

An ordinance to regulate employer and employee working relationships between the City of St. Louis and all employees under the Classified Service, including a compensation plan, terms and conditions of employment, benefits, leaves of absence, and authorization for a Deferred Compensation Plan; repealing Ordinance 68540; allocating certain other employees to a grade with rate and including an emergency clause. The provisions of the sections contained in this ordinance shall be effective with the start of the first pay period following approval by the Mayor.

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

**SECTION 1.
ALPHABETICAL LIST OF CLASSES**

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

| TITLE | CODE | GRADE/ SCHEDULE | | OVTM |
|--|-------------|----------------------------|---|-------------|
| Abatement and Exemption Analyst | 1424 | 15 | M | 1 |
| Account Clerk I | 1141 | 10 | G | 3 |
| Account Clerk II | 1142 | 11 | G | 3 |
| Accountant I | 1441 | 13 | G | 2 |
| Accountant II | 1442 | 14 | G | 2 |
| Accounting Coordinator | 1444 | 15 | P | 1 |
| Accounting Manager I | 1445 | 16 | M | 1 |
| Accounting Manager II | 1446 | 17 | M | 1 |
| Accounting Officer | 1447 | 16 | M | 1 |
| Accounting Supervisor | 1443 | 15 | P | 1 |
| Administrative Assistant I | 1621 | 13 | G | 3 |
| Administrative Assistant II | 1622 | 14 | M | 1 |
| Administrative Assistant III | 1623 | 15 | M | 1 |
| Administrative Assistant to the Mayor | 1721 | 14 | M | 1 |
| Air Pollution Engineer I | 4251 | 14 | P | 2 |
| Air Pollution Engineer II | 4252 | 15 | P | 1 |
| Air Pollution Engineer Supervisor | 4253 | 16 | P | 1 |
| Air Pollution Inspection Supervisor | 3925 | 14 | M | 1 |
| Air Pollution Inspector I | 3921 | 12 | G | 3 |
| Air Pollution Inspector II | 3922 | 13 | G | 3 |
| Air Pollution Specialist I | 3926 | 12 | G | 3 |
| Air Pollution Specialist II | 3927 | 14 | P | 2 |
| Air Pollution Technical Services Manager | 3928 | 16 | M | 1 |
| Airfield Maintenance Foreman | 3322 | 14 | G | 3 |
| Airfield Maintenance Supervisor | 1638 | 15 | G | 2 |

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|--|------|----|---|---|
| Airfield Maintenance Worker | 3324 | 12 | G | 3 |
| Airfield Maintenance Worker (Lead) | 3327 | 13 | G | 3 |
| Airfield Operations Specialist | 1631 | 13 | G | 3 |
| Airfield Operations Specialist (Lead) | 1635 | 14 | G | 3 |
| Airfield Painter/Maintenance Worker | 3247 | 36 | T | 3 |
| Airfield Painter/Maintenance Worker (Lead) | 3248 | 37 | T | 3 |
| Airport Assistant Director Air Service and Business Development | 1688 | 19 | M | 1 |
| Airport Assistant Director Community Programs | 1655 | 19 | M | 1 |
| Airport Assistant Director Finance and Accounting | 1651 | 19 | M | 1 |
| Airport Assistant Director Planning and Engineering | 1653 | 19 | M | 1 |
| Airport Assistant Director/Operations & Maintenance | 1634 | 19 | M | 1 |
| Airport Building Maintenance Supervisor | 1684 | 14 | G | 2 |
| Airport Deputy Director Finance and Administration | 1686 | 21 | M | 1 |
| Airport Deputy Director Planning and Development | 1652 | 21 | M | 1 |
| Airport Emergency Preparedness Coordinator | 1630 | 14 | G | 3 |
| Airport Engineering Contracts Manager | 1633 | 18 | M | 1 |
| Airport Facilities Maintenance Manager | 1685 | 16 | M | 1 |
| Airport Facility Inspector | 3951 | 37 | T | 3 |
| Airport Fleet Maintenance Manager | 3273 | 16 | M | 1 |
| Airport Operations Supervisor | 1636 | 15 | M | 1 |
| Airport Planning Manager | 1656 | 18 | M | 1 |
| Airport Police Captain | 2145 | 15 | M | 1 |
| Airport Police Chief | 2147 | 17 | M | 1 |
| Airport Police Lieutenant | 2144 | 14 | P | 2 |
| Airport Police Officer | 2141 | 12 | P | 3 |
| Airport Police Sergeant | 2143 | 13 | P | 3 |
| Airport Power Plant Manager | 1687 | 15 | M | 1 |
| Airport Properties Division Manager | 1654 | 18 | M | 1 |
| Airport Properties Inspector | 4221 | 11 | G | 3 |
| Airport Properties Inspector (Lead) | 4222 | 13 | G | 3 |
| Airport Properties Specialist | 1681 | 14 | G | 2 |
| Airport Properties Supervisor | 1682 | 15 | P | 1 |
| Airport Risk Manager | 1683 | 15 | M | 1 |
| Airport Senior Deputy Director | 1657 | 22 | M | 1 |
| Airport Traffic Officer | 2172 | 9 | G | 3 |
| Animal Care and Control Officer | 2113 | 11 | G | 3 |
| Animal Regulation Center Supervisor | 2116 | 14 | G | 2 |
| Arborist | 3654 | 15 | P | 1 |
| Architect I | 4431 | 13 | P | 2 |
| Architect II | 4432 | 14 | P | 1 |
| Architect III | 4433 | 15 | P | 1 |
| Architectural Manager | 4434 | 17 | M | 1 |
| Assessor | 1439 | 20 | M | 1 |
| Asset Manager I | 1485 | 17 | M | 1 |
| Asset Manager II | 1486 | 19 | M | 1 |
| Assistant Fire Chief | 2235 | 81 | F | 1 |
| Assistant Mechanical Maintenance Worker | 3412 | 9 | G | 3 |

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|--|------|----|---|---|
| Attorney I | 2361 | 15 | P | 1 |
| Attorney II | 2362 | 17 | P | 1 |
| Attorney III | 2363 | 18 | P | 1 |
| Attorney IV | 2367 | 20 | M | 1 |
| Attorney Manager | 2364 | 20 | M | 1 |
| Audit Manager | 1475 | 17 | M | 1 |
| Audit Supervisor | 1473 | 16 | P | 1 |
| Auditor I | 1471 | 13 | G | 2 |
| Auditor II | 1472 | 14 | G | 2 |
| Battalion Fire Chief | 2227 | 77 | F | 1 |
| Benefits Clerk | 1541 | 10 | G | 3 |
| Benefits Specialist | 1545 | 12 | G | 3 |
| Billing Supervisor | 1192 | 14 | G | 2 |
| Blacksmith | 3231 | 36 | T | 3 |
| Budget Analyst | 1461 | 14 | G | 3 |
| Budget Analyst (Senior) | 1462 | 15 | P | 3 |
| Budget Director | 1468 | 21 | M | 1 |
| Building Inspection Manager | 3857 | 17 | M | 1 |
| Building Inspection Supervisor I | 3855 | 39 | T | 3 |
| Building Inspection Supervisor II | 3856 | 15 | M | 1 |
| Building Inspector I | 3851 | 36 | T | 3 |
| Building Inspector II | 3852 | 37 | T | 3 |
| Building Maintenance and Operations Supervisor | 3753 | 14 | G | 2 |
| Building Maintenance Worker | 3411 | 10 | G | 3 |
| Building Records Clerk | 1114 | 9 | G | 3 |
| Buyer | 1223 | 14 | G | 2 |
| CAD Technician | 4422 | 12 | G | 3 |
| Capital Improvement Project Liaison | 4344 | 15 | P | 2 |
| Carpenter | 3211 | 36 | T | 3 |
| Carpenter (Lead) | 3212 | 37 | T | 3 |
| Carpenter Foreman | 3213 | 39 | T | 3 |
| Cashier | 1182 | 9 | G | 3 |
| Cashier Supervisor | 1184 | 11 | G | 3 |
| Chemist I | 3551 | 13 | P | 2 |
| Chemist II | 3552 | 14 | P | 2 |
| Chemistry Supervisor | 3553 | 16 | P | 1 |
| Chief Deputy Marshal | 2123 | 14 | M | 1 |
| Chief Horticulturist | 3638 | 17 | M | 1 |
| Chief of Staff | 1737 | 23 | M | 1 |
| Chief Paramedic | 5721 | 17 | M | 1 |
| Chief Parole and Probation Officer | 2322 | 15 | M | 1 |
| Chief Plan Examiner | 4233 | 17 | M | 1 |
| Chief Staff Officer | 1483 | 21 | M | 1 |
| City Counselor | 2368 | 22 | M | 1 |
| City Court Administrator | 1676 | 16 | M | 1 |
| City Court Judge | 2369 | 17 | P | 1 |
| City Marshal | 2129 | 15 | M | 1 |
| City Planning Executive | 4143 | 19 | M | 1 |

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|---|------|----|---|---|
| City Register | 1661 | 14 | M | 1 |
| City Surveyor | 4293 | 15 | P | 2 |
| Civil Engineer I | 4241 | 14 | P | 2 |
| Civil Engineer II | 4242 | 15 | P | 1 |
| Civil Engineer III | 4243 | 16 | P | 1 |
| Civil Engineer III/Computer Network Coordinator | 4244 | 16 | P | 1 |
| Civil Engineer Supervisor | 4245 | 16 | P | 1 |
| Clerical Aide | 1111 | 5 | G | 3 |
| Clerical Supervisor | 1115 | 13 | G | 2 |
| Clerk I | 1112 | 8 | G | 3 |
| Clerk II | 1113 | 9 | G | 3 |
| Clerk Typist I | 1121 | 8 | G | 3 |
| Clerk Typist II | 1122 | 9 | G | 3 |
| Clerk Typist III | 1123 | 10 | G | 3 |
| Client Service Coordinator I | 6147 | 13 | G | 3 |
| Client Service Coordinator II | 6148 | 14 | G | 3 |
| Clinical Nurse Specialist | 5656 | 15 | P | 1 |
| Commissioner of Buildings | 3858 | 20 | M | 1 |
| Commissioner of Communications | 1811 | 17 | M | 1 |
| Commissioner of Corrections | 2373 | 20 | M | 1 |
| Commissioner of Emergency Management | 2181 | 17 | M | 1 |
| Commissioner of Equipment Services | 3277 | 19 | M | 1 |
| Commissioner of Excise | 2193 | 17 | M | 1 |
| Commissioner of Facilities Management | 3755 | 19 | M | 1 |
| Commissioner of Forestry | 3644 | 19 | M | 1 |
| Commissioner of Health | 5688 | 21 | M | 1 |
| Commissioner of Parks | 3645 | 19 | M | 1 |
| Commissioner of Recreation | 7137 | 19 | M | 1 |
| Commissioner of Refuse | 3135 | 19 | M | 1 |
| Commissioner of Streets | 4248 | 19 | M | 1 |
| Commissioner of Supply | 1229 | 18 | M | 1 |
| Commissioner of Traffic | 4283 | 19 | M | 1 |
| Commissioner of Water | 4329 | 20 | M | 1 |
| Commissioner on the Disabled | 6163 | 17 | M | 1 |
| Communications Center Coordinator | 2161 | 14 | G | 3 |
| Communications Regulatory Manager | 1813 | 16 | M | 1 |
| Community Development Planner I | 4121 | 13 | G | 3 |
| Community Development Planner II | 4122 | 14 | G | 2 |
| Community Development Planner III | 4126 | 15 | P | 1 |
| Community Development Research Analyst | 4184 | 15 | P | 1 |
| Community Development Specialist I | 4123 | 13 | G | 3 |
| Community Development Specialist II | 4124 | 14 | G | 2 |
| Community Development Supervisor | 4127 | 15 | M | 1 |
| Community Health Aide | 5624 | 10 | G | 3 |
| Community Program Aide | 6171 | 10 | G | 3 |
| Comptroller | 1489 | 2 | E | 1 |
| Computer Operations Supervisor | 1327 | 13 | M | 1 |
| Computer Operator I | 1323 | 10 | G | 3 |

