

Civil Service Rule XI: Hours of Work, Leave and Working Conditions

Section 1. Establishment:

As part of the compensation plan, the Director shall prepare recommendations governing the regulation of hours of duty, holidays, annual, sick, military, and such other forms of leave and other related conditions of employment as he may feel are properly a part of a progressive personnel program, and shall submit such recommendations to the Commission for its approval and revision.

Section 2. Content:

Such recommendations in the compensation plan shall include a statement of minimum daily, weekly, and annual service required under regular full-time employment, in the determination of which the Director shall take into consideration the requirements of private employers in St. Louis and with a view to equity as between positions of different classes and those under different appointing authorities. The requirements may vary for different classes or conditions of employment but shall be uniform in their application to employees of the same class under like conditions of work.

Section 3. Form:

The recommendations shall be submitted to the Commission by the Director in the form of an ordinance as part of the compensation plan.

Section 4. Disposition:

After making such amendments, alterations, or revisions as are deemed necessary, the recommendations shall be submitted by the Commission to the Mayor and Board of Aldermen for their action.

Section 5. Administration:

The Director shall institute such procedures and provide such means as he may deem necessary to insure the proper application and interpretation of that part of the ordinance governing hours and leaves, and other conditions of employment, following its adoption. These procedures shall be such as to insure effective control of attendance and absence, and shall include provision for supplying the Comptroller with such information as is necessary for an audit of payrolls with reference thereto.

Section 6. Part-Time Work:

(a) When part-time service in any position is authorized or rendered, involving less than the regularly established hours of service in any period, the actual compensation to be paid shall be determined by the relation that the actual number of hours of service bears to the number of hours of service involved in full-time employment.

(b) When a position of a professional or consulting nature is established, in which the employee is not required to work regularly, but is required to be available whenever

needed, a special rate of pay may be established, to be included in the recommended compensation ordinance, which shall be considered as full remuneration for the position, regardless of the number of hours worked.

Section 7. Outside Employment:

No officer or employee shall engage in any other employment, activity or enterprise for private gain without prior approval of his appointing authority; nor hold any office or employment under the State or United States except in the militia or as a notary public or as a part-time teacher, with the approval of the Director of Personnel, in a public educational institution, or have a personal interest, directly or indirectly, in a contract with the City. Employment or other activities that constitute a conflict of interest with public duties or that are inconsistent or incompatible with public employment, local, state or federal laws or regulations shall be disapproved by the appointing authority.

Revised 9/15/93