

Summary

Board Bill Number 58

Introduced by Alderman Brandon Bosley

June 24, 2022

The Board Bill repeals **Ordinance Number 69195** relating to the position classifications and salaries of the Treasurer's Office employees and enacting in lieu thereof a new ordinance dealing with the same subject matter and containing an emergency clause.

BOARD BILL NUMBER 58 INTRODUCED BY ALDERMAN BRANDON BOLSEY

1 An ordinance relating to the position classifications and salaries of the employees in the
2 Treasurer’s Office; repealing **Ordinance Number 69195** and enacting in lieu thereof
3 certain new sections relating to the same subject matter and containing an emergency
4 clause. The provisions of the sections contained in this ordinance shall be effective
5 with the start of the first pay period following approval by the Mayor.

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

7 **SECTION ONE.**

8 **Ordinance Number 69195** is hereby repealed, and a new ordinance is hereby
9 enacted in lieu thereof to read as follows:

10 **SECTION TWO. Position Classes**

11 The following positions of the Treasurer’s Office whose duties shall be those
12 indicated by their respective titles, are hereby allocated as listed below and adopted as the
13 classification of the Treasurer’s Office:

14	Class Title	Grade
15	Assistant Treasurer	19M
16	Accounting Manager	16M
17	Director of Office of Financial Empowerment	15M
18	College Kids Program Manager	15G
19	Financial Empowerment Specialist	14G
20	Accountant II	14G
21	Financial Wellbeing Coach	13G
22	Accountant I	13G

1	Treasury Clerk II	12G
2	Treasury Clerk I	11G
3	Cashier	12G
4	Administrative Assistant	11G

5 **SECTION THREE. Pay Schedule**

6 The following bi-weekly pay schedule for all grades denoted with the suffix
7 “G” or “M” shall become effective beginning with the bi-weekly pay period starting the
8 effective date of this ordinance.

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

10	GRADE	MINIMUM	MAXIMUM
11	7	840	1264
12	8	912	1374
13	9	989	1492
14	10	1074	1625
15	11	1169	1768
16	12	1270	1923
17	13	1400	2124
18	14	1605	2436
19	15	1839	2796
20	16	2110	3207
21	17	2421	3684
22	18	2777	4230
23	19	3189	4858

1	20	3662	5580
2	21	3951	6024
3	22	4263	6503
4	23	4601	7021

5 **SECTION FOUR. Starting Salary**

6 The minimum rate of pay for a position shall be paid upon original appointment to
7 the class, unless the Treasurer (hereinafter referred to as the “Appointing Authority”)
8 finds that it is impractical to recruit employees with adequate qualifications at the
9 minimum rate.

10 If an advanced starting salary is necessary, the Appointing Authority may
11 establish a recruitment rate for a single position or all positions in a class and authorize
12 employment at a figure above the minimum but within the regular range of salary
13 established for the class.

14 **SECTION FIVE. Promotion, Demotion, Transfer, Reallocation**

15 An employee who is promoted, demoted, transferred, or whose position is
16 reallocated or reassigned after the effective date of this ordinance, shall have his or her
17 rate of pay for the new position determined as follows:

18 (a) Promotion: This shall be defined as a change of an employee from a position
19 of one class to a position of another class with a higher pay grade.

20 (1) When an employee is promoted to a position in the General and Management
21 Schedule, the employee’s salary shall be set at a rate deemed appropriate by the
22 Appointing Authority. Such salary determination shall take into consideration the nature
23 and magnitude of the accretion of duties and responsibilities resulting from the

1 promotion. However, no employee shall be paid less than the minimum rate nor more
2 than the maximum rate for the new class of position.

3 (b) Demotion: This shall be defined as a change of an employee from a position
4 of one class to a position of another class which has a lower pay grade.

5 (1) If an employee is demoted for disciplinary reasons his or her rate of pay shall
6 be established at a rate within the range for the new position to be determined by the
7 Appointing Authority.

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

13 (d) Reallocation:

14 (1) The salary of an employee which is in excess of the maximum of the range
15 prescribed by this ordinance for the class and grade to which his or her position has been
16 allocated or may be reallocated shall not be reduced by reason of the new salary range
17 and grade. The salary of such employee shall not be increased so long as he or she
18 remains in the class of position, except as otherwise provided by this ordinance.

19 (2) If the employee's position is reallocated to a class in a lower pay grade and the
20 rate of pay for the previous position is within the salary range of the new position, his or
21 her salary shall remain unchanged.

1 (3) The salary of an employee whose position is allocated to a class in a higher
2 pay grade shall be determined in accordance with the provisions of this Section 5(a)(1)
3 relating to salary advancement on promotion.

4 **SECTION SIX.**

5 Salary adjustments for all employees shall be based on considerations of merit,
6 equity, or success in fulfilling predetermined performance factors as established by the
7 Appointing Authority.

8 (a) Based upon the service rating of an employee together with the standard of
9 performances established by the Appointing Authority, the Appointing Authority shall
10 determine eligibility for up to a two percent (2 percent) increase or at the discretion of the
11 Appointing Authority up to a 10 percent (10 percent) increase for exceptional
12 performance of duties.