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| Computer Operator II | 1324 | 11 | G | 3 |
| Computer Programmer I | 1331 | 13 | G | 3 |
| Computer Programmer II | 1332 | 14 | G | 3 |
| Computerized Graphics Typesetter | 2411 | 11 | G | 3 |
| Concrete Finisher | 3283 | 36 | T | 3 |
| Construction and Maintenance Manager | 3759 | 17 | M | 1 |
| Construction and Maintenance Superintendent | 3758 | 16 | M | 1 |
| Construction Equipment Foreman I | 3328 | 39 | T | 3 |
| Construction Equipment Foreman II | 3329 | 40 | T | 2 |
| Construction Equipment Operator I | 3332 | 35 | T | 3 |
| Construction Equipment Operator II | 3333 | 36 | T | 3 |
| Construction Project Leader | 4346 | 15 | P | 2 |
| Contract and Inventory Specialist | 3754 | 16 | M | 1 |
| Contract Compliance Officer | 1662 | 14 | G | 2 |
| Contract Specialist | 1663 | 11 | G | 3 |
| Contract Supervisor | 1664 | 15 | M | 1 |
| Correctional Case Worker | 2337 | 12 | G | 3 |
| Correctional Case Worker Assistant | 2336 | 11 | G | 3 |
| Correctional Center Superintendent | 2372 | 19 | M | 1 |
| Correctional Chief of Security | 2338 | 15 | M | 1 |
| Correctional Classification Assistant | 2333 | 11 | G | 3 |
| Correctional Investigator | 2339 | 12 | G | 3 |
| Correctional Officer I | 2331 | 11 | G | 3 |
| Correctional Officer II | 2332 | 12 | G | 3 |
| Correctional Program Manager | 2374 | 16 | M | 1 |
| Correctional Program Supervisor | 2342 | 13 | G | 2 |
| Correctional Shift Supervisor | 2335 | 14 | G | 3 |
| Correctional Training Coordinator | 2381 | 14 | G | 2 |
| Correctional Unit Manager | 2375 | 15 | M | 1 |
| Counseling and Testing Coordinator | 5641 | 14 | P | 2 |
| Court Officer | 2334 | 10 | G | 3 |
| Court Room Clerk | 1118 | 9 | G | 3 |
| Court Room Clerk Coordinator | 1119 | 10 | G | 3 |
| Cultural Resources Director | 1674 | 18 | M | 1 |
| Custodian | 3711 | 6 | G | 3 |
| Custodian (Lead) | 3712 | 7 | G | 3 |
| Customer Service Manager | 1726 | 16 | M | 1 |
| Customer Service Representative I | 1116 | 10 | G | 3 |
| Customer Service Representative II | 1117 | 11 | G | 3 |
| Customer Service Supervisor | 1185 | 13 | G | 2 |
| Data Entry Operator | 1312 | 8 | G | 3 |
| Data Entry Operator (Lead) | 1314 | 10 | G | 3 |
| Data Entry Supervisor | 1315 | 11 | G | 3 |
| Data Processing Manager | 1365 | 18 | M | 1 |
| Deputy Airport Police Chief | 2146 | 16 | M | 1 |
| Deputy Assessor | 1435 | 17 | M | 1 |
| Deputy Budget Director | 1467 | 17 | M | 1 |
| Deputy City Counselor | 2366 | 21 | M | 1 |

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|--|------|----|---|---|
| Deputy City Engineer | 4316 | 21 | M | 1 |
| Deputy Commissioner of Buildings | 3859 | 19 | M | 1 |
| Deputy Commissioner of Equipment Services | 3275 | 17 | M | 1 |
| Deputy Commissioner of Parks | 3646 | 17 | M | 1 |
| Deputy Commissioner of Refuse | 3134 | 17 | M | 1 |
| Deputy Commissioner of Streets | 4247 | 17 | M | 1 |
| Deputy Commissioner of Supply | 1228 | 17 | M | 1 |
| Deputy Comptroller | 1488 | 21 | M | 1 |
| Deputy Director of Civil Rights Enforcement Agency | 6138 | 16 | M | 1 |
| Deputy Director of Community Development | 4145 | 20 | M | 1 |
| Deputy Director of Employment and Training | 6228 | 18 | M | 1 |
| Deputy Director of Personnel | 1528 | 20 | M | 1 |
| Deputy Director of Planning and Urban Design | 4188 | 19 | M | 1 |
| Deputy Director of Public Safety | 2152 | 20 | M | 1 |
| Deputy Fire Chief | 2231 | 78 | F | 1 |
| Deputy Marshal | 2121 | 10 | G | 3 |
| Detention Center Superintendent | 2371 | 18 | M | 1 |
| Director of Airports | 1658 | 23 | M | 1 |
| Director of Civil Rights Enforcement Agency | 6139 | 18 | M | 1 |
| Director of Community Development | 4144 | 22 | M | 1 |
| Director of Employment and Training | 6229 | 20 | M | 1 |
| Director of Health and Hospitals | 5589 | 23 | M | 1 |
| Director of Human Services | 6169 | 21 | M | 1 |
| Director of Information Technology | 1367 | 21 | M | 1 |
| Director of Parks, Recreation and Forestry | 3649 | 21 | M | 1 |
| Director of Personnel | 1529 | 22 | M | 1 |
| Director of Planning and Urban Design | 4186 | 20 | M | 1 |
| Director of Public Safety | 2151 | 22 | M | 1 |
| Director of Public Utilities | 4349 | 21 | M | 1 |
| Director of Streets | 4249 | 21 | M | 1 |
| Disabled Services Representative | 6173 | 11 | G | 3 |
| Document Specialist I | 5643 | 11 | G | 3 |
| Document Specialist II | 5644 | 12 | G | 3 |
| Drafting Supervisor | 4425 | 13 | G | 3 |
| Duplicating Equipment Operator | 2412 | 31 | T | 3 |
| Electrical Engineer | 4261 | 15 | P | 1 |
| Electrical Engineer (Senior) | 4262 | 16 | P | 1 |
| Electrical Inspection Supervisor | 3815 | 15 | M | 1 |
| Electrical Inspector I | 3811 | 36 | T | 3 |
| Electrical Inspector II | 3812 | 38 | T | 3 |
| Electrical Supervisor | 3226 | 15 | G | 2 |
| Electrician | 3223 | 36 | T | 3 |
| Electrician (Lead) | 3224 | 38 | T | 3 |
| Electrician Foreman | 3225 | 39 | T | 3 |
| Electronic Control Systems Technician | 3442 | 36 | T | 3 |
| Electronic Instrument Technician | 3443 | 36 | T | 3 |
| Electronic Technician Supervisor | 3444 | 39 | T | 3 |
| Emergency Management Specialist | 2183 | 15 | M | 1 |

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| Emergency Management System Technician | 2182 | 36 | T | 3 |
| Employee Benefits Manager | 1526 | 18 | M | 1 |
| Employment and Training Representative | 6211 | 12 | G | 3 |
| Employment and Training Specialist I | 6213 | 13 | G | 3 |
| Employment and Training Specialist II | 6214 | 14 | G | 3 |
| Employment and Training Specialist III | 6215 | 15 | P | 3 |
| Employment and Training Specialist IV | 6218 | 17 | P | 1 |
| EMS Chief | 5726 | 16 | M | 1 |
| EMS Communications Supervisor | 5723 | 14 | G | 2 |
| EMS Deputy Chief | 5725 | 15 | M | 1 |
| EMS Dispatcher | 5731 | 11 | G | 3 |
| EMS Inventory Supervisor | 5722 | 12 | G | 3 |
| EMS Lead Dispatcher | 5732 | 12 | G | 3 |
| EMS Training Specialist | 5719 | 14 | G | 3 |
| EMT (Emergency Medical Technician) | 5714 | 11 | G | 4 |
| Engineering Manager I | 4312 | 17 | M | 1 |
| Engineering Manager II | 4313 | 18 | M | 1 |
| Engineering Technician I | 4224 | 13 | G | 3 |
| Engineering Technician II | 4225 | 14 | G | 3 |
| Engineering Technician Supervisor | 4226 | 15 | P | 2 |
| Environmental Court Coordinator | 3881 | 15 | M | 1 |
| Environmental Health Officer | 5622 | 13 | G | 3 |
| Environmental Health Specialist | 5628 | 13 | G | 3 |
| Environmental Health Supervisor | 5638 | 14 | G | 2 |
| Environmental Regulatory Compliance and Safety Manager | 1659 | 19 | M | 1 |
| Epidemiologist | 5642 | 16 | P | 1 |
| Equipment Operator | 3321 | 9 | G | 3 |
| Estimator | 4223 | 13 | G | 3 |
| Executive Assistant I | 1628 | 16 | M | 1 |
| Executive Assistant II | 1629 | 17 | M | 1 |
| Executive Assistant to the Mayor | 1725 | 20 | M | 1 |
| Executive Director for Development | 1728 | 23 | M | 1 |
| Executive Director for Operations | 1736 | 23 | M | 1 |
| Executive Director of the Affordable Housing Commission | 1722 | 19 | M | 1 |
| Executive Secretary I | 1134 | 12 | G | 3 |
| Executive Secretary II | 1135 | 14 | G | 2 |
| Executive Secretary to the Comptroller | 1136 | 14 | G | 2 |
| Executive Secretary to the Mayor | 1727 | 21 | M | 1 |
| Financial Analyst | 1482 | 15 | P | 1 |
| Financial Supervisor/Information Systems Coordinator | 1484 | 16 | M | 1 |
| Fire Alarm Manager | 2216 | 74 | F | 1 |
| Fire Captain | 2226 | 72 | F | 3 |
| Fire Chief | 2239 | 83 | F | 1 |
| Fire Equipment Dispatcher | 2212 | 69 | F | 3 |
| Fire Private | 2222 | 69 | F | 3 |
| Fiscal Manager | 1448 | 18 | M | 1 |
| Fiscal Officer | 1490 | 16 | P | 1 |
| Fiscal Operations Support Manager | 1491 | 19 | M | 1 |

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| Fleet Maintenance Foreman I | 3266 | 38 | T | 3 |
| Fleet Maintenance Foreman II | 3267 | 39 | T | 3 |
| Fleet Maintenance Manager | 3274 | 16 | M | 1 |
| Fleet Maintenance Parts Specialist | 3287 | 31 | T | 3 |
| Fleet Maintenance Parts Supervisor I | 3284 | 33 | T | 3 |
| Fleet Maintenance Parts Supervisor II | 3285 | 35 | T | 3 |
| Fleet Maintenance Technician I | 3261 | 31 | T | 3 |
| Fleet Maintenance Technician II | 3262 | 35 | T | 3 |
| Fleet Maintenance Technician III | 3263 | 36 | T | 3 |
| Fleet Maintenance Technician IV | 3265 | 37 | T | 3 |
| Food Establishment Inspector | 5631 | 13 | G | 3 |
| Forest Park Executive | 3642 | 17 | M | 1 |
| Forestry Foreman | 3641 | 11 | G | 3 |
| Forestry Supervisor | 3622 | 13 | G | 3 |
| Gardener | 3632 | 10 | G | 3 |
| Gardener Supervisor | 3633 | 11 | G | 3 |
| GED Instructor/Employer Job Profiler | 6219 | 13 | G | 2 |
| Gerontologist | 6146 | 15 | P | 2 |
| GIS Specialist I/Graphic Designer | 4111 | 13 | G | 3 |
| GIS Specialist II/Graphic Designer | 4112 | 14 | G | 3 |
| GIS/Graphic Design Manager | 4113 | 15 | M | 1 |
| Government Services Administrator | 1627 | 17 | P | 1 |
| Government Services Analyst | 1625 | 16 | P | 1 |
| Grants Administrator | 1453 | 15 | M | 1 |
| Grants Manager | 1455 | 17 | M | 1 |
| Grants Specialist | 1452 | 10 | G | 3 |
| Grants Writer | 1451 | 13 | G | 3 |
| Graphic Artist | 4181 | 11 | G | 3 |
| Graphic Arts Technician | 4187 | 37 | T | 3 |
| Graphic Designer | 4182 | 12 | G | 3 |
| Health Care Compliance Specialist | 5515 | 14 | G | 3 |
| Health Education Planner | 5696 | 12 | G | 3 |
| Health Marketing Administrator | 5685 | 16 | P | 1 |
| Health Planning Executive | 5571 | 17 | M | 1 |
| Health Services Manager I | 5681 | 17 | M | 1 |
| Health Services Manager II | 5682 | 18 | M | 1 |
| Heavy Equipment Operator I | 3325 | 10 | G | 3 |
| Heavy Equipment Operator II | 3326 | 11 | G | 3 |
| Historic Preservation Planner I | 4192 | 13 | G | 3 |
| Historic Preservation Planner II | 4193 | 14 | P | 2 |
| Horticulturist | 3637 | 13 | P | 2 |
| Housekeeping Manager | 3719 | 14 | G | 2 |
| Housekeeping Supervisor I | 3715 | 11 | G | 3 |
| Housekeeping Supervisor II | 3716 | 13 | G | 3 |
| Housing Development Analyst | 4125 | 14 | G | 2 |
| Housing Development Analyst (Senior) | 4128 | 15 | P | 1 |
| Human Relations Specialist | 6131 | 13 | G | 3 |
| Human Resources Assistant | 1511 | 11 | G | 3 |

