  
4 nor more than the maximum rate for the new class of position, except as otherwise provided  
5 in this ordinance.

6  
7 (e) Over Maximum: The salary of an employee, which is in excess of the maximum of  
8 the range prescribed by this ordinance for the class and grade to which his/her position has  
9 been allocated or may be reallocated, shall not be reduced by reason of the new salary range  
10 and grade. The salary of such employee shall not be increased so long as he/she remains in  
11 the class of position, except as otherwise provided by this ordinance.

12  
13 **SECTION 7.**

14 **SALARY ADJUSTMENT**

15  
16 Salary adjustments for all employees in competitive positions shall be based on  
17 considerations of merit, equity, or success in fulfilling predetermined goals and objectives as  
18 herein provided.

19  
20 (a) Competitive positions for which salary is established in Section 2(a) - General and  
21 Management Schedule; or Section 2(b) - Trades Schedule:

1           (1)     Any employee whose salary is established in Section 2(a) or 2(b) – General,  
2 Management, and Trades Pay Schedules, shall receive a service rating in accordance with the  
3 Service Rating Manual. The rating together with the standards of performance established in  
4 the rating manual shall determine eligibility for a one step within-range (merit) increase at  
5 intervals as outlined in the Service Rating Manual or other pay regulation(s) as determined by  
6 the Director of Personnel. Notwithstanding any other section of the compensation ordinance,  
7 all employees in the General, Management, and Trades pay schedules who would be eligible  
8 to receive an annual step increase as a result of a "Successful or Highly Successful" Overall  
9 Rating on their regular Service Rating date will receive a 1.5% increase regardless of their  
10 current rate or place in the pay schedule.

11

12           (2)     A non-exempt (Overtime Code 3 or 4) employee whose pay is established in  
13 Section 2(a) or 2(b) of this ordinance who receives an Overall Rating of “Unsuccessful” as  
14 defined by the Service Rating Manual, shall have his/her salary reduced as determined by the  
15 standards established in the Service Rating Manual, but not less than the minimum of the pay  
16 grade range.

17

18       **(b)**     As used in this ordinance, "anniversary date" means the date following fifty-two (52)  
19 weeks of continuous service from the date of original appointment or from the date of the last  
20 salary adjustment, if other than a temporary reduction in pay for disciplinary reasons, a  
21 demotion (not for disciplinary reasons) or an across-the-board ordinance increase, an increase  
22 resulting from an authorized incentive program, reallocation or an upgrade of the

1 classification concurrent with adoption of the ordinance. Absence from service as a result of  
2 any authorized paid leave, suspensions, military leave, or family/medical leave will not  
3 interrupt continuous service. Absence from service for any other cause shall result in  
4 breaking continuity of service and establishment of a new anniversary date, except as  
5 otherwise provided in this ordinance. The Director of Personnel may authorize different  
6 anniversary dates for an employee or groups of employees.

7

8 (c) An appointing authority may evaluate the performance of an employee whose salary is  
9 established in Section 2(a) or 2(b) of this ordinance for the purpose of a salary adjustment  
10 only at intervals as described above except in the case of:

11

12 (1) Exceptional performance of duties:

13

14 With the prior approval of the Director of Personnel, the appointing authority in  
15 accordance with the Service Rating Manual, may advance the salary of an employee who  
16 demonstrates exceptional performance of duties after serving twenty-six (26) weeks of  
17 employment at the same rate in the salary range by not more than ten percent (10%) or to the  
18 closest step in the pay range which provides not more than a ten percent (10%) increase; this  
19 may be in addition to any merit increase received.

20

21 (2) Substandard performance of duties:

22

1 An appointing authority may reduce the salary of an employee whose level of  
2 performance is significantly diminished and no longer warrants payment at the current rate  
3 within the range as provided in the Service Rating Manual; providing the employee's salary is  
4 above the minimum of the range, established in Section 2(a) or 2(b) and allocated to Overtime  
5 Code 3 or Overtime Code 4.

6  
7 The granting of any such increase or decrease in salary shall be made at the beginning  
8 of a payroll period, as determined by the Director of Personnel, following approval of such  
9 salary action.

10  
11 (d) Competitive positions for which salary is established in Section 2(c) - Fire Division  
12 Schedule:

13  
14 All employees in the Fire Division Pay Schedule shall have a service rating completed  
15 in accordance with the Service Rating Manual.

16  
17 Probationary Fire Privates shall be advanced to the rate for Fire Privates at the  
18 beginning of the first bi-weekly pay period following one (1) year of service. Probationary  
19 Fire Equipment Dispatchers shall follow the same schedule.

20  
21 (e) Competitive positions for which salary is established in Section 2(d) – Police Division  
22 Schedule:

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All employees in the Police Division Pay Schedule shall have a service rating completed in accordance with the Service Rating Manual.

Police Probationary Officers who successfully complete their working test period shall be advanced to the rate for Police Officer at the beginning of the first bi-weekly pay period during which such officer's one (1) year anniversary as a Probationary Police Officer occurs, excluding his/her initial time in training at the Police Academy.

(f) Excepted Positions: The pay of an employee in an excepted position shall be adjusted to any rate within the pay range at the discretion of the appointing authority for the excepted position.

(g) The Director of Personnel may approve, at the request of an appointing authority, adjustments to correct or mitigate serious and demonstrable internal pay inequities. Salary adjustments under this provision shall preclude adjustments to compensate or reward employees for long-term or meritorious service.

(h) The pay of any employee may be decreased as a disciplinary action by an appointing authority to a lower rate. Any such decrease shall be made in accordance with the established disciplinary procedures. The decrease shall not be greater than fifteen percent (15%) of the current salary rate. The decrease may be below the minimum of the pay range for the class.



1 The appointing authority may determine the pay decrease shall be effective for a specific  
2 number of bi-weekly pay periods provided, however, that such decrease shall not be effective  
3 for more than thirteen (13) bi-weekly pay periods.

4  
5 (i) An employee who is temporarily promoted shall be eligible for within range salary  
6 adjustments under provisions of this Section 7.

7  
8 (j) The Director of Personnel may approve a within range salary adjustment or other  
9 incentives to retain employees in positions that are difficult to fill, or because of their unique  
10 requirements. Said adjustment may only be granted once during a twenty-six (26) week  
11 period.

12  
13 **SECTION 8.**

14 **INCOME SOURCES**

15  
16 Any salary paid to an employee in the Classified Service shall represent the total  
17 remuneration for the employee, excepting reimbursements for official travel and other  
18 payments specifically authorized by ordinance or pay regulation promulgated by the Director  
19 of Personnel. No employee shall receive remuneration from the City in addition to the salary  
20 authorized in this ordinance for services rendered by the employee in the discharge of the  
21 employee's ordinary duties, of additional duties which may be imposed upon the employee, or  
22 of duties which the employee may undertake or volunteer to perform.

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Whenever an employee not on an approved paid leave works for a period less than the regularly established number of hours a day, days a week or days bi-weekly, the amount paid shall be proportionate to the hours in the employee's normal work week and the bi-weekly rate for the employee's position. The payment of a separate salary for actual hours worked from two (2) or more departments, divisions or other units of the City for duties performed for each of such agencies is permissible if the total salary received from these agencies is not in excess of the maximum rate of pay for the class.

**SECTION 9.**  
**CONVERSION**

(a) Pay schedules in Sections 2(a) or 2(b) in Ordinance 70285 shall continue in effect until the beginning of the first bi-weekly pay period starting after the effective date of this ordinance, and the rates to be paid to employees in positions of any classes for which a rate is established or changed in Section 2(a) or 2(b) of this ordinance shall become effective and be adjusted (if necessary) as follows:

The salary of each employee whose pay range is established in Section 2(a) or 2(b) of this ordinance whose class has been allocated to a higher pay grade in the appropriate pay schedule as determined by the Director of Personnel shall have their current salary increased to a rate, rounded to the nearest whole dollar, which is not less than but is closest to a rate

1 which is five percent (5%) higher than the rate received immediately prior to promotion, but  
2 not less than the minimum of the pay range, whichever is the greater. If an employee's salary  
3 is between steps, the employee's salary shall be placed at the higher step.

4  
5 (b) No employee shall be reduced in salary by reason of the adoption of the new pay  
6 schedules in this ordinance.

7  
8 (c) The salary of an employee serving in a trainee position, which remains above the new  
9 trainee rate for his/her position, shall remain unchanged.

10  
11 (d) The Director of Personnel may establish a special conversion procedure for a class or  
12 position in the event that the Director determines that a serious inequity would be created by  
13 the application of the conversion procedures established in this Section 9.

14  
15 (e) The Director of Personnel shall establish such procedures as needed to place this  
16 ordinance into effect and interpret its provisions.

17  
18 **SECTION 10.**

19 **PAYMENT OF SALARIES**

20  
21 All compensation for positions in the Classified Service shall be paid bi-weekly. The  
22 Director of Personnel and Comptroller shall establish the procedure for listing employees on

1 the various payrolls. The payment due each employee for service, except as otherwise  
2 provided, shall be made not later than sixteen (16) days after the end of the bi-weekly pay  
3 period. In the event that an employee is dismissed or has been employed for occasional or  
4 emergency work, the Comptroller may immediately pay the employee upon termination of  
5 service without waiting for the regular bi-weekly pay date of the Department, Division,  
6 Section, Office, Agency, Board or Commission where the employee worked.