13 (b) Effective July 1, 2022, all full-time employees will receive a three percent
14 (3 percent) across the board increase in pay, along with a one-time \$2,000 (Two
15 Thousand Dollar) lump sum.

16 (c) Effective July 1, 2022, all full-time employees who meet the eligibility
17 requirements pursuant to FMLA will be entitled to six (6) weeks of paid leave.

18 (d) The compensation of the Appointing Authority may be annually increased by
19 an amount equal to the annual salary adjustment for employees of the City of St. Louis as
20 approved by the Board of Alderman as provided in Section 82.520 of the Missouri
21 Revised Statutes.

22 **SECTION SEVEN. Income Sources**

1 Any salary paid to an employee in the Treasurer’s Office shall represent the total
2 remuneration for the employee, excepting reimbursements for official travel and other
3 payments and specifically authorized by ordinance. No employee shall receive
4 remuneration from the Treasurer’s Office in addition to the salary authorized in this
5 ordinance for services rendered by the employee in the discharge of the employee’s
6 ordinary duties, of additional duties which may be imposed upon the employee, or of
7 duties which the employee may undertake or volunteer to perform.

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

15 **SECTION EIGHT.** Conversion

16 (a) All pay schedules established in **Ordinance Number 69195** shall continue in effect
17 until the beginning of the bi-weekly pay period effective upon passage of this ordinance.

18 (b) The Appointing Authority shall establish such procedures as needed to place
19 this ordinance into effect and interpret its provision.

20 **SECTION NINE.**

21 Whenever the Appointing Authority finds it necessary to add a new class or
22 reallocate the grade of a class of position in the classification plan, the Appointing

1 Authority shall allocate or reallocate the class to an appropriate grade in this ordinance
2 and notify the Board of Aldermen of this action.

3 **SECTION TEN.**

4 The passage of this ordinance being deemed necessary for the immediate
5 preservation of the public peace, health, and safety, it is hereby declared to be an
6 emergency measure and the same shall take effect and be in force immediately upon its
7 approval by the Mayor.

ORDINANCE #69195
Board Bill No. 115

An ordinance relating to the position classifications and salaries of the employees in the Treasurer's Office; repealing Ordinance 68709 and enacting in lieu thereof certain new sections relating to the same subject matter and containing an emergency clause.

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

SECTION ONE. Ordinance 68709 is hereby repealed and a new ordinance is hereby enacted in lieu thereof to read as follows:

SECTION TWO. Position Classes

(a) Schedule A: The following positions of the Parking Division of the Treasurer's Office whose duties shall be those indicated by their respective titles and codes, are hereby allocated as listed below and adopted as the classification of the Parking Division of the Treasurer's Office:

Class Title	Code	Grade
Administrative Assistant IV	1184	17M
Deputy Treasurer	1185	17M
Chief Fiscal Officer	1183	17M
Accounting Manager I	1445	15M
Investment Specialist	1182	14G
Investment Control Accountant II	1183	14G
Investment Control Accountant I	1180	13G
Account Clerk III	1159	11G
Administrative Clerk II	1162	11G
Secretary III	1133	11G
Account Clerk II	1142	10G
Secretary II	1132	10G
Cashier	1190	9G
Clerk/Secretary III	1133	9G
Administrative Clerk I	1161	9G
Clerk IV	1141	9G
Payroll Clerk	1121	9G
Secretary I	1131	8G
Account Clerk I	1193	8G
Clerk/Secretary II	1132	8G
Clerk III	1113	7G
Clerk/Secretary I	1131	6G
Clerk II	1112	6G
Clerk I	1111	5G

SECTION THREE. Pay Schedule.

GENERAL, PROFESSIONAL, AND MANAGEMENT PAY SCHEDULE

(1) The following bi-weekly pay schedule for all grades denoted with the suffix "G", "P", or "M" shall become effective beginning with the bi-weekly pay period starting the effective date of this ordinance.

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
5	706	1015
6	766	1105
7	832	1205
8	903	1313

<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
9	980	1431
10	1064	1642
11	1157	1749
12	1258	1940
13	1387	2140
14	1590	2453
15	1821	2809
16	2090	3227
17	2397	3700
18	2750	4246
19	3158	4875
20	3626	5595
21	3912	6034
22	4222	6513
23	4556	7029

SECTION FOUR. Starting Salary

The minimum rate of pay for a position shall be paid upon original appointment to the class, unless the appointing authority finds that it is impractical to recruit employees with adequate qualifications at the minimum rate.

If an advanced starting salary is necessary, the City Treasurer (hereinafter referred to as the “appointing authority”) may establish a recruitment rate for a single position or all positions in a class and authorize employment at a figure above the minimum but within the regular range of salary established for the class.

SECTION FIVE. Promotion, Demotion, Reallocation and Transfer

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

(a) Promotion: This shall be defined as a change of an employee from a position of one class to a position of another class with a higher pay grade.