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| Human Resources Generalist I | 1518 | 14 | P | 3 |
| Human Resources Generalist II | 1519 | 16 | P | 1 |
| Human Resources Manager | 1523 | 18 | M | 1 |
| Human Resources Specialist I | 1513 | 13 | G | 3 |
| Human Resources Specialist II | 1514 | 14 | G | 3 |
| Human Resources Specialist III | 1515 | 15 | P | 3 |
| Human Resources Specialist IV | 1516 | 16 | P | 1 |
| HVAC Foreman | 3418 | 39 | T | 3 |
| HVAC Mechanic | 3417 | 36 | T | 3 |
| Industrial Hygienist | 5629 | 14 | P | 2 |
| Information Security Administrator | 1369 | 17 | P | 1 |
| Information Systems Administrator | 1362 | 20 | M | 1 |
| Information Systems Audit Supervisor | 1474 | 17 | P | 1 |
| Information Systems Coordinator | 1322 | 13 | P | 2 |
| Information Systems Support Manager | 1363 | 19 | M | 1 |
| Internal Audit Executive | 1476 | 20 | M | 1 |
| Internet Services Manager | 1368 | 18 | M | 1 |
| Interpreter for the Deaf | 6174 | 12 | G | 3 |
| Inventory Control Specialist | 1214 | 8 | G | 3 |
| Inventory Control Technician I | 1211 | 8 | G | 3 |
| Inventory Control Technician II | 1212 | 9 | G | 3 |
| Inventory Coordinator | 1215 | 10 | G | 3 |
| Inventory Supervisor | 1213 | 11 | G | 3 |
| Ironworker | 3232 | 36 | T | 3 |
| Labor Foreman I | 3121 | 12 | G | 3 |
| Labor Foreman II | 3125 | 13 | G | 3 |
| Labor Supervisor | 3128 | 14 | G | 2 |
| Laboratory Aide | 5421 | 8 | G | 3 |
| Laboratory Assistant | 5422 | 11 | G | 3 |
| Laboratory Director | 3555 | 17 | M | 1 |
| Laboratory Supervisor | 5463 | 16 | M | 1 |
| Laboratory Technician | 3554 | 11 | G | 3 |
| Laborer | 3111 | 8 | G | 3 |
| Laborer (Lead) | 3112 | 9 | G | 3 |
| Land Acquisition Specialist | 3952 | 11 | G | 3 |
| Landscape Manager | 3635 | 15 | M | 1 |
| Lead Abatement Inspector | 5626 | 13 | G | 3 |
| Lead Abatement Worker | 5625 | 11 | G | 3 |
| Lead Abatement Worker (Lead) | 5627 | 12 | G | 3 |
| Lead Program Aide | 5611 | 9 | G | 3 |
| Legal Investigator I | 2351 | 13 | G | 3 |
| Legal Investigator II | 2352 | 14 | G | 2 |
| Legal Secretary | 1151 | 12 | G | 3 |
| Licensed Practical Nurse | 5181 | 11 | G | 3 |
| Lifeguard | 7111 | 5 | G | 3 |
| Lifeguard Supervisor | 7112 | 7 | G | 3 |
| Liquor Control Officer | 2191 | 11 | G | 3 |
| Liquor Control Supervisor | 2192 | 14 | G | 3 |

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| Machine Shop Foreman | 3238 | 38 | T | 3 |
| Machinist | 3233 | 36 | T | 3 |
| Mail Room Supervisor | 1186 | 14 | G | 3 |
| Maintenance/Bulk Labor Foreman | 3126 | 13 | G | 3 |
| Mayor | 1739 | 3 | E | 1 |
| Mechanical Engineer | 4271 | 15 | P | 1 |
| Mechanical Engineer (Senior) | 4272 | 16 | P | 1 |
| Mechanical Equipment Inspection Supervisor | 3845 | 15 | M | 1 |
| Mechanical Inspector I | 3841 | 36 | T | 3 |
| Mechanical Inspector II | 3843 | 38 | T | 3 |
| Mechanical Maintenance Foreman | 3415 | 38 | T | 3 |
| Mechanical Maintenance Worker | 3413 | 35 | T | 3 |
| Mechanical Maintenance Worker (Lead) | 3414 | 37 | T | 3 |
| Medical Record Administrator | 5513 | 13 | G | 3 |
| Medical Service Coordinator | 6149 | 14 | G | 3 |
| Medical Technologist | 5461 | 13 | G | 3 |
| Medical Technologist (Lead) | 5462 | 14 | G | 3 |
| Messenger/Mail Clerk | 1181 | 5 | G | 3 |
| Microcomputer Support Specialist | 1328 | 11 | G | 3 |
| Municipal Parking Garage Manager | 3133 | 14 | M | 1 |
| Neighborhood Development Executive | 3872 | 17 | M | 1 |
| Neighborhood Improvement Specialist | 3871 | 14 | G | 2 |
| Network Systems Manager | 1364 | 18 | M | 1 |
| Nurse Practitioner | 5131 | 16 | P | 1 |
| Nutrition Program Coordinator | 5664 | 14 | P | 2 |
| Nutritionist | 5663 | 14 | P | 2 |
| Operations Assistant-Security | 2341 | 11 | G | 3 |
| Outreach Worker | 5698 | 11 | G | 3 |
| Painter | 3242 | 36 | T | 3 |
| Painter (Lead) | 3243 | 37 | T | 3 |
| Painter Foreman | 3245 | 39 | T | 3 |
| Paralegal | 2365 | 12 | G | 3 |
| Paramedic | 5717 | 13 | G | 4 |
| Paramedic Crew Chief | 5718 | 14 | G | 4 |
| Paramedic Supervisor | 5716 | 15 | G | 4 |
| Park Facilities Maintenance Superintendent | 3617 | 16 | M | 1 |
| Park Maintenance Manager | 3618 | 16 | M | 1 |
| Park Ranger | 2132 | 10 | G | 3 |
| Park Ranger Manager | 2135 | 14 | M | 1 |
| Park Ranger Supervisor I | 2133 | 11 | G | 3 |
| Park Ranger Supervisor II | 2134 | 12 | G | 3 |
| Park Supervisor I | 3612 | 12 | G | 3 |
| Park Supervisor II | 3613 | 13 | G | 3 |
| Parking Garage Attendant | 3114 | 6 | G | 3 |
| Parking Garage Attendant (Lead) | 3115 | 8 | G | 3 |
| Parkkeeper | 3611 | 11 | G | 3 |
| Parole and Probation Officer | 2321 | 13 | G | 3 |
| Parole and Probation Officer (Lead) | 2323 | 14 | G | 3 |

| | | | | |
|---|------|----|---|---|
| Parole and Probation Supervisor | 2324 | 15 | M | 1 |
| Paving Machine Assistant | 3119 | 9 | G | 3 |
| Payroll Manager | 1449 | 16 | M | 1 |
| Payroll Specialist I | 1171 | 10 | G | 3 |
| Payroll Specialist II | 1172 | 11 | G | 3 |
| Payroll Supervisor | 1173 | 14 | M | 1 |
| Permit Supervisor | 1673 | 14 | M | 1 |
| Personal Property Appraisal Manager | 1415 | 15 | M | 1 |
| Personal Property Appraisal Supervisor | 1413 | 14 | G | 2 |
| Personal Property Appraiser I | 1411 | 11 | G | 3 |
| Personal Property Appraiser II | 1412 | 12 | G | 3 |
| Pest Control Worker | 5699 | 9 | G | 3 |
| Physician | 5553 | 18 | P | 1 |
| Physician Manager | 5554 | 21 | M | 1 |
| Plan Examiner | 4232 | 14 | P | 2 |
| Planning and Programming Executive | 4318 | 19 | M | 1 |
| Plumber | 3251 | 36 | T | 3 |
| Plumber Foreman | 3253 | 39 | T | 3 |
| Plumbing Inspection Supervisor | 3824 | 15 | M | 1 |
| Plumbing Inspector I | 3821 | 36 | T | 3 |
| Plumbing Inspector II | 3822 | 38 | T | 3 |
| President, Board of Aldermen | 1748 | 1 | E | 1 |
| President, Board of Public Service | 4348 | 23 | M | 1 |
| Printing and Duplicating Graphics Manager | 2413 | 15 | M | 1 |
| Printing Supervisor | 2414 | 13 | G | 2 |
| Probationary Fire Equipment Dispatcher | 2211 | 69 | F | 3 |
| Probationary Fire Private | 2221 | 69 | F | 3 |
| Process Control Specialist | 4265 | 15 | P | 1 |
| Procurement/Purchasing Manager I | 1226 | 16 | M | 1 |
| Procurement/Purchasing Manager II | 1227 | 17 | M | 1 |
| Procurement Specialist | 1225 | 13 | G | 2 |
| Program Aide | 7311 | 10 | G | 3 |
| Program Architect | 4435 | 16 | P | 1 |
| Program Coordinator | 1698 | 14 | P | 2 |
| Program Engineer | 4345 | 17 | P | 1 |
| Program Manager I | 1693 | 15 | M | 1 |
| Program Manager II | 1694 | 16 | M | 1 |
| Program Specialist I | 1696 | 11 | G | 3 |
| Program Specialist II | 1691 | 12 | G | 3 |
| Program Supervisor | 1692 | 13 | M | 1 |
| Program Worker I | 7312 | 5 | G | 3 |
| Program Worker II | 7313 | 6 | G | 3 |
| Program Worker III | 7314 | 7 | G | 3 |
| Programmer/Analyst I | 1341 | 15 | P | 2 |
| Programmer/Analyst II | 1342 | 16 | P | 2 |
| Programmer/Analyst III | 1343 | 17 | P | 2 |
| Public Health Counselor | 5645 | 13 | G | 2 |
| Public Health Education Coordinator | 5648 | 15 | P | 2 |

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|---|------|----|---|---|
| Public Health Educator | 5695 | 15 | P | 1 |
| Public Health Intake Supervisor | 5646 | 15 | G | 2 |
| Public Health Intake Worker | 5647 | 12 | G | 3 |
| Public Health Nurse I | 5651 | 14 | G | 3 |
| Public Health Nurse II | 5653 | 15 | G | 3 |
| Public Health Nurse III | 5654 | 16 | P | 2 |
| Public Health Nursing Supervisor | 5655 | 17 | M | 1 |
| Public Health Program Representative | 5693 | 13 | G | 3 |
| Public Health Program Specialist | 5691 | 14 | G | 3 |
| Public Health Program Supervisor | 5694 | 15 | G | 2 |
| Public Information Assistant | 1612 | 12 | G | 3 |
| Public Information Manager | 1617 | 18 | M | 1 |
| Public Information Officer I | 1614 | 13 | G | 2 |
| Public Information Officer II | 1615 | 15 | P | 1 |
| Public Information Officer Supervisor | 1616 | 15 | M | 1 |
| Public Information Officer to the Comptroller | 1618 | 15 | P | 1 |
| Public Information Officer to the Mayor | 1613 | 16 | M | 1 |
| Public Nuisance Inspector | 3861 | 10 | G | 3 |
| Public Safety Specialist | 2136 | 15 | P | 1 |
| Real Estate Development Specialist | 1665 | 14 | G | 3 |
| Real Estate Records Clerk I | 1666 | 9 | G | 3 |
| Real Estate Records Clerk II | 1668 | 10 | G | 3 |
| Real Estate Records Manager | 1426 | 14 | M | 1 |
| Real Estate Specialist | 1667 | 13 | G | 3 |
| Real Property Appraisal Manager | 1429 | 16 | M | 1 |
| Real Property Appraisal Supervisor | 1428 | 15 | M | 1 |
| Real Property Appraiser I | 1421 | 13 | G | 3 |
| Real Property Appraiser II | 1422 | 14 | G | 3 |
| Receptionist | 1161 | 8 | G | 3 |
| Receptionist to the Mayor | 1162 | 9 | G | 3 |
| Records Retention Supervisor | 1187 | 14 | G | 2 |
| Recreation Area Manager | 7118 | 16 | M | 1 |
| Recreation Assistant | 7116 | 7 | G | 3 |
| Recreation Leader | 7117 | 10 | G | 3 |
| Recreation Supervisor I | 7114 | 12 | G | 3 |
| Recreation Supervisor II | 7115 | 14 | G | 2 |
| Refuse Route and Safety Coordinator | 3931 | 11 | G | 3 |
| Refuse Superintendent | 3131 | 16 | M | 1 |
| Registered Nurse I | 5121 | 14 | G | 3 |
| Registered Nurse II | 5122 | 15 | G | 3 |
| Research Analyst to the Mayor | 1729 | 16 | P | 1 |
| Safety Officer I | 1531 | 13 | G | 3 |
| Safety Officer II | 1532 | 14 | G | 3 |
| Safety Officer III | 1533 | 15 | P | 1 |
| School Crossing Guard | 2174 | 5 | G | 3 |
| Secretary and Stenographer to the Mayor | 1175 | 11 | G | 3 |
| Secretary I | 1131 | 9 | G | 3 |
| Secretary II | 1132 | 10 | G | 3 |

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|--|------|----|---|---|
| Secretary to the Board of Estimate and Apportionment | 1137 | 12 | G | 3 |
| Secretary to the Board of Public Service | 1671 | 14 | M | 1 |
| Security Officer | 2131 | 10 | G | 3 |
| Senior Engineering Executive | 4347 | 20 | M | 1 |
| Senior Fire Equipment Dispatcher | 2215 | 72 | F | 3 |
| Senior Plan Examiner | 4234 | 15 | P | 1 |
| Senior Plan Examiner/Code Development Specialist | 4235 | 16 | P | 1 |
| Sign Shop Supervisor | 3246 | 38 | T | 3 |
| Solid Waste Route Foreman | 3127 | 13 | G | 3 |
| Soulard Market Manager | 3757 | 15 | M | 1 |
| Special Assistant for Development | 1724 | 17 | M | 1 |
| Special Assistant to the Comptroller | 1672 | 16 | M | 1 |
| Special Assistant to the Mayor | 1723 | 17 | M | 1 |
| Special Assistant to the Water Commissioner | 3538 | 17 | M | 1 |
| Special Events Program Executive | 1697 | 18 | P | 1 |
| Special Projects Manager | 2382 | 17 | M | 1 |
| Specialist on Aging I | 6121 | 13 | G | 3 |
| Specialist on Aging II | 6122 | 14 | G | 2 |
| Stationary Engineer | 3423 | 36 | T | 3 |
| Street and Traffic Inspection Supervisor I | 3955 | 13 | G | 3 |
| Street and Traffic Inspection Supervisor II | 3956 | 14 | M | 1 |
| Street and Traffic Inspector | 3954 | 11 | G | 3 |
| Street and Traffic Liaison | 1643 | 14 | M | 1 |
| Street Lighting Superintendent | 3229 | 16 | M | 1 |
| Street Maintenance Superintendent | 3132 | 16 | M | 1 |
| Superintendent of Soldiers' Memorial | 3756 | 14 | M | 1 |
| Supervising Deputy Marshal | 2124 | 11 | G | 3 |
| Supervising Stationary Engineer I | 3427 | 39 | T | 3 |
| Supervising Stationary Engineer II | 3428 | 15 | M | 1 |
| Supervisor-STD Intervention and Outreach Program | 5649 | 15 | P | 2 |
| Survey Projects Coordinator | 4246 | 15 | P | 1 |
| Surveyor | 4292 | 14 | G | 3 |
| Systems Analyst | 1351 | 15 | P | 2 |
| Systems Development Manager | 1366 | 19 | M | 1 |
| Systems Project Leader | 1352 | 18 | M | 1 |
| Technical Support Specialist I | 1371 | 15 | P | 2 |
| Technical Support Specialist II | 1372 | 16 | P | 1 |
| Telecommunications Inspector | 1824 | 13 | G | 3 |
| Telecommunications Maintenance Supervisor | 1854 | 13 | G | 3 |
| Telecommunications Specialist | 1853 | 14 | G | 3 |
| Telecommunications Supervisor | 2173 | 12 | G | 3 |
| Telecommunications Technician | 1855 | 12 | G | 3 |
| Telecommunicator | 2171 | 10 | G | 3 |
| Tow Truck Operator | 3311 | 10 | G | 3 |
| Towing Services Foreman | 3313 | 11 | G | 3 |
| Towing Services Manager | 3317 | 15 | M | 1 |
| Towing Services Supervisor | 3314 | 14 | G | 2 |
| Trades Helper | 3281 | 31 | T | 3 |

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|--|------|----|---|---|
| Traffic Control Superintendent | 3438 | 16 | M | 1 |
| Traffic Engineer | 4281 | 15 | P | 1 |
| Traffic Engineer (Senior) | 4282 | 16 | P | 1 |
| Traffic Engineering Manager | 4284 | 17 | M | 1 |
| Traffic Violation Bureau Supervisor | 1677 | 13 | G | 3 |
| Transportation Center Operation Specialist | 3752 | 11 | G | 3 |
| Transportation Center Operation Supervisor | 3751 | 16 | M | 1 |
| Tree Trimmer | 3621 | 10 | G | 3 |
| Truck Tire Service Worker | 3264 | 9 | G | 3 |
| Urban Designer | 4185 | 14 | P | 2 |
| Urban Forester | 3652 | 14 | P | 2 |
| Urban Forestry Assistant | 3651 | 11 | G | 3 |
| Urban Forestry Superintendent | 3656 | 16 | M | 1 |
| Utility Worker | 3117 | 9 | G | 3 |
| Utility Worker (Lead) | 3118 | 10 | G | 3 |
| Veterans Service Officer | 1695 | 14 | M | 1 |
| Veterinarian | 2119 | 16 | P | 1 |
| Veterinarian Technician | 2118 | 9 | G | 3 |
| Video Engineer | 1823 | 40 | T | 3 |
| Video Production Manager | 1812 | 16 | M | 1 |
| Video Production Specialist | 1822 | 36 | T | 3 |
| Video Production Supervisor | 1821 | 40 | T | 3 |
| Water Department Liaison | 3533 | 16 | P | 1 |
| Water Distribution Executive | 4314 | 19 | M | 1 |
| Water Distribution Superintendent | 3535 | 16 | M | 1 |
| Water Distribution Supervisor | 3534 | 14 | G | 2 |
| Water Maintenance Foreman | 3517 | 13 | G | 3 |
| Water Maintenance Worker | 3512 | 11 | G | 3 |
| Water Meter and Tap Supervisor | 3526 | 14 | M | 1 |
| Water Meter Repair Foreman | 3525 | 13 | G | 3 |
| Water Meter Repair Worker | 3523 | 10 | G | 3 |
| Water Meter Worker | 3521 | 10 | G | 3 |
| Water Meter Worker Supervisor | 3522 | 13 | G | 3 |
| Water Plant Maintenance Foreman | 3543 | 39 | T | 3 |
| Water Plant Maintenance Manager | 3531 | 17 | M | 1 |
| Water Plant Maintenance Mechanic | 3541 | 36 | T | 3 |
| Water Plant Maintenance Mechanic (Lead) | 3542 | 38 | T | 3 |
| Water Production Engineer | 3536 | 17 | M | 1 |
| Water Production Executive | 4315 | 19 | M | 1 |
| Water Services Manager | 3537 | 14 | M | 1 |
| Water System Inspector | 3524 | 11 | G | 3 |
| Water Treatment Plant Operations Assistant | 3511 | 32 | T | 3 |
| Water Treatment Plant Operator | 3515 | 36 | T | 3 |
| Water Treatment Plant Supervisor I | 3514 | 38 | T | 3 |
| Water Treatment Plant Supervisor II | 3519 | 39 | T | 3 |
| Water Utility Worker | 3513 | 10 | G | 3 |
| Web Development Specialist I | 1345 | 14 | P | 2 |
| Web Development Specialist II | 1346 | 15 | P | 1 |

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|---------------------------------|------|----|---|---|
| Welder | 3235 | 36 | T | 3 |
| Workers Compensation Specialist | 1543 | 13 | G | 3 |
| X-ray Technician | 5441 | 11 | G | 3 |
| Zoning Administrator | 4165 | 16 | M | 1 |
| Zoning Inspector | 4163 | 10 | G | 3 |
| Zoning Specialist | 4162 | 12 | G | 3 |
| Zoning Specialist (Lead) | 4164 | 14 | G | 3 |

(b) ELECTED OFFICIAL STAFF POSITIONS:

The following non-competitive staff positions appointed by the President, Board of Aldermen are hereby allocated as listed below by the Director of Personnel to a grade with rates as established in Section 2 of this ordinance in accordance with Section 3(a) and Section 9(e) of Article XVIII of the City Charter.

| TITLE | CODE | GRADE/ SCHEDULE |
|--|-------------|----------------------------|
| Secretary to the President, Board of Aldermen | 1741 | 13 G |
| Administrative Aide to the President, Board of Aldermen | 1743 | 14 M |
| Administrative Assistant to the President, Board of Aldermen | 1745 | 16 M |
| Special Assistant to the President, Board of Aldermen | 1746 | 17 M |

**SECTION 2.
OFFICIAL PAY SCHEDULE FOR CLASSIFICATION GRADES**

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

(a) GENERAL, PROFESSIONAL, AND MANAGEMENT PAY SCHEDULE:

The following bi-weekly pay schedule for all pay 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:

| GRADE | BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS | |
|--------------|--|----------------|
| | MINIMUM | MAXIMUM |
| 5 | 713 | 1049 |
| 6 | 773 | 1140 |
| 7 | 840 | 1239 |
| 8 | 912 | 1347 |
| 9 | 989 | 1463 |
| 10 | 1074 | 1593 |
| 11 | 1169 | 1733 |
| 12 | 1270 | 1885 |

| | | |
|----|------|------|
| 13 | 1400 | 2082 |
| 14 | 1605 | 2388 |
| 15 | 1839 | 2741 |
| 16 | 2110 | 3144 |
| 17 | 2421 | 3612 |
| 18 | 2777 | 4147 |
| 19 | 3189 | 4763 |
| 20 | 3662 | 5471 |
| 21 | 3951 | 5906 |
| 22 | 4263 | 6375 |
| 23 | 4601 | 6883 |

