

**ORDINANCE #65524  
Board Bill No. 98**

An ordinance amending Ordinance 64954 Section Two, Eight and Fourteen, to the position classifications and salaries of the Medical Examiner's Office employees and to enact in lieu thereof certain new sections relating to the same subject matter and containing an emergency clause. The provisions of the sections contained in this ordinance shall be effective beginning with the bi-weekly pay period starting June 16, 2002.

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

**SECTION 1.  
ALPHABETICAL LIST OF CLASSES**

(a) Beginning with the bi-weekly pay period starting June 16, 2002, the following positions of the Medical Examiner's Office whose duties shall be those indicated by their respective titles and codes, are hereby allocated as listed below and adopted as the Pay Classification Plan of the Medical Examiner's Office:

<b>TITLE</b>	<b>CODE</b>	<b>GRADE/ SCHEDULE</b>	<b>OVTM</b>
Administrative Secretary	1137	13G	3
Assistant Medical Examiner	5592	19G	1
Autopsy Technician	5411	09G	3
Autopsy Technician Supervisor	5412	10G	3
Computer Operator I	1323	10G	3
Computer Operator II	1324	11G	3
Computer Operator III	1325	12G	3
Computer Programmer I	1331	13G	3
Computer Programmer II	1332	14G	3
Computer Programmer III	1333	15G	3
Custodian/Courier	3711	06G	3
Deputy Chief Medical Examiner	5591	21M	1
Document Specialist I	5643	11G	3
Document Specialist II	5644	12G	3
Executive Assistant to the Chief Medical Examiner	1735	18M	1
Executive Secretary	1136	13G	3
Forensic Office Administrator I	1621	14G	3
Forensic Office Administrator II	1622	16M	1
Forensic Office Administrator III	1623	18M	1
Medical Transcriptionist	1122	11G	3
Medicolegal Investigation Supervisor	2355	15M	1
Medicolegal Investigator I	2351	13G	3
Medicolegal Investigator II	2352	14G	3
Medicolegal Investigator III	2353	15G	3
Morgue Attendant	5410	08G	3
Record File Clerk	1111	09G	3
Secretary	1132	10G	3

**SECTION 2.  
OFFICIAL PAY SCHEDULE FOR MEDICAL EXAMINER CLASSES**

The Medical Examiner is hereby adopting as the compensation schedule for all grades established in Section One of this ordinance, the following ranges of salary.

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

(1) The following bi-weekly pay schedule for all pay grades denoted with the suffix "G" or "M" shall become effective beginning with the bi-weekly pay period starting June 16, 2002:

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

<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
5	619	928
6	674	1011
7	735	1102
8	801	1201
9	873	1309
10	951	1427
11	1037	1556
12	1130	1696
13	1251	1878
14	1439	2159
15	1654	2483
16	1904	2855
17	2189	3284
18	2517	3776
19	2895	4343
20	3330	4994
21	3596	5394
22	3883	5825
23	4194	6292

**(b) SHIFT DIFFERENTIAL:** Shift differential shall be paid for certain work assignments. The Chief Medical Examiner shall determine the work assignments or activity 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 Chief Medical Examiner and will not constitute promotion, demotion, advancement or reduction in pay. The shift differential premium shall be added to the employee's regular bi-weekly rate. In order for a work assignment to be eligible for shift differential compensation, the following requirements shall be met:

(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 five (5) 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), the shift differential premium shall be 0.85% of the employee's regular base bi-weekly rate for each eligible shift worked in a bi-weekly pay period.

(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 to bi-weekly paid employees who work part-time, **or full-time regular employees docked for any portion of a shift.** An employee whose pay range is established in Section 2(a) shall receive shift differential compensation 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) shall not receive shift differential compensation for any overtime worked that is not part of their regular schedule.**

(c) **Employees whose pay range is established in Section 2(a) and who work on a Saturday and/or Sunday shall be paid a weekend differential. This differential shall be 0.85% 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 a 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. A fraction of an hour shall not be counted toward the payment of the differential. Weekend differential shall not be paid to employees compensated on an hourly or per-performance basis or to bi-weekly paid employees who work part-time or full-time regular employees docked for any portion of a day.**

(d) The Chief Medical Examiner 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, sick leave or holiday leave with pay or other benefits accorded employees paid on a bi-weekly basis except that an appointing authority, and when sufficient funds have been appropriated, may establish a modified level or type of benefit program when the provision of such benefit is needed in order to attract and retain sufficient qualified employees to work in specific per performance, hourly, or unit-of-work assignments.