(1) When an employee is promoted to a position in the General and Management Schedule which is only one grade higher, the employee's salary shall be set at a rate which is five percent (5%) higher than the rate received immediately prior to promotion. An appointing authority may approve up to a twenty percent (20%) salary adjustment when such action is needed to attract experienced, qualified candidates for a position. Such salary determination shall take into consideration the nature and magnitude of the accretion of duties and responsibilities resulting from the promotion. However, no employee shall be paid less than the minimum rate nor more than the maximum rate for the new class of position.

(b) Demotion: This shall be defined as a change of an employee from a position of one class to a position of another class which has a lower pay grade.

(1) If an employee is demoted for disciplinary reasons his or her rate of pay shall be established at a rate within the range for the new position to be determined by the appointing authority.

(2) If an employee accepts a voluntary demotion, his or her rate of pay shall be reduced to a rate within the range for the new position which is five percent (5%) lower than the rate received immediately prior to demotion. However, no employee shall be paid less than the minimum nor more than the maximum rate for the new class of position.

(c) Reallocation:

(1) The salary of an employee which is in excess of the maximum of the range prescribed by this ordinance for the class and grade to which his or her position has been allocated or may be reallocated shall not be reduced by reason of the new salary range and grade. The salary of such employee shall not be increased so long as he or she remains in the

class of position, except as otherwise provided by this ordinance.

(2) If the employee's position is reallocated to a class in a lower pay grade and the rate of pay for the previous position is within the salary range of the new position, his or her salary shall remain unchanged.

(3) The salary of an employee whose position is allocated to a class in a higher pay grade shall be determined in accordance with the provisions of this Section 5(a)(1) relating to salary advancement on promotion.

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

SECTION SIX. Salary Adjustment

Salary adjustments for all employees shall be based on considerations of merit, equity, or success in fulfilling predetermined goals and objectives as herein provided:

(a) A decrease in the salary range for poor performance of the duties of the position or for job performance which does not warrant continued pay at an advanced rate in the salary range shall be made in accordance with standards established by the appointing authority.

(b) The appointing authority may adjust the salary of an employee whose salary is established in this ordinance only at intervals as described above except in the case of:

(1) Exceptional performance of duties:

The appointing authority of an employee who demonstrates exceptional performance of duties or outstanding qualifications may advance the employee by not more than ten percent (10%) after twenty-six weeks of employment at the same rate in the salary range.

(2) Substandard performance of duties:

The appointing authority of an employee whose level of performance is significantly diminished and no longer warrants payment at the current rate within the range may be decreased to a lower rate in the salary range.

(c) The pay of any employee may be decreased as a disciplinary action by an appointing authority to a lower rate or step within a salary range. The decrease shall not be greater than fifteen percent (15%) of the current salary rate. In no case shall the decrease be below the minimum of the pay range for the class. The appointing authority may determine that the pay decrease shall be effective for a specific number of bi-weekly pay periods, providing, however, that such decrease shall not be effective for more than twenty-six (26) weeks.

(d) For the purpose of computing earnings and length of service for salary advancement, the time shall start with the Sunday preceding all appointments effective on Monday. Absence from service in the armed forces, and leaves of absence for study to improve performance of City job will not interrupt continuous service. Absence from service for any other cause except as set forth above will result in breaking continuity of service.

SECTION SEVEN. Income Sources

Any salary paid to an employee in the city service shall represent the total remuneration for the employee, excepting reimbursements for official travel and other payments specifically authorized by ordinance. No employee shall receive remuneration from the City in addition to the salary authorized in this ordinance for services rendered by the employee in the discharge of the employee's ordinary duties, of additional duties which may be imposed upon the employee, or of duties which the employee may undertake or volunteer to perform.

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 biweekly, the amount paid shall be proportionate to the hours in the employee's normal work week and the biweekly rate for the employee's position. The payment of a separate salary for actual hours worked from two 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 EIGHT. Conversion

(a) All pay schedules in Section 3(1) shall continue in effect until the beginning of the bi-weekly pay period starting concurrently with or after the effective date of this ordinance at which time the rates to be paid to employees in positions of any class for which a rate is established or changed in Section 3(1) of this ordinance shall become effective and be adjusted as follows:

- (1) The maximum of all salary ranges have been increased by 2%.
- (2) The City of St. Louis is authorizing a 2% increase for the fiscal year which begins on July 1, 2012.
- (3) At the discretion of the Treasurer, employees may receive a 2% salary increase upon the date of their service anniversary.

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

(c) The Appointing Authority may establish a special conversion procedure for a class or position in the event that the Appointing Authority determines that a serious inequity would be created by the application of the conversion procedures established in this Section.

SECTION NINE. Whenever the Appointing Authority finds it necessary to add a new class or reallocate the grade of a class of position in the classification plan, the appointing authority shall allocate or reallocate the class to an appropriate grade in this ordinance, and notify the Board of Aldermen of this action.

SECTION TEN. The passage of this ordinance being deemed necessary for the immediate preservation of the public peace, health and safety, it is hereby declared to be an emergency measure and the same shall take effect and be in force immediately upon its approval by the Mayor.

Approved: July 13, 2012