(b) TRADES PAY SCHEDULE:

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

| GRADE | <u>BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS</u> | |
|--------------|---|-----------------------|
| | <u>MINIMUM</u> | <u>MAXIMUM</u> |
| 31 | 1119 | 1773 |
| 32 | 1171 | 1854 |
| 33 | 1223 | 1941 |
| 34 | 1281 | 2033 |
| 35 | 1340 | 2123 |
| 36 | 1403 | 2227 |
| 37 | 1470 | 2331 |
| 38 | 1536 | 2435 |
| 39 | 1609 | 2556 |
| 40 | 1685 | 2672 |

(c) FIRE DEPARTMENT 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.

| | | BI-WEEKLY RANGE OF PAY | | | | | | |
|------------|---------|-------------------------------|------|------|------|------|------|------|
| Class Code | | | | | | | | |
| 2211 | | 2212 | 2215 | 2216 | 2227 | 2231 | 2235 | 2239 |
| 2221 | | 2222 | 2226 | | | | | |
| Current | 69F | 69F | 72F | 74F | 77F | 78F | 81F | 83F |
| Years of | 0 | | | | | | | |
| Service | 1442.85 | | | | | | | |
| | 1-2 | 1493.32 | | | | | | |
| | 2-3 | 1540.03 | | | | | | |
| | 3-4 | 1626.74 | | | | | | |

| | | | | | | | |
|-------|---------|---------|---------|---------|---------|---------|---------|
| 4-5 | 1669.63 | | | | | | |
| 5-6 | 1725.36 | | | | | | |
| 6-7 | 1781.10 | | | | | | |
| 7-8 | 1888.00 | 2421.86 | | | | | |
| 8-9 | 1964.70 | 2519.74 | | | | | |
| 9-10 | 2044.16 | 2620.86 | 2849.15 | | | | |
| 10-11 | 2051.25 | 2627.88 | 2856.21 | | | | |
| 11-12 | 2073.45 | 2634.86 | 2863.27 | 3125.59 | | | |
| 12-13 | 2080.83 | 2641.96 | 2870.29 | 3132.65 | 3214.22 | 3835.07 | 3994.87 |
| 13-14 | 2087.81 | 2648.97 | 2877.35 | 3139.58 | 3321.12 | 3848.50 | 4008.86 |
| 14-15 | 2094.79 | 2655.99 | 2884.33 | 3146.65 | 3328.10 | 3861.97 | 4022.89 |
| 15-16 | 2101.89 | 2663.01 | 2891.34 | 3153.66 | 3335.20 | 3875.45 | 4036.93 |
| 16-17 | 2108.87 | 2669.98 | 2898.37 | 3160.73 | 3342.16 | 3888.96 | 4051.01 |
| 17-18 | 2115.97 | 2677.08 | 2905.42 | 3167.78 | 3349.28 | 3902.43 | 4065.04 |
| 18-19 | 2122.95 | 2684.11 | 2915.42 | 3174.72 | 3356.22 | 3915.87 | 4079.03 |
| 19-20 | 2129.92 | 2691.20 | 2919.45 | 3181.77 | 3363.23 | 3929.42 | 4093.15 |
| 20-21 | 2136.98 | 2698.15 | 2926.48 | 3188.84 | 3370.29 | 3942.93 | 4107.23 |
| 21-22 | 2144.00 | 2705.19 | 2933.48 | 3195.86 | 3377.30 | 3956.37 | 4121.22 |
| 22-23 | 2151.01 | 2712.26 | 2940.55 | 3202.83 | 3384.40 | 3969.84 | 4135.25 |
| 23-24 | 2158.07 | 2719.28 | 2947.61 | 3209.85 | 3391.34 | 3983.36 | 4149.34 |
| 24-25 | 2165.06 | 2726.33 | 2954.63 | 3216.87 | 3398.48 | 3996.75 | 4163.28 |
| 25-26 | 2172.11 | 2733.32 | 2961.69 | 3223.97 | 3405.41 | 4010.31 | 4177.41 |
| 26-27 | 2179.14 | 2740.33 | 2968.71 | 3230.99 | 3412.44 | 4023.82 | 4191.49 |
| 27-28 | 2186.23 | 2747.39 | 2975.68 | 3237.96 | 3419.54 | 4037.37 | 4205.60 |
| 28-29 | 2193.21 | 2754.41 | 2982.74 | 3244.94 | 3426.48 | 4050.85 | 4219.64 |
| 29-30 | 2200.18 | 2761.34 | 2989.76 | 3252.04 | 3433.58 | 4064.24 | 4233.59 |
| 30 | 2207.20 | 2768.44 | 2996.69 | 3259.06 | 3440.51 | 4077.79 | 4247.71 |

(d) 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:

| GRADE | BI-WEEKLY RATE |
|--------------|-----------------------|
| 1E | \$3237 |
| 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 2011:

| GRADE | BI-WEEKLY RATE |
|--------------|-----------------------|
| 1E | \$3491 |

| | |
|----|--------|
| 2E | \$4315 |
| 3E | \$5070 |

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

(e) **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 to be eligible for shift differential compensation for a work shift, the employee must regularly 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 who are regularly 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.

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).

(2) 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.

(3) 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. Shift differential shall only be paid for whole hours worked, providing the portion of the shift not worked is charged to paid leave. A fraction of an hour shall not be counted toward the payment of the differential. An employee whose pay range is established in Section 2(a) or 2(b) shall not receive shift differential compensation for any overtime worked that is not part of their regular schedule.

At the end of FY11 the shift for employees whose pay is established in Section 2(c) will revert back to Section 2(e)(1) and 2(e)(4) of Ordinance 68540.

(f) **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 may be eligible for weekend differential. This differential shall be one percent (1%) of an employee's base bi-weekly rate and shall not be paid for any overtime worked that is not part of an employee's regular schedule. An employee shall receive weekend differential for working any portion of an eligible day. This differential shall only be paid for whole hours worked, providing the portion

of the day not worked is charged to paid leave. 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.

(g) COMMUTING ALLOWANCE: Employees residing in 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 the effective date of this ordinance. Eligible full-time employees who are assigned to an alternate form of work schedule which reduces the frequency of commuting to work shall be entitled to a commuting allowance which is reduced in proportion to the reduced frequency of commuting. City employees who are temporarily assigned duty to a facility located outside the corporate limits of the City of St. Louis shall be entitled to a per diem rate for the duration of the assignment.

Only full-time employees who are paid a bi-weekly rate and are regularly employed ten (10) or more working days in a bi-weekly pay period shall be eligible for the commuting allowance. A period of absence of ten (10) working days or more shall result in suspension of eligibility for the commuting allowance. Suspension of the commuting allowance shall begin during the pay period in which the tenth (10th) day of absence occurs and shall continue for any subsequent full or partial pay periods during the period of absence. Upon return to duty from such absence, an employee again shall be eligible for commuting allowance upon completion of the first full pay period of service for which the allowance would normally be paid.

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

(h) BOARD AND COMMISSION STIPENDS:

| Title | Code | Stipend |
|--|-------------|--|
| Member, Airport Commission | 1980-00-B | \$53 per meeting, up to 24 meetings a year |
| Member, Board of Adjustment | 1981-00-B | \$75 per meeting |
| Member, Board of Air Pollution Appeals and Variance Review | 1982-00-B | \$60 per meeting |
| Member, Board of Equalization | 1983-00-B | \$150 per day |
| Member, Board of Engineers | 1984-00-B | \$45 per meeting, up to 2 meetings a week |
| Member, Board of Examiners of Plumbers | 1985-00-B | \$60 per month |
| Member, Board of Examiners of Fumigators | 1986-00-B | \$45 per meeting, up to 3 meetings a month |
| Member, Board of Examiners of Sign Erectors | 1987-00-B | \$45 per meeting, up to 3 meetings a month |
| Member, Board of Tax Appeals | 1988-00-B | \$60 per meeting |
| Member, Civil Service Commission | 1989-00-B | \$55 per meeting, up to 30 meetings a year |

| | | |
|---|-----------|--|
| Member, Board of Building Appeals | 1990-00-B | \$60 per meeting, up to 50 meetings a year |
| Member, Board of Building Code Review | 1991-00-B | \$60 per meeting, up to 1 meeting a week |
| Member, Boiler Rules Committee | 1992-00-B | \$45 per meeting |
| Member, Committee of Electrical Examiners | 1993-00-B | \$45 per meeting, up to 15 meetings a year |
| Member, Committee on Plumbing Review | 1994-00-B | \$45 per meeting, up to 15 meetings a year |
| Member, Demolition Contractors' Certification Board | 1995-00-B | \$45 per meeting, up to 15 meetings a year |
| Member, Board of Merchants' and Manufacturers' Tax Equalization | 1996-00-B | \$83 per day in session, up to 60 meetings during regular 12 week session, but not to exceed 105 meetings a year |
| Member, Board of Examiners of Sprinkler System Contractors | 1997-00-B | \$83 per meeting, up to 15 meetings a year |
| Member, Board of Examiners for Mechanical Contractors | 1998-00-B | \$45 per meeting |
| Member, Board of Noise Control Appeals | 1999-00-B | \$53 per meeting |

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

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

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

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

(k) The Director of Personnel, with the assistance of appointing authorities concerned, may establish rates and conditions under which compensation may be granted for periods of time during which an employee is away from the job site but restricted in his/her activities because of an assignment by the appointing authority to be available for a call to return to the work site to perform emergency duties. Pay rates and conditions established under the provisions of this Section 2(k) may include reasonable minimum pay guarantees for employees required to return to the work site to perform emergency duties.

The provisions of this Section 2(k) shall not be construed to restrict the right of an appointing authority to establish call back procedures for employees as an established condition of employment.

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

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

(n) (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 establish a program of incentives not to exceed twenty-five percent (25%) of the maximum of the pay range for the purpose of compensating positions which are extremely hard to fill.

(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.

(o) (1) An appointing authority may, with the prior approval of the Director of Personnel, establish a program to reimburse, in whole or in part, expenses incurred by employees for the purchase of uniform apparel required in the performance of the duties of their positions, when funds have been budgeted therefore.

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

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

Further, when funds have been budgeted therefore, an appointing authority may authorize reimbursement to uniformed security or correctional employees of up to fifty dollars (\$50) per incident for damage to personal property sustained while the employee was directly engaged in quelling a disturbance while performing assigned and/or authorized duties during a shift.

(2) In addition, an appointing authority who requires employees to provide and maintain their own tools shall provide a tool replacement program and/or annual maintenance allowance, with the prior approval of the Director of Personnel.

(p) An employee who is appointed to a position requiring advanced technical skills or professional qualifications may be paid at a rate up to ten percent (10%) higher 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 related to the duties of the position or that the employee is registered or certified by an organization or board recognized by the Director of Personnel to be especially suited, considering the duties of the position, and when such academic qualification, registration, or certification is not deemed a necessary qualification for the class of position.

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

(q) (1) Contingency Assignment Differentials will be paid for certain assignments when immediate position coverage is needed for any reason (e.g. separations, extended vacation, leave of absence, etc.) in a higher pay grade, and shall be granted at the onset of the assignment, not to extend more than one pay period. The Director of Personnel will determine the assignments for which Contingency Assignment Differential will be paid. The assignment of an employee to said assignment having a contingency assignment differential will be determined by the appointing authority from an existing eligible list and will not constitute a promotion or advancement in pay. In addition, the removal of an employee from said assignment shall not constitute a demotion or reduction in pay. If an eligible list is not available, an appointing authority may submit to the Director of Personnel the name of the employee being considered for the assignment to determine if they meet the necessary minimum qualifications for the position being considered.

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

(2) Temporary assignment differential will be paid for certain assignments when a vacancy exists for any reason (e.g., separations, extended vacation, leave of absence, military leave, etc.) in a position with a higher pay grade, and shall be granted for at least one (1) pay period but not more than thirteen (13) pay periods. The Director of Personnel will determine the assignments for which the temporary assignment differential will be paid. The assignment or removal of an employee from said assignment having a temporary assignment differential will be determined by the appointing authority and will not constitute a promotion, demotion, advancement, or reduction in pay. The intended employee must meet the minimum qualifications for the position to be assigned. The temporary assignment differential shall be computed as an addition to pay and not affect the employee's regular bi-weekly rate.

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

(r) City employees who are required by their appointing authority to routinely use their personal vehicle in the performance of their duties shall be compensated by using a vehicle maintenance and use allowance of two-hundred seventy dollars (\$270.00) per month.

SECTION 3. SUBSISTENCE AND MAINTENANCE CHARGES

Except as otherwise provided in this ordinance, a deduction shall be made on the payroll or a cash charge shall be collected for subsistence and maintenance provided to employees at a rate to be determined by the employee's department or agency head and the Comptroller of the City of St. Louis. The department or agency head shall establish reasonable charges or deductions which have been calculated and assessed with due consideration for all identifiable

costs, including labor and overhead, but shall not exceed the actual cost of the items to the City. When the Department of Personnel determines that the duties and responsibilities of a position require an employee to occupy a room or apartment, there shall be no charge for such accommodations.

Employees residing in City-owned houses or apartments shall be charged for housing and maintenance at the rate established by the Comptroller of the City of St. Louis and deductions at the rate established by the Comptroller shall be made on the payroll. The Comptroller, upon request of the Director of Personnel, shall immediately provide the rates established for City-owned houses or apartments and/or maintenance for employees in the Classified Service. All such charges shall be deducted from the employee's salary on the regular payroll.

SECTION 4. SALARY RANGE LIMITATIONS

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

SECTION 5. STARTING SALARY

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

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

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

In the event that the Director of Personnel finds that it is difficult to secure the services of sufficient numbers of employees for a class or occupational series after a diligent recruitment effort, the Director of Personnel may, with the approval of the Civil Service Commission, establish a new maximum rate for the class(es) which is not more than twenty-five percent (25%) above the maximum established in this ordinance.

(c) In Skilled Trades classes, defined as those that have bona fide apprenticeship programs registered with the Department of Labor, new hires who have completed such apprenticeship programs and attained journeyman status shall start at the recruitment rate for the class. New hires in classes in the Trades Pay Schedule who have completed alternative training programs established and approved by the Director of Personnel, and attained journeyman status shall also be eligible for a starting salary at the recruitment rate.

(d) Employees with permanent status who are eligible for reemployment as determined by the Rules of the Department of Personnel and Civil Service Commission shall be reemployed at an appropriate rate within the new salary range which takes into consideration the employee's prior service in the position, as determined by the Director of Personnel.

**SECTION 6.
PROMOTION, DEMOTION, REALLOCATION,
TRANSFER AND TEMPORARY PROMOTION**

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

(a) Promotion: 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 with a higher pay grade or a higher starting minimum salary.

(1) When an employee is promoted to a position in the General, Professional, Management, or Trades Pay Schedule, the employee's current salary shall be set at a rate which is five percent (5%) higher than the rate received immediately prior to the promotion. An appointing authority, with the prior approval of the Director of Personnel, may pay an employee up to twenty percent (20%) when such action is needed to attract experienced, qualified candidates for a position. Such salary determinations 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, except as otherwise provided in this ordinance.

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

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

(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 to 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 to a rate within the range for the new position which is five percent (5%) lower 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 received immediately prior to the promotion, plus any adjustments as otherwise provided in this ordinance. No employee shall be paid less than the minimum nor more than the maximum rate for the new class of position, except as otherwise provided in this ordinance.

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

(c) Reallocation:

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

(2) 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 6 (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.

(e) Over Maximum: 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/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/she remains in the class of position, except as otherwise provided by this ordinance.

**SECTION 7.
SALARY ADJUSTMENT**

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

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

(1) Any employee whose salary is established in the General, Professional, and Management Pay Schedule; or Trades Pay Schedule shall receive a service rating in accordance with the City's Service Rating Manual.

(2) Employees who are appointed to a position at the recruitment rate in their respective pay range in the Trades Pay Schedule as a result of the completion of a bona fide apprenticeship program and attainment of journeyman status or alternative training program established and approved by the Director of Personnel, shall be advanced to the advanced salary rate of their respective grade upon completion of the working test period with satisfactory service as determined by the standards established in the Service Rating Manual.

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

(b) As used in this ordinance, "anniversary date" means the date following fifty-two (52) weeks of continuous service from the date of original appointment or from the date of the last salary adjustment, if other than a temporary reduction in pay for disciplinary reasons, a demotion or an across-the-board ordinance increase, an increase resulting from an authorized incentive program, or an upgrade of the classification concurrent with adoption of the ordinance. Absence from service as a result of any authorized paid leave, suspensions, military leave, or family/medical leave will not interrupt continuous service. Absence from service for any other cause shall result in breaking continuity of service and establishment of a new anniversary date, except as otherwise provided in this ordinance. The Director of Personnel may authorize different anniversary dates for an employee or groups of employees.

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

(1) Exceptional performance of duties:

The appointing authority, with the prior approval of the Director of Personnel, of an employee who demonstrates exceptional performance of duties or outstanding qualifications may, with the approval of the department or agency head, advance the employee by not more than ten percent (10%) after twenty-six (26) weeks of employment at the same rate in the salary range, which may be in addition to any merit increase received.

(2) Substandard performance of duties:

An appointing authority may reduce the salary of an employee whose level of performance is significantly diminished and no longer warrants payment at the current rate within the range as provided in the City's Service Rating Manual; providing the employee's

salary is above the minimum of the range, established in Section 2(a) or 2(b) and allocated to Overtime Code 3 or Overtime Code 4.

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

(d) Competitive positions for which salary is established in Section 2(c) - Fire Department Schedule:

All employees in the Fire Department Pay Schedule shall have a service rating completed in accordance with the City's Service Rating Manual.

Probationary Fire Private shall be advanced to the rate for Fire Private at the beginning of the first bi-weekly pay period following one year of service. Probationary Fire Equipment Dispatcher shall follow the same schedule. All other employees whose salaries are established in Section 2(c) of this ordinance will be frozen at their Current Years of Service effective the first pay period after passage of this pay ordinance for one year.

(e) 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.

(f) 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.

(g) The pay of any employee may be decreased as a disciplinary action by an appointing authority to a lower rate within a salary range. Any such decrease shall be made in accordance with the Civil Service Rules and established disciplinary procedures. 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 provided, however, that such decrease shall not be effective for more than thirteen (13) bi-weekly pay periods.

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

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

SECTION 8. INCOME SOURCES

Any salary paid to an employee in the Classified 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 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 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) All pay schedules in Ordinance 68540 shall continue in effect until the beginning of the bi-weekly pay period starting concurrently with or after the effective date of this ordinance, and then the rates to be paid to employee in positions of any classes for which a rate is established or changed in Section 2(a) and 2(b) of this ordinance shall become effective and be adjusted as follows:

(1) 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 provides a five percent (5%) adjustment in accordance with Section 6(a)(1) of this pay ordinance, but not less than the minimum of the pay range, whichever is the greater.

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

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

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

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

SECTION 10. PAYMENT OF SALARIES

All compensation for positions in the Classified Service shall be paid bi-weekly. The Director of Personnel and Comptroller shall establish the procedure for listing employees on the various payrolls. The payment due each employee for service, except as otherwise provided, shall be made not later than sixteen (16) days after the end of the bi-weekly pay period. In the event that an employee is dismissed or has been employed for occasional or emergency work, the Comptroller may immediately pay the employee upon termination of service without waiting for the regular bi-weekly pay date of the Department, Division, Section, Office, Agency, Board or Commission where the employee worked.

SECTION 11. CHANGES TO CLASSIFICATION PLAN

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

Whenever the Department of Personnel finds it necessary to change the pay schedule of an existing class within the classification plan, the Director of Personnel shall allocate the class to the appropriate schedule in this ordinance, recommend such change to the Civil Service Commission, and notify the Board of Aldermen of this action.

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

SECTION 12. PAYROLL FORMS

The Director of Personnel shall prescribe forms on which appointing authorities shall certify to the fact that a vacancy exists in a lawfully created position and to the lawful appointment of a person to fill the position. The Director of Personnel shall indicate on these forms the proper allocation of the position and the rate at which payment is to be made. When approved by the Director of Personnel and submitted to the Comptroller, these forms shall constitute authorization for the initial placing of a person's name on the payroll. The Comptroller shall not authorize any change in the rate of pay of an individual on the payroll unless approved by the Department of Personnel. The Comptroller shall provide the Department of Personnel with a copy of each payroll audited and found correct within twenty-one (21) days after audit and approval of the payroll by the Comptroller's Office.

SECTION 13. CERTIFICATION OF PAYROLL

The appointing authority shall certify on each payroll or a subsidiary document that each person whose name appears on the payroll has been lawfully appointed at a salary provided by

this ordinance and that the employee has actually worked the time for which he/she will be paid, subject to the provisions of this ordinance governing hours of work and leaves of absence in the Classified Service.

SECTION 14. MINIMUM WORK HOURS

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

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

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

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

(c) Uniformed Fire Personnel: Fifty-two (52) hours shall constitute the average required weekly hours of service in an employment cycle under regular full-time employment for all employees in the Division of Fire and Fire Prevention whose salaries are established in accordance with the provisions of Section 31 of Article XVIII of the City Charter, except that the appointing authority, with the approval of the Director of Personnel, may determine that the minimum work hours provision of Section 14(a) shall apply to employees in certain positions due to the nature of the assignment and/or scheduling requirements. The appointing authority shall so arrange the time for reporting for work and for quitting work of the various employees under the appointing authority's jurisdiction so that the employees will actually be engaged in the active performance of their duties for not less than the average number of hours required.

Each appointing authority shall submit to the Department of Personnel the work schedule established for each position in the work unit. Work schedule reports shall be submitted upon request of the Director of Personnel or whenever the appointing authority proposes to change the work schedule of a position. The work schedule submitted by the appointing authority shall constitute the normal work schedule for the position when approved by the Director of Personnel.

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

SECTION 15. OVERTIME

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

OVERTIME CODE (OVTM):

- 1 These classes are primarily managerial in nature, but may also include some professional or administrative classes that are ineligible for overtime pay under all but emergency conditions as described in Section 15(d) of this ordinance.
- 2 These are supervisory, professional, and administrative classes that are exempt from overtime compensation, but which the City compensates for overtime at the straight (1.0x) time rate.
- 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.

Any employee in a class which has been allocated to Overtime Code 3 (non-exempt) in this ordinance shall be compensated for overtime work in accordance with the provisions of this section. Each appointing authority shall designate and submit to the Director of Personnel the official work week and schedule or work cycle for all non-exempt positions in the work unit. The average number of scheduled hours in a bi-weekly pay period shall not be less than eighty (80) for full-time employment. Whenever an Overtime Code 3 employee works hours in excess of the maximum established for an official work week or work cycle, usually forty (40) hours in a work week, such hours shall be paid at the one-and-one-half time (1.5x) rate. In addition to the actual hours worked, authorized scheduled paid time off (vacation, compensatory time, holidays), and any incurred furlough on a regularly scheduled work day shall count as hours worked for the purpose of determining eligibility for overtime compensation. Medical leave, sick leave, compassion leave, jury leave, and any unscheduled time off (call in) will not count toward actual hours worked in determining eligibility for overtime compensation.

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 regular hourly rate of pay for a non-exempt (Code 4) bi-weekly paid employee shall be determined by dividing the employee's regular bi-weekly rate of pay by the average number of regularly scheduled hours of work in a bi-weekly pay period. In addition to the actual hours worked, authorized scheduled paid time off (vacation, compensatory time, holidays) and any incurred furlough on a regularly scheduled work day shall count as hours worked for the purpose of determining eligibility for overtime compensation. Medical leave, sick leave, compassion leave, jury leave, and any unscheduled time off (call in) will not count toward actual hours worked in determining eligibility for overtime compensation.

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.

Overtime Code 3 employees under Section 2(c) of this ordinance who are working a nineteen (19) day work cycle are eligible to receive overtime after one hundred forty-four (144) hours are worked in a work cycle, except that the Fire Department shall pay overtime for emergency work at the end of a shift or emergency work required on a separate, non-scheduled day, even if the total number of hours worked in the work cycle is not in excess of one hundred forty-four (144) hours. However, these employees shall not receive additional compensation for regularly scheduled hours in excess of one hundred forty-four (144) hours if they do not actually work more than one hundred forty-four (144) hours in the work cycle because of paid leave. Days scheduled off to reduce average work week to fifty-two (52) hours, compensatory time, vacation, and holiday time shall be scheduled consistent with a reasonable vacation and holiday leave policy to avoid the necessity of actually working more than one hundred forty-four (144) hours during any work cycle.

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

hourly rate of pay for an exempt (Code 2) bi-weekly paid employee shall be determined by dividing the employee's regular bi-weekly rate of pay by the average number of regularly scheduled hours of work in a bi-weekly pay period.

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

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

(e) Pay shall be the regular method of compensation for recorded overtime hours of work for employees in classes with Overtime Code 3 and Overtime Code 4. An appointing authority may compensate a non-exempt bi-weekly paid employee for overtime work by granting the employee compensatory time off in lieu of pay only if the employee requests compensatory time.

Employees engaged in public safety, emergency response or seasonal activity may have a maximum balance of two hundred forty (240) hours of compensatory time; all other employees are allowed a maximum balance of one hundred twenty (120) hours of compensatory time. These maximum balances of compensatory time shall apply to employees working an average work week of forty (40) hours; the maximum balance of compensatory time for employees whose average work week is more or less than forty (40) hours shall be proportionate. No provision of this section establishing a maximum balance of compensatory time shall serve to cancel any compensatory time due to an employee or to deny an employee payment for recorded compensatory time earned in accordance with the provisions of the compensation ordinance in effect at the time the compensatory time was earned.

Each appointing authority shall establish procedures to assure that non-exempt employees are promptly granted time off when such employees request to use their earned compensatory time. Appointing authorities may not deny non-exempt employees' requests for earned compensatory time off except when such approval would create an extreme business hardship. When an appointing authority determines that the work schedule of the organization will not permit the granting of such time off, the appointing authority shall pay the employee in that same pay period for all or a portion equivalent to the time requested of the employee's accrued compensatory time. This provision requiring the prompt granting of requested time off applies only to compensatory time that is earned as a result of the employee working overtime; it does not apply to compensatory time earned as a result of an incentive program or bonus award program.

Compensatory time earned by exempt employees shall be granted to an employee at the discretion of the appointing authority in one of the following ways: 1) on request of the employee; 2) on termination of services with the City.

(f) Before an employee is transferred, promoted or demoted from a position under one appointing authority to a position under another appointing authority or to another unit with a different appropriation, all compensatory time shall be granted or paid. Upon the death of an employee, the person or persons entitled by law to receive any compensation due to the employee shall be paid any amount due to the employee on the date of death.

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

At the end of FY11 Section 15 Overtime of this Ordinance will revert to Section 15 Overtime of Ordinance 68540 but all references in Ordinance 68540 shall be changed from sick leave to medical and/or sick leave.

**SECTION 16.
HOLIDAYS**

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

| <u>DATE</u> | <u>HOLIDAY</u> |
|-----------------------------|---------------------------------|
| Third Monday in January | Rev. Martin Luther King Jr. Day |
| February 12 | Lincoln's Birthday |
| Last Monday in May | Memorial Day |
| July 4 | Independence Day |
| First Monday in September | Labor Day |
| November 11 | Veterans' Day |
| Fourth Thursday in November | Thanksgiving Day |
| December 25 | Christmas Day |

At the end of FY11 the holiday schedule will revert back to the original ten (10) holidays as designated in Ordinance 68540.

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

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

When the day of observance of a holiday is changed by State or Federal law, it will be so observed by the City of St. Louis. When the day of observance of a holiday is changed by State or Federal executive action, the Mayor shall determine the day of observance by the City of St. Louis. When one of the above enumerated holidays occurs on Sunday, the following Monday shall be observed as the holiday. When one of the above holidays occurs on Saturday, the preceding Friday shall be observed as the holiday.

(b) Each appointing authority shall determine the manner of granting holidays and shall report his/her determination to the Department of Personnel, if required by the Director of Personnel. When full-time employees are required to work on a holiday they shall be entitled to compensation for the holiday and the hours actually worked. Compensation for the holiday shall be in an amount proportionate to the number of hours an employee is regularly scheduled to work in a day or shift.

Except as otherwise provided in this section, when a City holiday falls on an employee's regularly scheduled day off, the employee shall be entitled to have compensatory time added to his/her balance in an amount proportionate to the number of hours regularly scheduled in a day or shift.

Employees of the EMS Service, whose position are classified as EMS Dispatcher, EMS Lead Dispatcher, EMT, Paramedic, or Paramedic Crew Chief, will be compensated with pay in lieu of compensatory time for all holidays.

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

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

In the event that the holiday schedule established in this Section 16 is revised, employees who are granted compensatory time in lieu of all holidays shall have their leave benefits adjusted accordingly. The Director of Personnel may establish additional or alternate holiday leave policies for employees occupying public safety positions which qualify for the special overtime pay provisions under Federal law or for employees with official work schedules authorized by the Director of Personnel which exceed the normal forty (40) hour weekly work schedule. Procedures developed in compliance with this Section 16 shall be designed to treat employees in the same manner who work substantially equivalent work schedules.

(c) Employees whose pay is established in Section 2(c) of this ordinance and are Overtime Code 3 shall be entitled to seventy-two (72) hours of leave with pay or compensatory time off in lieu of all holidays occurring in a calendar year. Employees whose pay is established in Section 2(c) of this ordinance and are Overtime Code 1 or 2 shall be entitled to thirty-two (32) hours of leave with pay or compensatory time off in lieu of all holidays occurring in a calendar year.

Because of the necessity of maintaining the work schedule of such employees, the Director of Personnel, in cooperation with appointing authorities concerned, shall establish procedures for holiday compensation for such employees who are regularly required to work on holidays. Such procedures shall be designed to treat all employees in the class who work a substantially equivalent schedule in the same manner.

At the end of FY11 the employees whose pay is established in Section 2(c) will revert back to one hundred twelve (112) hours of leave with pay or compensatory time off in lieu of holiday in Section 16 of Ordinance 68540.

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

**SECTION 17.
VACATION**

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. The Director of Personnel may establish additional guidelines and policies to govern the administration of vacation leave benefits in the Classified Service.

(a) Vacation shall be granted to employees with appointment date before April 23, 1989, as follows:

| 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 |

Employees employed before the passage of this ordinance whose pay is established in Sections 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.

(b) Vacation shall be granted to employees with appointment date on or after April 23, 1989, as follows:

| Length of Cumulative Service | PAY ESTABLISHED IN SECTION 2(a) or 2(b) or 2(c) | |
|---------------------------------|---|----------------------|
| | Bi-Weekly Accrual Rates | Annual Equivalent |

| | | |
|---------------------------|---|-----|
| 1 but less than 5 years | 3 | 78 |
| 5 but less than 10 years | 5 | 130 |
| 10 but less than 15 years | 6 | 156 |
| 15 but less than 20 years | 7 | 182 |
| 20 or more years | 8 | 208 |

Employees employed before the passage of this ordinance whose pay is established in Sections 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.

(c) Vacation shall be accrued by employees whose pay is established in Section 2(c) January 1, 2010, through December 31, 2010, as follows:

| Length of Cumulative Service | PAY ESTABLISHED IN SECTION 2(c) OVTM 3 | | PAY ESTABLISHED IN SECTION 2(c) OVTM 1 | |
|---------------------------------|--|----------------------|--|----------------------|
| | Bi-Weekly Accrual Rates | Annual Equivalent | Bi-Weekly Accrual Rates | Annual Equivalent |
| 1 but less than 5 years | 1.82 | 47.3 | .64 | 16.64 |
| 5 but less than 10 years | 3.82 | 99.3 | 2.64 | 68.64 |
| 10 but less than 15 years | 4.82 | 125.3 | 3.64 | 94.64 |
| 15 but less than 20 years | 5.82 | 151.3 | 4.64 | 120.64 |
| 20 or more years | 6.82 | 177.3 | 5.64 | 146.64 |

Employees employed before the passage of this ordinance whose pay is established in Section 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.

Effective January 1, 2011, employees whose vacation was accrued in accordance with this Section 17(c) shall, based on their appointment date, revert to and accrue vacation as established in Section 17(a) or 17(b).

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

(e) The maximum vacation balance for those working an average work week of forty (40) hours shall be six hundred (600) hours. Vacation accrual maximums for those working more or less than forty (40) hours per week, but at least fifty percent (50%) time, shall be established in accordance with Section 17 of this ordinance.

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

(f) Accrual of vacation shall begin with the first bi-weekly 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 beginning of terminal leave.

(g) Appointing authorities shall be responsible for establishing all vacation leave schedules, but may not discipline employees by imposing unusual vacation schedules. Vacation shall be granted to the employee at the discretion of the appointing authority as provided by this ordinance in one of the following ways:

(1) When the employee requests vacation leave in accordance with departmental policies.

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

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

(4) When an employee whose salary is established in Sections 2(a), 2(b) or 2(c) reaches the established maximum accrual and would cease accruing vacation, the employee may notify the appointing authority in writing of his/her intention to schedule vacation. Such notice shall be at least seven (7) days prior to the first work day the employee intends to take off. If the appointing authority fails to establish a different vacation schedule, the employee may, at will and without assuming liability for disciplinary action, take the paid leave, which was proposed in writing.

(5) All employees may request payment from the appointing authority for forty (40) hours of vacation accrual in lieu of scheduling paid leave provided that the full vacation allowance for that year is not exceeded. This may be done a maximum of once in each calendar year. Management employees may request payment from the appointing authority for up to an additional forty (40) hours of their vacation accrual balances in lieu of scheduling paid leave if their schedules do not permit them to be absent from work. Employees whose pay is established in Section 2(c) of this ordinance may request payment for up to ninety-six (96) hours of vacation.

(h) During the first twelve (12) months of employment, accrued vacation may be granted to an employee provided that the employee has completed six (6) months of continuous service. When the service of an employee is terminated after twelve (12) months of continuous service, any accumulated vacation that is due the employee shall be paid. When employment is terminated before completing twelve (12) months of continuous service, any previously advanced vacation leave shall be deducted from the employee's final pay.

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

(j) Employees who move to the Classified Service from the Unclassified Service shall be given credit for the years of service in the Unclassified Service in determining the vacation accrual rate in accordance with Section 17(a), 17(b) or 17(c) of this ordinance and based on the date of the employee's original appointment.

(k) Employees who return to work from a "reemployment from layoff" eligible list shall be eligible to use vacation as soon as it is accrued provided the employee has completed six (6) months of continuous service prior to the layoff and with approval of the appointing authority. An employee who has completed less than six (6) months of continuous service will be required to complete the remaining portion of the six (6) months period before being eligible to use vacation.

Any such reemployed worker shall be given credit for prior continuous service in determining the employee's vacation accrual rate in accordance with the schedule established in Section 17(a), 17(b) or 17(c) of this ordinance and based on the employee's original appointment.

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

(m) Accrued vacation shall be carried with an employee when transferred, promoted, or demoted from a position under one appointing authority to a position under another appointing authority without a break in service or change in method of pay. Upon the death of an employee, the person or persons entitled by law to receive any compensation due the employee shall be paid the amount due the employee for accrued vacation.