7

8

## SECTION 11.

9

### CHANGES TO CLASSIFICATION PLAN

10

11 Whenever the Department of Personnel finds it necessary to add a new class to the  
12 classification plan, the Director of Personnel shall allocate the class to an appropriate grade  
13 and schedule in this ordinance, recommend such change to the Civil Service Commission, and  
14 notify the Board of Aldermen of this action.

15

16 Whenever the Department of Personnel finds it necessary to change the overtime code  
17 of an existing class within the classification plan, the Director of Personnel shall change the  
18 overtime code, recommend such change to the Civil Service Commission, and notify the  
19 Board of Aldermen of this action.

20

21 Whenever the Department of Personnel finds it necessary to change the pay schedule  
22 of an existing class within the classification plan, the Director of Personnel shall allocate the

1 class to the appropriate schedule in this ordinance, recommend such change to the Civil  
2 Service Commission, and notify the Board of Aldermen of this action.

3  
4 The pay grade allocated to a class of position within the classification plan shall  
5 remain unchanged for the duration of the existing compensation ordinance. Whenever the  
6 Department of Personnel considers it necessary to change the pay grade of an established  
7 class of position, such adjustment can only be made concurrent with the adoption of a new  
8 compensation ordinance. Recommendation for the allocation of a new pay grade shall be  
9 made by the Director of Personnel to the Civil Service Commission for final approval by the  
10 Board of Aldermen.

11  
12 **SECTION 12.**

13 **PAYROLL FORMS**

14  
15 The Director of Personnel shall prescribe forms on which appointing authorities shall  
16 certify to the fact that a vacancy exists in a lawfully created position and to the lawful  
17 appointment of a person to fill the position. The Director of Personnel shall indicate on these  
18 forms the proper allocation of the position and the rate at which payment is to be made.  
19 When approved by the Director of Personnel and submitted to the Comptroller, these forms  
20 shall constitute authorization for the initial placing of a person's name on the payroll. The  
21 Comptroller shall not authorize any change in the rate of pay of an individual on the payroll  
22 unless approved by the Department of Personnel. The Comptroller shall provide the

1 Department of Personnel with a copy of each payroll audited and found correct within twenty-  
2 one (21) days after audit and approval of the payroll by the Comptroller's Office.

3  
4 **SECTION 13.**

5 **CERTIFICATION OF PAYROLL**

6  
7 The appointing authority shall certify on each payroll or a subsidiary document that  
8 each person whose name appears on the payroll has been lawfully appointed at a salary  
9 provided by this ordinance and that the employee has actually worked the time for which  
10 he/she will be paid, subject to the provisions of this ordinance governing hours of work and  
11 leaves of absence in the Classified Service.

12  
13 **SECTION 14.**

14 **MINIMUM WORK HOURS**

15  
16 Each appointing authority shall establish procedures to assure that the employees  
17 under his/her supervision are actively engaged in the performance of the duties of their  
18 positions in accordance with the provisions of this section.

19  
20 Each appointing authority shall submit to the Department of Personnel the work  
21 schedule established for each position in the work unit. Work schedule reports shall be  
22 submitted upon request of the Director of Personnel or whenever the appointing authority

1 proposes to change the permanent work schedule of a position. The work schedule submitted  
2 by the appointing authority shall constitute the normal work schedule for the position when  
3 approved by the Director of Personnel.

4  
5 All employees in the Classified Service shall be in attendance at their work in  
6 accordance with schedules established under the provisions of this Section 14, subject to other  
7 provisions of this ordinance with respect to hours, holidays, vacation, medical leave,  
8 furloughs, sick leave, military leave, and leaves of absence with or without pay.

9  
10 (a) Employees whose salaries are established in Section 2(a) or 2(b): Forty (40) hours  
11 shall constitute the average minimum required weekly hours of service in an employment  
12 cycle under regular full-time employment for all City employees paid on a bi-weekly basis  
13 occupying competitive positions in the Classified Service. The minimum daily and annual  
14 service required of such employees shall be in proportion to the average minimum weekly  
15 hours established.

16  
17 Appointing authorities shall so arrange the time for reporting for work, for luncheon  
18 intermission, and for quitting work of the various employees under their jurisdiction so that  
19 the employees will actually be engaged in active performance of their duties for not less than  
20 the average minimum number of hours required.

21

1 (b) Management Employees: Appointing authorities for employees occupying full-time  
2 positions whose salaries are established in Section 2(a) of this ordinance shall initiate  
3 procedures to see that such employees are engaged in the performance of their duties on a  
4 full-time basis. Full-time employment for any employee whose classification is denoted in  
5 the Management Schedule shall be defined as an average of forty (40) hours per week of time  
6 devoted to the duties of the position on an annual basis.

7

8 (c) Uniformed Fire Personnel: Fifty-two (52) hours shall constitute the average required  
9 weekly hours of service in an employment cycle under regular full-time employment for all  
10 employees in the Division of Fire and Fire Prevention, except that the appointing authority,  
11 with the approval of the Director of Personnel, may determine that the minimum work hours  
12 provision of Section 14(a) shall apply to employees in certain positions due to the nature of  
13 the assignment and/or scheduling requirements. The appointing authority shall so arrange the  
14 time for reporting for work and for quitting work of the various employees under the  
15 appointing authority's jurisdiction so that the employees will actually be engaged in the active  
16 performance of their duties for not less than the average number of hours required.

17

18 (d) The work period for employees whose pay is established in Section 2(d) of this  
19 ordinance is twenty-eight (28) days. The daily work period for an employee in the position of  
20 Police Probationary Officer and Police Officer is eight (8) hours which includes a thirty (30)  
21 minute meal period. The meal period is counted as working time; however, an officer unable  
22 to take a meal break will not receive additional compensation. The daily work period for an



1 employee in the position of Police Officer Trainee is eight (8) hours. Additionally, Police  
2 Officer Trainees shall receive a thirty (30) minute unpaid meal period that shall not be  
3 counted as part of their daily work period or work day.

4  
5 **SECTION 15.**

6 **OVERTIME**

7  
8 (a) The Department of Personnel shall determine those positions in the Classified Service  
9 of the City of St. Louis which are exempt from overtime compensation and those positions  
10 which are not exempt from overtime compensation. The overtime codes established for each  
11 class in Section 1(a) of this ordinance shall be interpreted as follows:

12  
13 **OVERTIME CODE (OVTM):**

14  
15 1 These classes are primarily managerial in nature, but may also include  
16 some professional or administrative classes that are ineligible for  
17 overtime pay under all but emergency conditions as described in  
18 Section 15(d) of this ordinance.

19  
20 2 These are supervisory, professional, and administrative classes that are  
21 exempt from overtime compensation, but which the City compensates  
22 for overtime at the straight (1.0x) time rate.

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3 These are non-exempt classes that receive overtime compensation at the one and one-half (1.5x) time rate.

4 These non-exempt classes work an average bi-weekly work schedule of 84 hours and, therefore, receive overtime compensation at the one and one-half (1.5x) time rate.

Appointing authorities are prohibited from changing employee work schedules to avoid the payment of overtime.

For purposes of determining overtime pay rates for non-exempt employees, the regular hourly rate of pay shall be used.

Any employee in a class which has been allocated to Overtime Code 4 (non-exempt) in Section 1(a) of this ordinance shall be compensated for overtime by granting the employee pay or compensatory time off at the one and one half (1.5x) time rate. Each appointing authority shall designate and submit to the Director of Personnel the official work week or work cycle for all non-exempt (Code 4) positions in the work unit. Whenever a non-exempt (Code 4) employee works in excess of forty (40) hours in a work week, the employee will be paid at the one and one half time (1.5x) rate. The average number of scheduled hours in a bi-weekly pay period shall not be less than eighty-four (84) for full-time employment. The

1 regular hourly rate of pay for a non-exempt (Code 4) bi-weekly paid employee shall be  
2 determined by dividing the employee's regular bi-weekly rate of pay by the average number  
3 of regularly scheduled hours of work in a bi-weekly pay period. In addition to the actual  
4 hours worked, only paid vacation, compensatory time, jury leave, and holidays shall count as  
5 hours worked for the purpose of determining eligibility for overtime compensation.

6

7 Any employee in a class which has been allocated to Overtime Code 3 (non-exempt)  
8 in this ordinance shall be compensated for overtime work in accordance with the provisions of  
9 this section. Each appointing authority shall designate and submit to the Director of  
10 Personnel the official work week and schedule or work cycle for all non-exempt positions in  
11 the work unit. The average number of scheduled hours in a bi-weekly pay period shall not be  
12 less than eighty (80) for full-time employment.

13

14 Whenever an Overtime Code 3 employee whose pay matrix is in Section 2(a) or 2(b),  
15 works hours in excess of the maximum established for an official work week or work cycle,  
16 usually forty (40) hours in a work week such hours shall be paid at the one and-one-half time  
17 (1.5x) rate. In addition to the actual hours worked, only paid vacation, compensatory time,  
18 jury leave, and holidays shall count as hours worked for the purpose of determining eligibility  
19 for overtime compensation.