The Chief Medical Examiner is not permitted to utilize per performance and hourly employees simply as a method of replacing bi-weekly paid employees whom 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.

(e) The Chief Medical Examiner 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.

(f) The Chief Medical Examiner may pay travel, moving and related expenses to recruit employees for positions requiring a high degree of specialized education or skill when funds for this purpose are appropriated to the Medical Examiner's Office. The Chief Medical Examiner may be authorized to pay special recruitment bonuses, travel expenses and moving expenses to recruit employees for positions requiring a high degree of specialized education or skill.

(g) **The Medical Examiner may approve the payment of hiring incentives 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 incentive is to be paid.**

(h) 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 Chief Medical Examiner. 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 Chief Medical Examiner 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 Chief Medical Examiner 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 Medical Examiner service, or when such credentials are clearly recognized as adding to the capability of individuals in that area. Incentives, bonuses, or reimbursements conveyed under such programs would not result in an employee being ruled ineligible for bonuses or salary increases permitted under other sections of this pay ordinance.

#### SECTION 8. CONVERSION

(a) All pay schedules in Ordinance 64953 shall continue in effect until the beginning of the pay period starting **June 16, 2002**, at which time the rates to be paid to employees in positions of any class for which a rate is established or changed in Section 2(a)(1) 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)(1) of this ordinance and whose class title remains unchanged or whose class title is changed to better describe his/her position, without a substantial revision in the class of position shall have their current salary increased by a factor of one and on-half percent (1.50 %), rounded to the nearest whole dollar **or the minimum of the salary range, whichever is higher**. This provision shall not apply to employees whose rate is deemed to be above the new maximum of the range as a result of demotion or reallocation.
- (2) **The salary of each employee whose pay range is established in Section 2 (a)(1) of this ordinance and whose class has been allocated to a higher pay grade in the appropriate pay schedule, as determined by the Medical Examiner, shall have their current salary increased to a rate, rounded to the nearest whole dollar, which provides a one and one half percent (1 ½%) increase in addition to 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.**

- (b) No employee shall be reduced in salary by reason of the adoption of the new pay schedules in this ordinance.
- (c) The Chief Medical Examiner, may establish a special conversion procedure for a class or position in the event he determines that a serious inequity would be created by the application of the conversion procedures established in this Section.

**SECTION 14.  
HOLIDAYS**

- (a) Employees working full-time who are paid on a bi-weekly basis 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:

<b>DATE</b>	<b>HOLIDAY</b>
January 1	New Years Day
Third Monday in January	Rev. Martin Luther King Jr. Day
Third Monday in February	Presidents' Day
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
Day after Thanksgiving	Day after Thanksgiving
December 25	Christmas Day

In addition to the above enumerated holidays, full-time employees shall be entitled to leave with pay, pay, or compensatory time off in lieu of pay or paid leave as established by this Section 14 on any day declared to be a holiday by proclamation of the Mayor after such day has been declared to be a holiday by the Governor of the State of Missouri or the President of the United States.

Employees working full-time and paid a bi-weekly rate whose pay is established in Sections 2(a) 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 State or Federal law changes the day of observance of a holiday, it will be so observed by the City of St. Louis. When State or Federal executive action changes the day of observance of a holiday, 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 proceeding Friday shall be observed as the holiday.

- (b) Each section supervisor shall determine the manner of granting holidays and shall report his/her determination to the Chief Medical Examiner, if required by the Chief Medical Examiner. **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.

If an employee is docked from the payroll for one hour or less on the full scheduled workday proceeding a holiday, the full scheduled workday following a holiday or on a scheduled holiday, the employee shall be compensated for the holiday. If an employee is docked from the payroll for more than one hour on the full scheduled workday proceeding a holiday, the full scheduled workday 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 14 shall apply to full-time Medical Examiner 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.

In the event that competent authority revises the holiday schedule established in this Section 14, employees who are granted compensatory time in lieu of all holidays shall have their leave benefits adjusted accordingly.

(c) Full-time Medical Examiner employees (General, Management) paid on a bi-weekly rate basis who employed as of June 16, 2002, shall have sixteen (16) hours of compensatory time added to their balance on that date. The additional compensatory time added to the balance of each employee shall be treated as "personal days" and shall be granted by the appointing authority in accordance with procedures for granting compensatory time established in Section Thirteen of Ordinance 64953. These 16 hours of compensatory time must be taken between June 16, 2002 and June 14, 2003.

#### **SECTION 15. EMERGENCY CLAUSE.**

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

**Approved: June 15, 2002**