(n) With the approval of the appointing authority, a retiring employee may be paid on the payroll for accrued vacation in the month prior to retirement without inclusion in the employee's final average compensation. An appointing authority may pay previously accrued vacation off in a lump sum to an employee whose service with the City has terminated. Such payment shall be made on the employee's last regular paycheck. The lump sum payment shall include compensation for any holidays occurring during the employee's terminal vacation leave period.

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

(p) Appointing authorities shall report leave with pay for vacation and such other authorized absences as the Director of Personnel shall designate to the Department of Personnel and/or the Comptroller in such form and at such time as the Director of Personnel may require.

SECTION 18. SICK LEAVE

Employees will cease accruing sick leave with the start of the first pay period following approval by the Mayor of this ordinance. Thereafter, an employee may choose, but may not be required, to use his/her sick leave in accordance with regulations established by the Director of Personnel.

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

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

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

SECTION 19. MEDICAL LEAVE

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

(1) All employees shall accrue three (3) hours of medical leave for each bi-weekly pay period of employment. This accrual rate is established for employees working an average work week of forty (40) hours. Medical leave shall be computed on a proportionate basis for employees whose average work week is more or less than forty (40) hours. An eligible employee may be granted paid medical leave by his/her appointing authority after completing twenty-six (26) weeks of continuous service.

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

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

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

(d) All leave with or without pay for illness, injury, or physical inability to perform assigned duties shall be recorded on the payroll or a subsidiary document in the manner established by the Director of Personnel. Compensation for periods of absence from work when an employee sustains an injury by accident on the job shall be governed by the provisions of Section 26 (Workers' Compensation and Disability Leave) of this ordinance.

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

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

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

SECTION 20.

MILITARY LEAVE

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

Before military leave without pay is authorized, the employee shall present to the employee's appointing authority evidence of such military service.

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

SECTION 21. EDUCATION REIMBURSEMENT

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

The Department of Personnel may reimburse, in whole or in part, expenses incurred by employees in the pursuit of improvement of the knowledge and skills required in the performance of their positions or in higher positions, when funds have been budgeted therefore.

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

SECTION 22. 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.

Upon the expiration of such leave of absence, the employee shall be reinstated to the competitive position he/she occupied at the time the leave was granted provided the position is still in existence and he/she is able to perform the duties of the position. The employee shall be

reinstated to the competitive position at the same relative rate in the salary range the employee occupied at the time the leave was initiated. Failure of an employee to report for duty promptly at the expiration of the leave shall be just cause for dismissal. If necessary to the efficient conduct of the business of the City, an employee on leave other than military leave or qualifying family/medical leave may be notified by the appointing authority, with the approval of the Director of Personnel, to return prior to the expiration of such leave. Failure of the employee to return within ten (10) days after receipt of such notice shall terminate his/her leave of absence and be just cause for dismissal, subject to any applicable federal, state or local regulations.

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

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

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

(d) In the event that emergency conditions occur which require the closing of City-operated facilities or the temporary cessation of functions carried out by classified employees, the Mayor of the City of St. Louis may declare an emergency and require an employee or group of employees to take leaves of absence with or without pay while such emergency conditions exist. In the event that the Mayor requires that the leave of absence be without pay, an employee with vacation or accrued compensatory time may elect to take the accrued time off with pay in lieu of all or a part of such non-paid leave of absence. Such non-paid leave of absence shall not interrupt continuity of service for vacation accrual. An emergency leave of absence declared by the Mayor shall not exceed ninety (90) days.

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

(f) An appointing authority, with the prior approval of the Director of Personnel, may put an employee on forced leave of absence without pay pending the outcome of criminal charges pending against the employee.

**SECTION 23.
FURLOUGHS**

Contingent upon the declaration of the City’s Board of Estimate and Apportionment that a fiscal crisis exists in the City so as to warrant the mandatory implementation of furloughs of City officers and employees, the Board of Aldermen hereby authorizes such budget required mandatory implementation of furloughs. As used herein the term “furlough” shall mean time off without pay due to budget requirements. In the event furloughs are implemented, the Director of Personnel shall issue, consistent with this ordinance, such regulations and guidelines necessary for setting out a process for furlough implementation. A “furlough” will not affect any employee’s benefits including, but not limited to, health insurance, pension calculations, anniversary dates, or any employees service rating or eligibility for promotion. Appointing authorities will still be required to make all appropriate deductions for health insurance and pensions from their accounts.

All employees, except for employees designated by his/her appointing authority or designee to be on duty, shall be furloughed on the following dates:

| | |
|---------------------------|--------------------------|
| February 21 st | (Washington’s Birthday) |
| May 9 th | (Truman Birthday) |
| October 11 th | (Columbus Day) |
| November 26 th | (Day after Thanksgiving) |
| December 31 st | (New Years Day) |

All employees in job classes which have been allocated to Overtime 1 and 2 in this ordinance (with the exception of General Schedule, Overtime Code 2 employees) shall be required to take an additional forty (40) hours of furlough time in addition to the days designated above which must be taken in eight (8) hour increments no later than June 18, 2011. The Appointing Authorities shall prepare a list of dates from which such exempt employees may choose additional “furlough” dates.

For employees who are scheduled to work, twenty-four (24) hour operations, on Family Medical Leave or otherwise cannot be furloughed on the designated day(s), the appointing authorities shall schedule the furlough at an alternate time before the end of the fiscal year.

**SECTION 24.
INSURANCE BENEFITS**

The City of St. Louis is hereby authorized to devise and establish by contract or otherwise plans for life, health, medical, disability, and other insurance coverage deemed necessary for employees in the Classified Service and other employees for the City and their dependents. The Director of Personnel, with the assistance of the City Health Insurance Committee as established by Ordinance 67665, shall develop and administer programs to provide for such coverage. The Director of Personnel shall confer with the Board of Estimate and

Apportionment by February 1st of each year regarding coverage plans and the appropriate funding level. The Director shall then be charged with the responsibility of establishing the applicable funding level and remittance rates for the aforementioned plans and certify same to the Comptroller and Budget Director by March 1st of each year and no officer or employee shall alter or amend such rates.

SECTION 25. DEATH BENEFIT

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

SECTION 26. WORKERS' COMPENSATION AND DISABILITY LEAVE

(a) Any employee in the Classified Service whose class title and grade are established in Section 1(a) and denoted by the suffix "G," "P," "M," "T," or "E" of this ordinance, including employees who are compensated on a per performance or unit of work basis, who shall suffer personal injury by accident or occupational disease arising out of and in the regular course of employment while engaged in or about the premises where an employee's duties are being performed or where an employee's presence is required as part of his/her employment, shall promptly report such injury by accident or occupational disease to his/her immediate supervisor. The supervisor shall in turn report, through the appointing authority, all facts concerning the incident to the City Counselor and the Director of Personnel. The appointing authority shall promptly provide such written information and recommendations as may be requested by the City Counselor to aid in making the determination of the period of disability.

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

(b) (1) Any employee in the competitive service whose class title and grade are established in Section 1(a) of this ordinance and denoted by the suffix "F" who shall suffer personal injury by accident or occupational disease while engaged in actual fire suppression or

related emergency response activities on or about the premises where these activities are being performed, or during transportation to and from the scene of the fire or emergency, shall promptly report such injury to his/her immediate supervisor. The injury shall be promptly reported through appropriate management personnel to the Director of Personnel and the City Counselor. During the period of temporary disability which has been determined by the City Counselor to be a result of an injury by accident or occupational disease as defined above, the employee may be continued on the payroll at the regular bi-weekly rate less any amount the employee would otherwise pay in taxes on that portion of the benefit found to be exempt from taxation under the Missouri Workers' Compensation Law, or the federal tax code. Paid leave granted a bi-weekly paid employee in accordance with the provisions of this section is disability leave and shall not reduce the employee's sick or medical leave balance. Disability leave may also be granted when an employee suffers injury as a result of participation in Training Simulation of an exceptional and highly dangerous nature wherein the appointing authority or the Director of the Department of Public Safety has gained the approval of the Director of Personnel prior to such Training Simulation.

(2) Any employee in the competitive service whose class title and grade are established in Section 1(a) of this ordinance and denoted by the suffix "F" who shall suffer personal injury by accident or occupational disease arising out of and in the regular course of employment while engaged in or about the premises where his/her duties are being performed, except as otherwise provided in Section 26(b)(1) above shall likewise, promptly report such injury to his/her immediate supervisor, who shall report, through his/her appointing authority, all facts concerning the incident to the City Counselor and the Director of Personnel. During any such period of temporary disability, the employee shall be entitled to workers' compensation benefits as prescribed by State Law.

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

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

(e) The City Counselor and the Director of Personnel shall be responsible for the administration of the provisions of this Section 26 and shall establish and publish procedural regulations for the administration of the program. Each appointing authority shall establish procedures to comply with the provisions of this section and established regulations.

SECTION 27. JURY AND WITNESS LEAVE

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

SECTION 28. DEFERRED COMPENSATION

(a) Authority is hereby granted for the establishment of a deferred compensation plan for the City of St. Louis.

(b) In accordance with the regulations applicable to the plan, as set out herein, the Comptroller is authorized to enter into an agreement with eligible participants, whereby said participants may designate a portion of their future earnings to be deducted by the City and placed in a fund to be designated "City of St. Louis Deferred Compensation Plan Fund" for the purpose of providing tax deferred benefits to the participants upon retirement.

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

In the event Federal or State legislation is changed in a manner affecting and/or relating to any of the aforementioned Deferred Compensation provisions contained in this Section 28, the Board of Estimate and Apportionment of the City of St. Louis may amend the deferred compensation plan accordingly and may execute any and all documents necessary to achieve and effectuate the recommended changes.

SECTION 29. RETIREMENT

The following provisions shall apply to the Employees Retirement System:

(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 pay 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 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, and

(2) The balance of a member's sick leave pay 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 retirement benefits, except that said balance cannot exceed twenty-five percent (25%) of a member's total sick leave on the date of retirement.

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

(4) Twelve (12).

The years of creditable service of a member shall be the number of years and completed months of service during which he/she receives compensation from the first day of the calendar month following the date of the beginning of each employment with an employer until his/her employment is terminated, subject to the provisions of this section. The years of creditable service of an employee hired after the operative date who had attained the age of sixty (60) years at initial employment shall be the number of years and completed months of service during

which he/she receives compensation from October 1, 1988, and hereafter, from the first day on or after October 1, 1988, of the beginning of each employment with an employer until his/her employment is terminated. No creditable service shall be granted for any period of employment before October 1, 1988, after the calendar month in which the member attains age seventy (70). No creditable service for prior employment shall be granted an employee who becomes a member after April 1, 1960, unless he/she was employed by an employer on April 1, 1960.

A member may elect to use his/her sick leave as additional creditable service for the purpose of determining eligibility for retirement benefits under any provision of this ordinance.

A member's sick leave balance at time of retirement less the sum of (a), (b) and (c) below shall be considered as additional creditable service for calculation of retirement benefits under any provision of this ordinance:

- (a) Sick leave hours considered as creditable service for the purpose of determining eligibility for retirement benefits, and
- (b) Sick leave hours paid to the member upon termination of his/her employment, and
- (c) Sick leave hours used in determining final average compensation.

SECTION 30. SEVERABILITY

The sections of this ordinance shall be severable. In the event that any section of this ordinance is found by a court of competent jurisdiction to be invalid, the remaining sections of this ordinance are valid, unless the court finds the valid sections of the ordinance are so essential and inseparably connected with and dependent upon the void section that it cannot be presumed that the Aldermen would have enacted the valid sections without the void ones, or unless the court finds that the valid sections standing alone are incomplete and are incapable of being executed in accordance with the legislative intent.

SECTION 31. REPEAL OF PREVIOUS ORDINANCES

Ordinance 68540 and all other ordinances or amendments, or parts thereof conflicting with the provisions of this ordinance are hereby repealed.

SECTION 32. EMERGENCY CLAUSE

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

INDEX TO COMPENSATION ORDINANCE

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

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Approved: