

ORDINANCE #67329
Board Bill No. 291

An ordinance relating to the employees and salaries of the Office of the Recorder of Deeds; repealing Ordinances 66399, approved August 2, 2004 pertaining to the office of the Recorder of Deeds and enacting in lieu thereof a new ordinance pertaining to the same subject matter and containing an emergency clause.

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

SECTION ONE. Ordinances #66399 is hereby repealed and enacted in lieu thereof is the following.

SECTION TWO. Appointments and Salaries. The following positions of the Office of the Recorder of Deeds whose duties shall be those indicated by their respective titles and coded are hereby allocated as listed below and adopted as the classification plan for the Recorder of Deeds.

TITLE	CODE	GRADE
Recorder	R500	E
Deputy Recorder	D451	18M
Special Projects Manager	2382	17M
Administrative Assistant	1621	17G
Fiscal Officer	1484	16G
Public Information Officer Supervisor	1616	15G
Real Estate Records Manager	1426	14G
Records Retention Supervisor	1187	14G
Computer Programmer II	1332	14G
Historic Preservation Planner II	4193	14G
Historic Preservation Planner I	4192	13G
Auditor	1471	13G
Document Specialist II	5644	12G
Document Specialist I	5643	11G
Receptionist	1161	10G
Clerk II	1113	09G
Clerk I	1112	08G

SECTION THREE. (a) GENERAL PAY SCHEDULE:

(1) The following bi weekly pay schedule for all pay grades denoted with the suffix "G" and "M" shall become effective beginning with the start of the first bi-weekly pay period beginning December 24, 2006.

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

GRADE	MINIMUM	MAXIMUM
5	650	975
6	708	1062
7	772	1158
8	842	1262
9	917	1375
10	999	1500
11	1090	1635
12	1188	1782
13	1314	1973
14	1512	2159
15	1738	2609
16	2000	2999
17	2300	3450
18	2644	3968
19	3042	4563
20	3499	5247
21	3778	5667
22	4080	6120
23	4406	6611

(b) The Recorder of Deeds 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.

SECTION FOUR. The annual rate of employee compensation shall be twenty-six (26) times the bi-weekly scale of pay for the grade applicable to each employee's position as set out in Section 4.34.010. No employee of the Recorder of Deeds shall be paid at a rate lower than the minimum or higher than the maximum of the salary range established for the grade to which his class has been allocated. Nothing in this section shall be construed as preventing the Recorder from paying less than the maximum provided in this ordinance.

SECTION FIVE. Starting Salary

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

If an advanced starting salary is necessary, the Recorder of Deeds may establish a recruitment rate for a single position or all positions in a class and authorized employment at a figure above the minimum but within the regular range of salary established for the class.

In the event the Recorder of Deeds finds that it is difficult to secure the services of sufficient number of employees for a class or occupational series after a diligent recruitment effort, the Recorder of Deeds may establish a new maximum rate for the classes which is not more than twenty-five percent (25%) above the regular maximum established in this ordinance.

SECTION SIX. Promotion, Demotion, Reallocation and Transfer

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

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

(1) When an employee is promoted to a position in the General and Management Schedule which is only one grade higher, the employee's salary shall be set at a rate which is five percent (5%) higher than the rate received immediately

prior to promotion. The Recorder of Deeds may approve up to a twenty percent (20%) salary adjustment when such action is needed to attract experienced, qualified candidates for a position. Such salary determination shall take into consideration the nature and magnitude of the accretion of duties and responsibilities resulting from the promotion. However, no employee shall be paid less than the minimum rate nor more than the maximum rate for the new class of position, except as otherwise provided in this ordinance.

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

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

(2) If an employee accepts a voluntary demotion, his or her rate of pay shall be reduced to a rate within the range for the new position which is five percent (5%) lower than the rate received immediately prior to demotion. The Recorder of Deeds may approve up to a ten percent (10%) salary decrease upon demotion. However, 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) If an employee is demoted to his/her previous position because of failing to complete the working test period, the employees pay shall be adjusted to a rate in the pay range for the previous position to be determined by the Recorder of Deeds.

(c) Reallocation:

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

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

(3) The salary of an employee whose position is allocated to a class in a higher pay grade shall be determined in accordance with the provisions of this Section 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, regardless of pay schedule, shall remain unchanged, provided that no employee shall be paid less than the minimum rate nor more than the maximum rate for the new class of position, except as otherwise provided in this ordinance.

SECTION SEVEN. Salary Adjustment

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

(a) The effective date of any within-range increase granted under provisions of Section 7 shall be effective subject to the provisions set by the Recorder of Deeds.

(b) The Recorder of Deeds may evaluate the performance of an employee whose salary is established in Section 3(a)1 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:

A employee of the Recorder of Deeds who demonstrates exceptional performance of duties or outstanding qualifications may, 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.

(2) Substandard performance of duties:

A employee of Recorder of Deeds whose level of performance is Page significantly diminished and no longer

warrants payment at the current rate within the range may be decreased to a lower rate in the salary range. The granting of any such increase or decrease in salary shall be made at the beginning of a payroll period.

(c) The pay of any employee may be decreased as a disciplinary action by the Recorder of Deeds to a lower rate or step within a salary range. The decrease shall not be greater than fifteen percent (15%) of the current salary rate. In no case shall the decrease be below the minimum of the pay range for the class. The Recorder of Deeds may determine that the pay decrease shall be effective for a specific number of bi-weekly pay periods.

(d) Recorder of Deeds 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 EIGHT. Income Sources

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

Whenever an employee not on an approved, paid leave works for a period less than the regularly established number of hours a day, days a week or days 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 NINE. Conversion

(a) All pay schedules in Ordinance 66399 shall continue in effect until December 24, 2006, at which time the rates to be paid to employees in positions of any class for which a rate is established or changed in Section 3(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 3(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 three percent (3%), 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 3(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 Recorder, shall have their current salary increased to a rate, rounded to the nearest whole dollar, which provides a three percent (3%) increase or to the minimum of the new pay range, whichever is the greater.

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

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

SECTION TEN. Holidays

Full-time employees paid on a bi-weekly rate basis who are regularly scheduled to work an average of eighty (80) hours bi-weekly and who are employed on December 24, 2006, shall have eight (8) hours of compensatory time "Personal Leave" added to their balance on that date. These hours of compensatory time must be taken between December 24, 2006, and December 31, 2007, and shall be taken as paid-leave time off and may not be granted as pay.

SECTION ELEVEN. Changes to Pay Plan

Whenever the Recorder of Deeds finds it necessary to add a new class to the Pay plan, the Recorder of Deeds shall allocate the class to an appropriate grade and schedule in this ordinance, and notify the Board of Aldermen of this action.

Whenever the Recorder of Deeds finds it necessary to change the pay schedule of an existing class within the Pay plan, the Recorder of Deeds shall allocate the class to the appropriate schedule in this ordinance, and notify the Board of Aldermen of this action.

SECTION TWELVE. PASSAGE OF ORDINANCE

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: December 11, 2006