20

21 Overtime Code 3 employees whose pay matrix is in Section 2(c) of this ordinance who  
22 are working a nineteen (19) day work cycle are eligible to receive overtime after one hundred

1 forty-four (144) hours are worked in a work cycle, except that the Fire Division shall pay  
2 overtime for emergency work at the end of a shift or emergency work required on a separate,  
3 non-scheduled day, even if the total number of hours worked in the work cycle is not in  
4 excess of one hundred forty-four (144) hours. These employees shall not receive additional  
5 compensation for regularly scheduled hours in excess of one hundred forty-four (144) hours if  
6 they do not actually work more than one hundred forty-four (144) hours in the work cycle;  
7 provided however, that in addition to the actual hours worked, jury leave, vacation leave,  
8 compensatory time and "O" days shall count as hours worked for the purpose of determining  
9 eligibility for overtime compensation. Days scheduled off to reduce average work week to  
10 fifty-two (52) hours, compensatory time, vacation, "O" days, and holiday time shall be  
11 scheduled consistent with a reasonable vacation and holiday leave policy to avoid the  
12 necessity of actually working more than one hundred forty-four (144) hours during any work  
13 cycle.

14

15 Police Officer Trainees, Police Probationary Officers and Police Officers – whose pay  
16 is established in Section 2(d) of this ordinance shall be paid overtime, defined as one and one-  
17 half time (1.5x) the employee's regular standard rate of pay, for all hours worked in excess of  
18 their eight (8) hour work day or any hours worked on a scheduled day off. Only hours  
19 actually worked shall count toward overtime pay.

20

21 Police Sergeants – whose salary is established in Section 2(d) of this ordinance shall  
22 be paid overtime, as defined as one and one-half time (1.5x) the employee's regular standard

1 rate of pay, for all hours actually worked in excess of one hundred sixty (160) hours in a  
2 twenty eight (28) day work period. In addition to hours physically worked, holidays,  
3 discretionary holidays, and sick-injured time shall count toward the 160 hour threshold during  
4 the 28 day period that must be met to earn overtime. These employees shall receive  
5 additional compensation for authorized overtime, court time, and court standby time  
6 whenever the total accumulated time exceeds forty (40) hours.

7

8 (b) Any employee in a class which has been allocated to Overtime Code 2 in Section 1(a)  
9 of this ordinance shall be compensated for overtime by granting the employee pay or  
10 compensatory time off at the straight (1.0x) time rate. Each appointing authority shall  
11 designate and submit to the Director of Personnel the official work week or work cycle, which  
12 is usually forty (40) hours, for all exempt (Code 2) positions in the work unit. Whenever a  
13 full-time employee in an exempt (Code 2) position is directed by management, with the  
14 approval of the appointing authority, to work hours in excess of the maximum established for  
15 an official work week or work cycle it shall be considered overtime. In addition to the actual  
16 hours worked, only paid vacation time, compensatory time, jury leave, and holidays shall  
17 count as hours worked for the purpose of determining eligibility for overtime compensation.  
18 Straight time (1.0x) overtime shall be compensated at the employee's regular hourly rate of  
19 pay, or by granting the eligible employee compensatory time off at the rate of one (1) hour for  
20 each hour of overtime worked. The average number of scheduled hours in a bi-weekly pay  
21 period shall not be less than eighty (80) for full-time employment. The regular hourly rate of  
22 pay for an exempt (Code 2) bi-weekly paid employee shall be determined by dividing the

1 employee's regular bi-weekly rate of pay by the average number of regularly scheduled hours  
2 of work in a bi-weekly pay period.

3

4 (c) Part-time bi-weekly paid employees and employees paid on an hourly or per  
5 performance basis shall be compensated for overtime work in accordance with the overtime  
6 provisions of this section and with consideration for community practices in compensating  
7 similar employment.

8

9 (d) An appointing authority may compensate Overtime Code 1 employees at the straight-  
10 time (1.0x) rate, when both of the following conditions exist: 1) the Mayor of the City of St.  
11 Louis declares an emergency due to serious and protracted conditions which threaten  
12 continuous City Service, preservation of public peace, health, or safety, and 2) the appointing  
13 authority directs an employee or group of employees to work in excess of forty (40) hours per  
14 week. The appointing authority shall maintain attendance records of the assignment(s) and  
15 submit such records at the request of the Director of Personnel.

16

17 (e) Employees who wish to use compensatory time earned in lieu of pay must make their  
18 request in writing at least twenty-four (24) hours in advance of the day or days requested.  
19 The appointing authority shall keep in mind the staffing needs of the department when  
20 granting time off, but in any case time off will not be unreasonably denied.

21

1           Pay shall be the regular method of compensation for recorded overtime hours of work  
2 for employees in classes with Overtime Code 3 and Overtime Code 4. However, an  
3 appointing authority shall compensate a non-exempt bi-weekly paid employee for overtime  
4 work by granting the employee compensatory time off in lieu of pay only if the employee  
5 requests compensatory time, in writing.

6  
7           Employees engaged in public safety, emergency response or seasonal activity as  
8 defined by the Director of Personnel may have a maximum balance of two hundred forty  
9 (240) hours of compensatory time; except that Police Officer Trainees, Police Probationary  
10 Officers, Police Officers, and Police Sergeants shall only be allowed to accumulate up to forty  
11 (40) hours of compensatory time. All other employees are allowed a maximum balance of  
12 one hundred twenty (120) hours of compensatory time excluding compensatory time earned  
13 for working on a holiday. These maximum balances of compensatory time shall apply to  
14 employees working an average work week of forty (40) hours; the maximum balance of  
15 compensatory time for employees whose average work week is more or less than forty (40)  
16 hours shall be proportionate. No provision of this section establishing a maximum balance of  
17 compensatory time shall serve to cancel any compensatory time due to an employee or to  
18 deny an employee payment for recorded compensatory time earned in accordance with the  
19 provisions of the compensation ordinance in effect at the time the compensatory time was  
20 earned.

21

1           Each appointing authority shall establish procedures to assure that non-exempt  
2 employees are promptly granted time off when such employees request to use their earned  
3 compensatory time. Appointing authorities may not deny non-exempt employees' requests  
4 for earned compensatory time off except when such approval would create an extreme  
5 business hardship. For employees occupying the position of Police Officer Trainee,  
6 Probationary Police Officer, and Police Officer compensatory time may be used at such times  
7 and in such blocks as are mutually agreed upon between the supervisor and the employee and  
8 it shall not be unreasonably denied by the supervisor if operating requirements will not be  
9 adversely effected. When an appointing authority determines that the work schedule of the  
10 organization will not permit the granting of such time off, the appointing authority shall pay  
11 the employee in that same pay period for all or a portion equivalent to the time requested of  
12 the employee's accrued compensatory time. This provision requiring the prompt granting of  
13 requested time off applies only to compensatory time that is earned as a result of the  
14 employee working overtime; it does not apply to compensatory time earned as a result of an  
15 incentive program or bonus award program.

16

17           Compensatory time earned by exempt employees shall be granted at the discretion of  
18 the appointing authority and upon request of the employee.

19

20 (f)     Before an employee is transferred, promoted or demoted from a position under one  
21 appointing authority to a position under another appointing authority or to another unit with a  
22 different appropriation, all compensatory time shall be granted or paid. Upon termination all



1 compensatory time shall be paid. Upon the death of an employee, the person or persons  
2 entitled by law to receive any compensation due to the employee shall be paid any amount  
3 due to the employee on the date of death.

4

5 (g) All departments shall keep daily attendance records of classified employees and shall  
6 submit periodic reports of: 1) unexcused absences and leaves; 2) overtime earned, granted,  
7 and paid; or 3) the non-occurrence of same to the Director of Personnel in the form and on the  
8 dates specified.

9

10 **SECTION 16.**

11 **HOLIDAYS**

12

13 (a) Classified employees working full-time who are paid a bi-weekly rate shall be entitled  
14 to leave with pay, pay, or compensatory time off in lieu of pay or paid leave for regularly  
15 scheduled work on the following designated holidays:

16

17	<u>DATE</u>	<u>HOLIDAY</u>
18	January 1	New Years Day
19	Third Monday in January	Rev. Martin Luther King Jr. Day
20	Third Monday in February	Presidents' Day
21	Last Monday in May	Memorial Day
22	July 4	Independence Day

1	First Monday in September	Labor Day
2	November 11	Veterans' Day
3	Fourth Thursday in November	Thanksgiving Day
4	Day after Thanksgiving	Day after Thanksgiving
5	December 25	Christmas Day

6

7 In addition to the above enumerated designated holidays, full-time classified  
8 employees shall be entitled to leave with pay, pay, or compensatory time off in lieu of pay as  
9 established by this Section 16 on any day or partial day the Mayor declares by proclamation  
10 the closing of City offices.

11

12 Employees working full-time and paid a bi-weekly rate whose pay is established in  
13 Sections 2(a) or 2(b) of this compensation ordinance shall receive leave with pay, pay or  
14 compensatory time off in lieu of pay as holiday compensation in an amount that is  
15 proportionate to the number of hours the employee is regularly scheduled to work in a day or  
16 shift. For example: Employees working an average of forty (40) hours a week, five (5) days  
17 a week, eight (8) hours a day shall receive eight (8) hours of compensation for the holiday;  
18 employees working an average of forty (40) hours a week, four (4) days a week, ten (10)  
19 hours a day shall receive ten (10) hours of compensation for the holiday.

20

21 When the day of observance of a holiday is changed by State or Federal law, it will be  
22 so observed by the City of St. Louis. When the day of observance of a holiday is changed by

1 State or Federal executive action, the Mayor shall determine the day of observance by the  
2 City of St. Louis. When one of the above enumerated holidays occurs on Sunday, the  
3 following Monday shall be observed as the holiday. When one of the above holidays occurs  
4 on Saturday, the preceding Friday shall be observed as the holiday.

5

6 (b) In addition to the above ten (10) designated holidays, employees in Section 2(a) or  
7 2(b) of this ordinance who were employed by the Board of Police Commissioners  
8 immediately prior to September 1, 2013 shall receive five (5) personal (discretionary)  
9 holidays which shall be scheduled in accordance with department policies; Police Division  
10 civilian employees hired on or after September 1, 2013 shall receive no personal  
11 (discretionary) holidays.

12

13 In addition to pay for hours physically worked on an official holiday, including any  
14 overtime to which the employee is entitled under the pay ordinance, employees in Section  
15 2(a) or 2(b) of this ordinance who were employed by the Board of Police Commissioners  
16 immediately prior to September 1, 2013 will receive four (4) hours of compensatory time if  
17 they are required to work a full eight (8) hour shift that begins on any of the following days:

18

19 January 1

20 Last Monday in May

21 July 4

22 First Monday in September

1 Fourth Thursday in November

2 December 25

3

4 In addition to any pay for hours physically worked, including any overtime to which  
5 the employee is entitled under the pay ordinance, employees in Section 2(a) or 2(b) of this  
6 ordinance who were employed by the Board of Police Commissioners immediately prior to  
7 September 1, 2013 who are required to work the afternoon, evening overlay, or night watch  
8 on December 31 will receive four (4) hours of compensatory time.

9

10 (c) In addition to the above ten (10) designated holidays, employees in Section 2(d) shall  
11 receive an additional five (5) personal holidays which shall be scheduled in accordance with  
12 Police Division policies.

13

14 In addition to pay for hours physically worked on an official holiday, including any  
15 overtime to which the employee is entitled under the pay ordinance, employees in Section  
16 2(d) of this ordinance will receive four (4) hours of compensatory time if they are required to  
17 work a full eight (8) hour shift that begins on any of the following days:

18

19 January 1

20 Last Monday in May

21 July 4

22 First Monday in September

1 Fourth Thursday in November

2 December 25

3  
4 In addition to any pay for hours physically worked, including any overtime to which  
5 the employee is entitled under the pay ordinance, employees in Section 2(d) of this ordinance  
6 and Police Officer Trainees, who are required to work the afternoon, evening overlay, or night  
7 watch on December 31 will receive four (4) hours of compensatory time.

8  
9 **(d)** Each appointing authority shall determine the manner of granting holidays and shall  
10 report his/her determination to the Department of Personnel, if required by the Director of  
11 Personnel. When full-time employees, whose pay is established in Section 2(a) or 2(b) of this  
12 compensation ordinance, excluding employees of the Police Division, are required to work on  
13 a holiday they shall be entitled to compensation for the holiday and the hours actually worked.  
14 Compensation for the holiday shall be in an amount proportionate to the number of hours an  
15 employee is regularly scheduled to work in a day or shift. When full time bi-weekly rate  
16 employees of the Police Division whose pay is established in 2(a), 2(b) or 2(d) are required to  
17 work on a holiday, they shall be entitled to leave with pay on another date designated by the  
18 appointing authority in an amount proportionate to the number of hours an employee is  
19 regularly scheduled to work in a day or shift.

20  
21 Except as otherwise provided in this section, when a City holiday falls on an  
22 employee's regularly scheduled day off, the employee shall be entitled to have compensatory

1 time added to his/her balance in an amount proportionate to the number of hours regularly  
2 scheduled in a day or shift.

3

4 Employees of the EMS Service, whose positions are classified as EMS Dispatcher,  
5 EMS Lead Dispatcher, EMT, Paramedic, or Paramedic Crew Chief, will be compensated with  
6 pay in lieu of compensatory time for all holidays and receive twelve (12) hours of personal  
7 day leave.

8

9 If an employee is docked from the payroll for one hour or more on the full scheduled  
10 workday preceding a holiday, the full scheduled work day following a holiday, or on a  
11 scheduled holiday, the employee shall not be compensated for the holiday.

12

13 The holiday compensation procedures established by this Section 16 shall apply to  
14 full-time classified employees paid a bi-weekly rate. Part-time bi-weekly rate employees  
15 shall be compensated for holidays in proportion to the percentage of time they are regularly  
16 scheduled to work. Employees paid on an hourly or per performance basis shall not be  
17 entitled to holiday compensation, except as otherwise provided in this ordinance.

18

19 In the event that the holiday schedule established in this Section 16 is revised,  
20 employees who are granted compensatory time in lieu of all holidays shall have their leave  
21 benefits adjusted accordingly. The Director of Personnel may establish additional or alternate  
22 holiday leave policies for employees occupying public safety positions which qualify for the

1 special overtime pay provisions under Federal law or for employees with official work  
2 schedules authorized by the Director of Personnel which exceed the normal forty (40) hour  
3 weekly work schedule. Procedures developed in compliance with this Section 16 shall be  
4 designed to treat employees in the same manner who work substantially equivalent work  
5 schedules.

6

7 Employees whose pay is established in Section 2(c) of this ordinance and are  
8 Overtime Code 3 shall be entitled to one hundred twenty (120) hours of compensatory time  
9 off in lieu of all holidays occurring in a calendar year. Employees whose pay is established in  
10 Section 2(c) of this ordinance and are Overtime Code 1 or 2 shall be entitled to one hundred  
11 four (104) hours of leave with pay or compensatory time off in lieu of all holidays occurring  
12 in a calendar year. Because of the necessity of maintaining the work schedule of such  
13 employees, the Director of Personnel, in cooperation with appointing authorities concerned,  
14 shall establish procedures for holiday compensation for such employees who are regularly  
15 required to work on holidays. Such procedures shall be designed to treat all employees in the  
16 class who work a substantially equivalent schedule in the same manner.

17

18 Employees whose pay is established in Section 2(c) of this ordinance shall receive five  
19 (5) days of paid leave which shall be referred to as "O" Days.

20

21

**SECTION 17.**

22

**VACATION**

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22

Vacation leave with pay shall be granted to employees paid a bi-weekly rate in permanent competitive positions working fifty percent (50%) time or more. There shall be no advancement of paid vacation leave. The Director of Personnel may establish additional guidelines and policies to govern the administration of vacation leave benefits in the Classified Service.

(a) Vacation hours shall be granted to employees whose pay is established in Section 2(a), 2(b) or 2(c) with an appointment date before April 23, 1989 as follows. This excludes all civilian employees hired by the Board of Police Commissioners prior to September 1, 2013.

Length of Cumulative Service	PAY ESTABLISHED IN SECTION 2(a) or 2(b)		PAY ESTABLISHED IN SECTION 2(c)	
	Bi-Weekly Accrual Rates	Annual Equivalent	Bi-Weekly Accrual Rates	Annual Equivalent
1 but less than 5 years	5	130	3	78
5 but less than 10 years	6	156	5	130
10 but less than 15 years	7	182	6	156
15 but less than 20 years	8	208	7	182
20 or more years	9	234	8	208



1 Employees employed before July 18, 2010 whose pay is established in Section 2(a),  
 2 2(b) or 2(c) of this ordinance completing five (5) years of cumulative service, ten (10) years  
 3 of cumulative service, fifteen (15) years of cumulative service, or twenty (20) years of  
 4 cumulative service shall have forty (40) hours of vacation added to their existing balance.  
 5 This excludes all civilian employees hired by the Board of Police Commissioners prior to  
 6 September 1, 2013.

7

8 (b) Vacation hours shall be granted to employees whose pay is established in Section 2(a),  
 9 2(b) or 2(c) with an appointment date on or after April 23, 1989 as follows. This excludes all  
 10 civilian employees who were employed by the Board of Police Commissioners prior to  
 11 September 1, 2013.

12

PAY ESTABLISHED

IN SECTION

2(a) or 2(b) or 2(c)

16 Length of	Bi-Weekly	Annual
17 <u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
18 1 but less than 5 years	3	78
19 5 but less than 10 years	5	130
20 10 but less than 15 years	6	156
21 15 but less than 20 years	7	182
22 20 or more years	8	208

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Employees employed before July 18, 2010 whose pay is established in Section 2(a), 2(b) or 2(c) of this ordinance completing five (5) years of cumulative service, ten (10) years of cumulative service, fifteen (15) years of cumulative service, or twenty (20) years of cumulative service shall have forty (40) hours of vacation added to their existing balance. This excludes all civilian employees hired by the Board of Police Commissioners prior to September 1, 2013.

(c) Employees employed on or after July 18, 2010 will not have the 40 hours added to their vacation balance upon completion of five (5) years of cumulative service, ten (10) years of cumulative service, fifteen (15) years of cumulative service, or twenty (20) years of cumulative service.

(d) Employees whose pay is established in Section 2(a) or 2(b) employed by the Board of Police Commissioners immediately prior to September 1, 2013, employed by the City on September 1, 2013 and continuously employed by the City shall accrue vacation hours as follows:

PAY ESTABLISHED  
IN SECTION  
2(a) or 2(b)

Length of                      Bi-Weekly                      Annual

1	<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
2	1 but less than 12 years	4.62	120.12
3	12 but less than 21 years	6.16	160.16
4	21 but less than 30 years	7.70	200.20
5	30 or more years	9.24	240.24

6

7 (e) Police Division employees whose pay is established in Section 2(a) or 2(b) who were  
8 hired on or after September 1, 2013 shall accrue vacation hours as listed below:

9

10	PAY ESTABLISHED		
11	IN SECTION		
12	2(a) or 2(b)		
13	Length of	Bi-Weekly	Annual

14	<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
15	1 but less than 5 years	3	78
16	5 but less than 10 years	5	130
17	10 but less than 15 years	6	156
18	15 but less than 20 years	7	182
19	20 or more years	8	208

20

21 (f) Employees whose pay is established in Section 2(d) of this ordinance and employees  
22 whose pay is established in Section 2(a) or 2(b) and were employed by the Board of Police

1 Commissioners immediately prior to September 1, 2013 and remain so employed shall earn  
2 vacation time in accordance with the following schedule on employment anniversary dates as  
3 follows:

4

5

PAY ESTABLISHED

6

IN SECTION

7

2(a) or 2(b) or 2(d)

8

Length of

Bi-Weekly

Annual

9

Cumulative Service

Accrual Rates

Equivalent

10

1 but less than 12 years

4.62

120.12

11

12 but less than 21 years

6.16

160.16

12

21 but less than 30 years

7.70

200.20

13

30 or more years

9.24

240.24

14

15 (1) For employees whose pay is established in Section 2(d), forty (40) hours of  
16 vacation leave may be taken in one (1) hour increments.

17

18 (2) Vacation time is accrued on a bi-weekly basis. No employee will be entitled to  
19 or allowed to take any vacation until ninety (90) days of continuous employment from the  
20 date of employment.

21

1 (g) All references in this ordinance, except as otherwise noted, to accrual rates, additions  
2 to, and accrual maximums for vacation are for employees working a scheduled work week of  
3 forty (40) hours. Vacation rates, additions and maximums shall be computed on a  
4 proportionate basis for employees whose average work week is more or less than forty (40)  
5 hours. When an eligible employee's scheduled work week is changed, the employee's rate of  
6 accrual shall be changed proportionately. All references in this ordinance to cumulative  
7 service for vacation shall mean cumulative service without a break in service of more than  
8 one year, except as provided otherwise in this ordinance. No employee who works less than  
9 fifty percent (50%) time or who is serving in a limited-term position shall be eligible to accrue  
10 vacation.

11  
12 (h) (1) The maximum vacation balance for those working an average work week of  
13 forty (40) hours shall be six hundred (600) hours, except by written request of an appointing  
14 authority and with prior approval of the Director of Personnel. Vacation accrual maximums  
15 for those working more or less than forty (40) hours per week, but at least fifty percent (50%)  
16 time shall be proportionate to the number of hours worked in a bi-weekly pay period.

17  
18 (2) When an employee's full-time average work week is changed, the maximum  
19 vacation balance shall be changed proportionately. In addition, the employee shall have  
20 his/her current vacation balance adjusted so that the vacation shall maintain the same position  
21 relative to the new maximum balance as existed with the employee's previous maximum  
22 balance.

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(3) Accrual of vacation shall cease when an employee accumulates the maximum vacation balance established for the assigned work schedule and shall not resume until the vacation balance is less than the maximum amount.

(i) Accrual of vacation shall begin and be credited upon the first bi-weekly pay period and each pay period thereafter but employees must complete the entire pay period to accrue the vacation leave at the end of said pay period:

- (1) of appointment;
- (2) of return to duty from leave of absence;
- (3) of restoration to employment of one-half (50%) time or more.

Vacation leave shall be granted in whole hour units. On termination of service, any fractional hour shall be made whole. The accrual of vacation leave shall cease at the employee's last day at work.

(j) Appointing authorities shall be responsible for establishing all vacation leave schedules, but may not discipline employees by imposing unusual vacation schedules.

1 Vacation shall be granted to the employee as provided by this ordinance in one of the  
2 following ways:

3

4 (1) When the employee requests vacation leave in accordance with departmental  
5 policies;

6

7 (2) When directed to take paid time off by the appointing authority;

8

9 (3) When an employee is terminated or resigns from the Classified Service;

10

11 (4) When an employee whose salary is established in Sections 2(a), 2(b), 2(c) or  
12 2(d) reaches the established maximum accrual and would cease accruing vacation, and  
13 notifies the appointing authority in writing of his/her intention to schedule vacation. Such  
14 notice shall be at least seven (7) days prior to the first work day the employee intends to take  
15 off. If the appointing authority fails to establish a different vacation schedule, the employee  
16 may take the paid leave, which was proposed in writing.

17

18 (5) With the approval of the appointing authority, an employee may request and  
19 receive payment from the appointing authority for forty (40) hours of vacation accrual in lieu  
20 of scheduling paid leave provided that the full vacation allowance for that year is not  
21 exceeded. This may be done a maximum of once in each calendar year. Management  
22 employees may request payment from the appointing authority for up to an additional forty

1 (40) hours of their vacation accrual balances in lieu of scheduling paid leave if their schedules  
2 do not permit them to be absent from work. Employees whose pay is established in Section  
3 2(c) of this ordinance may request payment for up to ninety-six (96) hours of vacation. These  
4 requests are subject to the prior approval of the Director of Personnel.

5  
6 **(k)** During the first twelve (12) months of employment, unless stated otherwise in this  
7 ordinance, accrued vacation may be granted to an employee provided that the employee has  
8 completed six (6) months of continuous service. When employment is terminated before  
9 completing twelve (12) months of continuous service, any previously granted vacation leave  
10 shall be deducted from the employee's final pay. When the service of an employee is  
11 terminated after twelve (12) months of continuous service, any accumulated vacation that is  
12 due the employee shall be paid.

13  
14 **(l)** Employees who separate from the Classified Service, who are certified from a  
15 reemployment list, and who return to the Classified Service within twenty-four (24) months of  
16 the separation, will be given credit for prior continuous service in determining the vacation  
17 accrual rate in accordance with Section 17(a), 17(b), 17(d), 17(e) or 17(f) of this ordinance  
18 and based on the date of the employee's original appointment.

19  
20 **(m)** Employees who move to the Classified Service from the Unclassified Service shall be  
21 given credit for the years of service in the Unclassified Service in determining the vacation



1 accrual rate in accordance with Section 17(a) or 17(b) of this ordinance and based on the date  
2 of the employee's original appointment.

3

4 (n) Employees who return to work from a "reemployment from layoff" eligible list shall  
5 be eligible to use vacation as soon as it is accrued, unless stated otherwise in this ordinance,  
6 provided the employee has completed six (6) months of continuous service prior to the layoff  
7 and with approval of the appointing authority. An employee who has completed less than six  
8 (6) months of continuous service will be required to complete the remaining portion of the six  
9 (6) months period before being eligible to use vacation.

10

11 Any such reemployed worker shall be given credit for prior continuous service in  
12 determining the employee's vacation accrual rate in accordance with the schedule established  
13 in Section 17(a), 17(b), 17(d), 17(e) or 17(f) of this ordinance and based on the employee's  
14 original appointment. A Commissioned Officer who retires and is rehired as a civilian  
15 employee will be considered a new employee for vacation purposes.

16

17 (o) Appointing authorities shall be responsible for the management of their vacation  
18 schedules so as to most effectively administer their organizations and fulfill the desire of  
19 employees in the establishment of leave schedules.

20

21 (p) Accrued vacation shall be carried with an employee when transferred, promoted, or  
22 demoted from a position under one appointing authority to a position under another

1 appointing authority without a break in service or change in method of pay. Upon the death  
2 of an employee, the person or persons entitled by law to receive any compensation due the  
3 employee shall be paid the amount due the employee for accrued vacation.

4  
5 (q) With the approval of the appointing authority, a retiring employee may be paid on the  
6 payroll for accrued vacation in the month prior to retirement without inclusion in the  
7 employee's final average compensation. An appointing authority may pay previously accrued  
8 vacation off in a lump sum to an employee whose service with the City has terminated. Such  
9 payment shall be made on the employee's last regular paycheck.

10  
11 (r) Employees occupying excepted positions in the Classified Service shall be granted  
12 vacation at the discretion of their appointing authority. An employee whose term in an  
13 excepted position ends and who is then appointed to a permanent competitive position  
14 working fifty percent (50%) time or more shall become eligible to accrue vacation leave with  
15 pay upon appointment to the competitive position. Length of cumulative service for the  
16 purpose of determining rate of vacation leave accrual shall be based on the employee's  
17 original date of appointment to the excepted position, providing there was no break in service  
18 between expiration of the excepted position and appointment to the permanent competitive  
19 position. The date of appointment to the permanent competitive position shall be used to  
20 determine the appropriate rate of vacation accrual for the corresponding length of cumulative  
21 service in accordance with the schedule established in Section 17(b).

1 (s) Appointing authorities shall report leave with pay for vacation and such other  
2 authorized absences as the Director of Personnel shall designate to the Department of  
3 Personnel in such form and at such time as the Director of Personnel may require.

4  
5 **SECTION 18.**

6 **SICK LEAVE**

7  
8 (a) Employees (non-Police Division employees) ceased accruing sick leave beginning  
9 July 18, 2010. Employees in Section 2(a) or 2(b) employed by the Board of Police  
10 Commissioners prior to September 1, 2013, employed by the City on September 1, 2013 and  
11 continuously employed by the City ceased accruing sick leave on June 30, 2014. An  
12 employee may choose to use his/her sick leave in accordance with regulations established by  
13 the Director of Personnel.

14  
15 (b) An active employee who is a member of the Employees Retirement System or the  
16 Firemen's Retirement System of the City of St. Louis, and who applies for retirement and  
17 immediately retires from active service, shall receive payment for his/her sick leave balance  
18 less any sick leave credited or paid to a member or used in the calculation of retirement  
19 benefits under this or any other ordinance(s). If the Employees Retirement System or  
20 Firemen's Retirement System provides for sick leave to be credited or paid to a member or  
21 used in the calculation of retirement benefits, this payment shall be limited to a maximum of  
22 fifty percent (50%) of the value of the employee's sick leave balance. If the Employees

1 Retirement System of the City of St. Louis provides for sick leave to be credited or paid to a  
2 member or used in the calculation of retirement benefits, this payment shall be fifty percent  
3 (50%) of the value of the employee's sick leave balance at time of retirement.

4

5 (c) If a member of the Employees Retirement System or the Firemen's Retirement System  
6 of the City of St. Louis who had been otherwise eligible for Normal or Early Service  
7 Retirement dies his/her estate may receive payment based on the calculation above on the  
8 employee's sick leave balance, if any. Payment shall be made in accordance with the  
9 procedures established by the Director of Personnel.

10

11 (d) An employee who is reemployed from an authorized layoff shall have his/her prior  
12 sick leave balance if any restored, provided this balance has not be used in the determination  
13 of pension benefits paid to the retiree.

14

15 (e) Commissioned officers will be granted sick leave at the rate of 3.70 hours bi-weekly.  
16 In addition, military reinstatements will be credited, on the date of their reinstatement, with  
17 the number of sick leave credits accumulated prior to entering the military. Officers hired  
18 prior to April 20, 2011 may earn and bank sick leave hours on an unlimited basis until  
19 termination from the Division.

20

21 (f) Commissioned officers hired prior to April 20, 2011 with thirty (30) years of service  
22 and possessing 2,200 accrued sick leave hours, will receive compensation for one-half of their

1 accumulated sick leave hours. Officers hired prior to April 20, 2011 who have at least twenty  
2 (20) years of service who possess 1,600 accrued sick leave hours, will receive compensation  
3 for one-fourth of their accumulated sick leave hours, and also receive 173.33 hour pay (2080  
4 hours divided by 12). All other officers hired prior to April 20, 2011 terminating their  
5 employment with the Division will receive compensation for one-fourth of their accumulated  
6 sick leave hours at the time of termination. These benefits are not granted to employees who  
7 have pled guilty, been found guilty or otherwise convicted of a crime prior to termination.

8

9 (g) Employees in Section 2(a) or 2(b) formerly employed by the Board of Police  
10 Commissioners prior to April 20, 2011 and continuously employed by the City with thirty  
11 (30) years of service and possessing 2,200 accrued sick leave hours, will receive  
12 compensation for one-half of their accumulated sick leave hours. Employees in Section 2(a)  
13 or 2(b) formerly employed by the Board of Police Commissioners hired prior to April 20,  
14 2011 and continuously employed by the City who have at least twenty (20) years of service  
15 who possess 1,600 accrued sick leave hours, will receive compensation for one-fourth of their  
16 accumulated sick leave hours, and also receive 173.33 hour pay (2080 hours divided by 12).  
17 All other employees in Section 2(a) or 2(b) employed by the Board of Police Commissioners  
18 prior to April 20, 2011 and continuously employed by the City who terminate their  
19 employment with the Division will receive compensation for one-fourth of their accumulated  
20 sick leave hours at the time of termination. These benefits are not granted to employees who  
21 have pled guilty, been found guilty or otherwise convicted of a crime prior to termination.

22

1 (h) All Commissioned officers, excluding Police Officer Trainees, shall accumulate sick  
2 bonus time.

3

4 (i) There shall be no advancement of paid sick leave. Sick leave shall be paid at full pay  
5 at the current rate of compensation.

6

7

## SECTION 19.

8

### MEDICAL LEAVE

9

10 (a) Medical leave with pay shall be granted to bi-weekly rate employees in permanent  
11 competitive positions working fifty percent (50%) time or more in accordance with  
12 regulations and procedures established by the Director of Personnel.

13

14 (1) All employees, unless otherwise stated in this ordinance, shall accrue three (3)  
15 hours of medical leave for each bi-weekly pay period of employment but must complete the  
16 entire pay period to accrue the medical leave at the end of said pay period. This accrual rate  
17 is established for employees working an average work week of forty (40) hours. Medical  
18 leave shall be computed on a proportionate basis for employees whose average work week is  
19 more or less than forty (40) hours. An eligible employee may be granted paid medical leave  
20 by his/her appointing authority after completing twenty-six (26) weeks of continuous service.

21

1           (2)     Employees in Section 2(a) or 2(b) hired by the Police Division on or after  
2     September 1, 2013 shall accrue medical leave as stated above in Section 19(a)(1).

3  
4           (3)     Employees in Section 2(a) or 2(b) hired by the Board of Police Commissioners  
5     before September 1, 2013 shall be entitled to all of the sick and medical leave accrued during  
6     such employment. Subject to the provisions of Section 19(a), medical leave with pay shall be  
7     granted at the rate of 3.70 hours bi-weekly to employees in Section 2(a) or 2(b) hired by the  
8     Board of Police Commissioners before September 1, 2013, employed by the City and  
9     continuously employed by the City on September 1, 2013.

10  
11     (b)     The Director of Personnel may establish a system of cash awards, paid time off or  
12     other incentives to reward employees for perfect and near perfect attendance.

13  
14     (c)     An appointing authority shall remove an employee from the payroll for unexcused  
15     absence in accordance with regulations and procedures established by the Director of  
16     Personnel. When an employee is docked from the payroll under the provisions of this section,  
17     the amount deducted from his/her regular bi-weekly rate of pay shall be one times (1.0x) the  
18     regular hourly rate as defined in this ordinance for each hour of unexcused absence. If an  
19     employee is docked from the payroll for one (1) hour or more in a bi-weekly pay period,  
20     he/she will cease to accrue medical leave for the pay period.

1 (d) If management decides to send their employees or a group of employees home due to  
2 inclement weather, they will not lose their medical leave accrual for that pay period.

3  
4 (e) All leave with or without pay for illness, injury, or physical inability to perform  
5 assigned duties shall be recorded on the payroll or a subsidiary document in the manner  
6 established by the Director of Personnel. Compensation for periods of absence from work  
7 when an employee sustains an injury by accident on the job shall be governed by the  
8 provisions of Section 25 (Workers' Compensation and Disability Leave) of this ordinance.

9  
10 (f) An employee who is reemployed from an authorized layoff shall have his/her prior  
11 medical leave balance and sick leave balance restored if any, provided any sick leave balance  
12 has not been credited to the employee's length of service in determining pension benefits paid  
13 to the retiree. An employee who is reemployed from an authorized layoff and who has a  
14 medical and/or sick leave balance and who completed twenty-six (26) weeks of continuous  
15 employment prior to the layoff may take approved medical and/or sick leave upon  
16 reemployment.

17  
18 (g) Each appointing authority shall institute procedures, in accordance with regulations  
19 established by the Director of Personnel that will discourage the improper use of medical  
20 leave with pay. When an employee is removed from the payroll for absence not approved by  
21 the appointing authority, the employee shall be notified promptly in writing.



1 (h) Employees shall not receive payment for any medical leave balance and it shall not be  
2 used in the calculation of retirement benefits or payments under this ordinance or any other  
3 ordinance.

4  
5 (i) There shall be no advancement of medical leave.

6  
7 **SECTION 20.**

8 **MILITARY LEAVE**

9  
10 The City of St. Louis will follow all applicable state and federal laws on the granting  
11 of military leave and reemployment rights.

12  
13 Each employee is required to give advance notice (at least 30 days prior to departure  
14 when feasible), preferably in writing, of service obligation or intention to perform services in  
15 the uniformed services, unless such notice is prevented by military necessity, as determined  
16 by a designated authority, or impossible or unreasonable under all of the circumstances.

17  
18 Upon the expiration of military leave of absence, the employee shall be reinstated to  
19 the class of position he/she occupied at the time the leave was granted without breaking  
20 continuity of service. Failure of an employee to report for duty within the time pursuant to  
21 state or federal law shall be just cause for dismissal. The employee's accumulated leave  
22 balance(s) shall be restored to the employee upon his/her return.

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Full-time, permanent employees paid a bi-weekly rate of pay who are called to active duty as a member of the National Guard or any reserve component of the Armed Forces of the United States and who are placed on a military leave of absence will be granted compensation in the amount to offset the difference between the employee's gross bi-weekly pay with the City and his/her total military pay plus allowances if such military pay and allowances is less than the employee's regular gross bi-weekly rate of pay and subject to submission of documentation as required by the Director of Personnel.

**SECTION 21.**

**LEAVES OF ABSENCE AND FAMILY/MEDICAL LEAVE**

An employee may request a leave of absence, or an appointing authority may request a leave of absence for an employee, for any reason under the City's general leave policy, or a "Family/Medical Leave of Absence" for certain qualifying reasons under provisions of "The Family and Medical Leave Act of 1993" as provided in this ordinance and under additional provisions and regulations as determined by the Director of Personnel.

(a) An appointing authority, with the approval of the Director of Personnel, may grant an employee in a competitive position a general leave of absence without pay for a period of one year, which may be extended, with the prior approval of the Director of Personnel.

1           Upon the expiration of such leave of absence, the employee shall be reinstated to the  
2 competitive position he/she occupied at the time the leave was granted provided the position  
3 is still in existence and he/she is able to perform the duties of the position. The employee  
4 shall be reinstated to the competitive position at the same relative rate in the salary range the  
5 employee occupied at the time the leave was initiated. Failure of an employee to report for  
6 duty promptly at the expiration of the leave shall be just cause for dismissal. If necessary to  
7 the efficient conduct of the business of the City, an employee on leave other than military  
8 leave or qualifying family/medical leave may be notified by the appointing authority, with the  
9 approval of the Director of Personnel, to return prior to the expiration of such leave. Failure  
10 of the employee to return within ten (10) calendar days after receipt of such notice shall  
11 terminate his/her leave of absence and be just cause for dismissal, subject to any applicable  
12 federal, state or local regulations.

13

14   **(b)**   The City of St. Louis will follow all applicable state and federal laws on the granting  
15 of family/medical leave.

16

17           The Director of Personnel shall establish additional rules, guidelines and procedures  
18 for the effective administration of the City's "Family/Medical Leave Policy." The policy shall  
19 comply with all provisions of the "Family/Medical Leave Act of 1993" and any amendments  
20 thereafter.

21

1 Employees must take all of their accrued time (sick leave, medical leave, vacation  
2 leave) prior to being placed on leave without pay status for approved Family and Medical  
3 Leave, except employees can keep one (1) week of vacation hours (if they have accrued one  
4 (1) week of vacation and are eligible to take them). Employees will be allowed to use all their  
5 compensatory time, if requested by employee.

6

7 (c) Any employee in a competitive position who is appointed to an excepted position in  
8 the Classified Service shall be granted an in-service leave without pay from the competitive  
9 position during the term to which he/she is appointed to the excepted position. Such leave  
10 shall be for the term of the appointment to the excepted position and until his/her successor  
11 qualifies. Upon the expiration of the appointment to the excepted position, the employee shall  
12 be reinstated to the competitive position he/she occupied immediately prior to the in-service  
13 leave. The employee shall be reinstated to the competitive position as under a temporary  
14 promotion pursuant to Section 6(a)(2) of this ordinance. Employees who are returned to a  
15 competitive position shall retain any vacation, compensatory time, sick leave, or medical  
16 leave balance in effect at the time of granting of the leave of absence for appointment to the  
17 excepted position. Employees shall be given credit for time spent in an excepted appointment  
18 in computing eligibility for additional vacation leave accrual.

19

20 (d) In the event that emergency conditions occur which require the closing of City-  
21 operated facilities or the temporary cessation of functions carried out by classified employees,  
22 the Mayor of the City of St. Louis may declare an emergency and require an employee or

1 group of employees to take leaves of absence with or without pay while such emergency  
2 conditions exist. In the event that the Mayor requires that the leave of absence be without  
3 pay, an employee with vacation or accrued compensatory time may elect to take the accrued  
4 time off with pay in lieu of all or a part of such non-paid leave of absence. Such non-paid  
5 leave of absence shall not interrupt continuity of service for vacation accrual. An emergency  
6 leave of absence declared by the Mayor shall not exceed ninety (90) days.

7

8 (e) Employees who are granted general leaves of absence and other non-paid leaves of  
9 absence, except military leave, must take all accrued vacation at the start of the leave of  
10 absence. Employees who are granted or placed on a non-paid leave of absence will not accrue  
11 vacation, sick leave, and medical leave during the period of non-paid leave. Upon the  
12 expiration of such leaves of absence, the employee shall follow the procedures as established  
13 in this Section 21 and any other applicable regulations and procedures as established by the  
14 Director of Personnel.

15

16 (f) An appointing authority, with the prior approval of the Director of Personnel, may put  
17 an employee on a forced leave of absence with or without pay pending the outcome of an  
18 investigation or of a pending disciplinary action against the employee. Employees being  
19 placed on forced leave may elect to be placed on either vacation leave or compensatory time.

20

1 (g) In the event that a fiscal crisis occurs in the City of St. Louis, employees may request  
2 voluntary furloughs. The Director of Personnel may issue regulations to govern the furlough  
3 program.

4  
5 **SECTION 22.**

6 **INSURANCE BENEFITS**

7  
8 The City of St. Louis is hereby authorized to devise and establish by contract or  
9 otherwise plans for life, health, medical, disability, and other insurance coverage deemed  
10 necessary for employees in the Classified Service and other employees for the City and their  
11 dependents. The Director of Personnel shall develop and administer programs to provide for  
12 such coverage. The Director of Personnel shall confer with the Board of Estimate and  
13 Apportionment by February 1<sup>st</sup> of each year regarding coverage plans and the appropriate  
14 funding level. The Director shall then be charged with the responsibility of establishing the  
15 applicable funding level and remittance rates for the aforementioned plans and certify same to  
16 the Comptroller and Budget Director by March 1<sup>st</sup> of each year. The Director of Personnel  
17 may amend said rates as needed.

18  
19 **SECTION 23.**

20 **DEATH BENEFIT**

1 In the event any employee of the City whose pay is established by this ordinance dies  
2 as a result of injuries arising out of and in the course of his/her employment by the City, the  
3 City shall pay compensation in accordance with the Missouri Workers' Compensation Law.  
4 The Director of Personnel and the City Counselor shall establish procedures for making the  
5 payments required by the Missouri Workers' Compensation Law. The Comptroller shall  
6 designate the fund or appropriation out of which such payment shall be made. Such  
7 compensation shall be in addition to any life insurance benefits paid for by the City or by the  
8 employee which is available to the employee's beneficiaries and also in addition to any benefit  
9 provided by the Employees Retirement System of the City of St. Louis, the Firemen's  
10 Retirement System of the City of St. Louis, or the Firefighters Retirement Plan.

11

12

## SECTION 24.

13

### WORKERS' COMPENSATION AND DISABILITY LEAVE

14

15 (a) Any employee in the Classified Service whose class title and grade are established in  
16 Section 1(a) and denoted by the suffix "G," "M," "T" or "E" of this ordinance, including  
17 employees who are compensated on a per performance or unit of work basis, who shall suffer  
18 personal injury by accident or occupational disease arising out of and in the regular course of  
19 employment while engaged in or about the premises where an employee's duties are being  
20 performed or where an employee's presence is required as part of his/her employment, shall  
21 promptly report such injury by accident or occupational disease to his/her immediate  
22 supervisor. The supervisor shall in turn report, through the appointing authority, all facts

1 concerning the incident to the City Counselor and the Director of Personnel. The appointing  
2 authority shall promptly provide such written information and recommendations as may be  
3 requested by the City Counselor to aid in making the determination of the period of disability.

4  
5 The employee who suffers a personal injury as described in part (a) of this section, and  
6 which results in temporary disability, may elect to use sick or medical leave for the first three  
7 (3) days of temporary disability. Thereafter, the employee will be compensated at the rate  
8 mandated by the Missouri Workers' Compensation Law. If the period of disability extends  
9 fourteen (14) calendar days or more, the three (3) days of sick or medical leave used during  
10 the first three (3) days of disability will be restored to the employee's sick or medical leave  
11 balance. The City Counselor shall determine the actual amount of compensation and length  
12 of time during which payments are made for such temporary disability in accordance with the  
13 Missouri Workers' Compensation Law.

14  
15 **(b)** (1) Any employee in the competitive service whose class title and grade are  
16 established in Section 1(a) of this ordinance and denoted by the suffix "F" who shall suffer  
17 personal injury by accident or occupational disease while engaged in actual fire suppression,  
18 or related emergency response activities on or about the premises where these activities are  
19 being performed, or during transportation to and from the scene of the fire, or emergency,  
20 shall promptly report such injury to his/her immediate supervisor. The injury shall be  
21 promptly reported through appropriate management personnel to the Director of Personnel  
22 and the City Counselor. During the period of temporary disability which has been determined



1 by the City Counselor to be a result of an injury by accident or occupational disease as  
2 defined above, the employee may be continued on the payroll at the regular bi-weekly rate  
3 less any amount the employee would otherwise pay in taxes on that portion of the benefit  
4 found to be exempt from taxation under the Missouri Workers' Compensation Law, or the  
5 federal tax code. Disability leave may also be granted when an employee suffers injury as a  
6 result of participation in Training Simulation of an exceptional and highly dangerous nature  
7 wherein the appointing authority or the Director of the Department of Public Safety has  
8 gained the approval of the Director of Personnel prior to such Training Simulation.

9

10 (2) Any employee in the competitive service whose class title and grade are  
11 established in Section 1(a) of this ordinance and denoted by the suffix "F" who shall suffer  
12 personal injury by accident or occupational disease arising out of and in the regular course of  
13 employment while engaged in or about the premises where his/her duties are being  
14 performed, except as otherwise provided in Section 25(b)(1) above shall likewise, promptly  
15 report such injury to his/her immediate supervisor, who shall report, through his/her  
16 appointing authority, all facts concerning the incident to the City Counselor and the Director  
17 of Personnel. During any such period of temporary disability, the employee shall be entitled  
18 to workers' compensation benefits as prescribed by State Law.

19

20 (3) Employees in the competitive service whose pay is established in Section 2(d)  
21 of this ordinance who suffer personal injury by accident or occupational disease arising out of  
22 and in the regular course of employment shall receive compensation in accordance with

1 Police Division policies. Employees in the competitive service whose pay is established in  
2 Section 2(a) or 2(b) of this ordinance and who were employed by the Board of Police  
3 Commissioners and who remain employed by the Police Division who suffer personal injury  
4 by accident or occupational disease arising out of and in the regular course of employment  
5 shall receive compensation in accordance with Police Division policies.

6  
7 (c) The City Counselor, the Director of Personnel, or the appointing authority may require  
8 an employee to undergo a physical examination and medical or surgical treatment at the  
9 expense of the City to diagnose and treat injuries or illnesses arising out of employment.

10  
11 (d) The City Counselor and the Comptroller shall establish procedures for paying  
12 compensation to employees or former employees who are permanently disabled and due  
13 compensation under the Missouri Workers' Compensation Law. The Comptroller shall  
14 designate the fund or appropriation out of which such payment shall be made.

15  
16 (e) The City Counselor and the Director of Personnel shall be responsible for the  
17 administration of the provisions of this Section and shall establish and publish procedural  
18 regulations for the administration of the program. Each appointing authority shall establish  
19 procedures to comply with the provisions of this section and established regulations.

20

21

**SECTION 25.**

22

**JURY AND WITNESS LEAVE**

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(a) Jury leave with pay shall be granted to bi-weekly rate employees working fifty percent (50%) time or more for such time when such employees are serving as jurors pursuant to order of the St. Louis Circuit Court or United States District Court in St. Louis. Any bi-weekly rate employee, when so summoned for jury service, shall report such fact within seventy-two (72) hours to his/her appointing authority and display to the appointing authority the summons which the employee has received and shall give the appointing authority in writing the date and the time of such jury service. No bi-weekly rate employee shall receive any compensation from the Jury Commissioner or the United States District Court system for jury service for days the employee receives compensation from the City. A bi-weekly rate employee may keep the jury stipend for days when the employee receives no compensation from the City (off days, docks, leaves, etc.). Upon being discharged from serving as a juror by the Court or Jury Commissioner, the employee shall forthwith report to his/her appointing authority if discharged during their normally scheduled work hours and shall submit to his/her appointing authority a written statement from the Jury Commissioner certifying that the employee has served as a juror and the time and date so served. The appointing authority shall, upon receipt of the statement of jury service, credit the employee with paid jury leave for such service.

(b) Leave with pay shall be granted to bi-weekly rate employees for such time when the employee's presence is required by the prosecutor in a criminal proceeding or grand jury procedure, a trial in prosecuting accused criminals (or for jury service in Federal Court). Any

1 bi-weekly rate employee, when so subpoenaed as a prosecution witness or whose presence is  
2 required as a part of a grand jury inquiry, shall report such fact within seventy-two (72) hours  
3 to his/her appointing authority and shall give the appointing authority in writing the date and  
4 time his/her presence is required for such criminal prosecution. Each appointing authority  
5 shall establish controls to assure that any paid leave is actually required by the prosecuting  
6 authority. An appointing authority may require an employee to furnish satisfactory evidence  
7 of being required to be off the job and that all time off was in connection with the prosecution  
8 of the case. This procedure shall apply for employee participation in criminal prosecution in  
9 State or Federal Courts.

10  
11 **SECTION 26.**

12 **DEFERRED COMPENSATION**

- 13  
14 **(a)** Authority is hereby granted for the establishment of a deferred compensation plan for  
15 the City of St. Louis.
- 16  
17 **(b)** In accordance with the regulations applicable to the plan, as set out herein, the  
18 Comptroller is authorized to enter into an agreement with eligible participants, whereby said  
19 participants may designate a portion of their future earnings to be deducted by the City and  
20 placed in a fund to be designated "City of St. Louis Deferred Compensation Plan Fund" for  
21 the purpose of providing tax deferred benefits to the participants upon retirement.

22

1 (c) The Board of Estimate and Apportionment is hereby authorized to establish or select a  
2 specific plan or plans in accordance with the requirements set out in this ordinance. In  
3 establishing the plan, the Board of Estimate and Apportionment may elect to retain outside  
4 parties to provide administrative and/or investment services after following competitive  
5 bidding procedures. The Board of Estimate and Apportionment is authorized, after analyzing  
6 the various competitive bids submitted in accordance with the requirements of this ordinance,  
7 to select the plan or plans it determines to meet the requirements established as a part of the  
8 competitive bidding procedures and to be in the best interest of the participants. No  
9 investment plan shall be considered unless offered by a duly licensed resident agent  
10 representing a company duly licensed and authorized by the State of Missouri and other  
11 applicable federal regulatory agencies to offer such insurance or investment programs.

12  
13 In the event Federal or State legislation is changed in a manner affecting and/or  
14 relating to any of the aforementioned Deferred Compensation provisions contained in this  
15 Section, the Board of Estimate and Apportionment of the City of St. Louis may amend the  
16 deferred compensation plan accordingly and may execute any and all documents necessary to  
17 achieve and effectuate the recommended changes.

18  
19 **SECTION 27.**

20 **RETIREMENT**

21  
22 The following provisions shall apply to the Employees Retirement System:

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(a) "Final Average Compensation" is equal to one-half of the sum of (1) and (2) below:

(1) The annual compensation received by a member for the two (2) consecutive years of creditable service in which the highest compensation was received preceding the termination of his/her employment, and

(2) The balance of a member's sick leave on the date of retirement *less* sick leave hours paid to the member upon termination of his/her employment and *less* sick leave hours considered as creditable service for the purpose of determining eligibility for and/or calculation of retirement benefits, except that said balance cannot exceed twenty-five percent (25%) of a member's total sick leave on the date of retirement.

(b) If a member has less than two (2) consecutive years of creditable service his/her final average compensation shall be equal to the sum of (1) and (2) below, divided by (3) below and then multiplied by (4) below:

(1) The sum of monthly compensation received by the member for each consecutive month of creditable service immediately preceding the termination of his/her employment;

1           (2)    The balance of a member's sick leave pay on the date of retirement *less* sick  
2 leave hours paid to the member upon termination of his/her employment and *less* sick leave  
3 hours considered as creditable service for the purpose of determining eligibility for retirement  
4 benefits, except that said balance cannot exceed twenty-five percent (25%) of a member's  
5 total sick leave on the date of retirement.

6  
7           (3)    The number of consecutive months of creditable service immediately  
8 preceding the termination of his/her employment, and

9  
10          (4)    Twelve (12).

11  
12           The years of creditable service of a member shall be the number of years and  
13 completed full calendar months of service during which he/she receives compensation from  
14 the first day of the calendar month following the date of the beginning of each employment  
15 with an employer until his/her employment is terminated, subject to the provisions of this  
16 section. The years of creditable service of an employee (as that term is defined in Subsection  
17 11 of Section Four of Ordinance 66511) hired after the operative date (as that term is defined  
18 in Subsection 18 of Section Four of Ordinance 66511) who had attained the age of sixty (60)  
19 years at initial employment shall be the number of years and completed months of service  
20 during which he/she receives compensation from October 1, 1988, and hereafter, from the  
21 first day on or after October 1, 1988, of the beginning of each employment with an employer  
22 until his/her employment is terminated. No creditable service shall be granted for any period

1 of employment before October 1, 1988, after the calendar month in which the member attains  
2 age seventy (70). No creditable service for prior employment shall be granted an employee  
3 who becomes a member after April 1, 1960, unless he/she was employed by an employer on  
4 April 1, 1960.

5

6 A member's accrued sick leave balance less the sum of (a), (b) and (c) below shall be  
7 considered as additional creditable service for calculation of retirement benefits under any  
8 provision of this Ordinance 66511, as amended:

9

10 (a) Sick leave hours considered as creditable service for the purpose of  
11 determining eligibility for retirement benefits, and

12

13 (b) Sick leave hours paid to the member upon termination of his/her employment,  
14 and

15

16 (c) Sick leave hours used in determining final average compensation.

17

18 **SECTION 28.**

19 **SEVERABILITY**

20

21 The sections of this ordinance shall be severable. In the event that any section of this  
22 ordinance is found by a court of competent jurisdiction to be invalid, the remaining sections



1 of this ordinance are valid, unless the court finds the valid sections of the ordinance are so  
2 essential and inseparably connected with and dependent upon the void section that it cannot  
3 be presumed that the Aldermen would have enacted the valid sections without the void ones,  
4 or unless the court finds that the valid sections standing alone are incomplete and are  
5 incapable of being executed in accordance with the legislative intent.

6  
7 **SECTION 29.**

8 **REPEAL OF PREVIOUS ORDINANCES**

9  
10 Ordinance 70285 and all other ordinances or amendments, or parts thereof conflicting  
11 with the provisions of this ordinance are hereby repealed.

12  
13 **SECTION 30.**

14 **EMERGENCY CLAUSE**

15  
16 This ordinance being deemed necessary for the immediate preservation of the public  
17 peace, health and safety is declared to be an emergency ordinance pursuant to Article IV,  
18 Section 19 and 20 of the City Charter.

19  
20 **INDEX TO COMPENSATION ORDINANCE**

1 This index is for general reference purposes and may not reference all provisions of  
2 this ordinance. For complete scope refer to specific provisions of this ordinance.

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1

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3 Approved: