

ORDINANCE #67334
Board Bill No. 301

An ordinance to repeal Ordinance #66398 approved August 2, 2004 relating to the appointment and rates of compensation of certain employees of the License Collector of the City of St. Louis and enacting in lieu thereof a new ordinance dealing with the same subject matter and containing an emergency clause.

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

SECTION ONE. ALPHABETICAL LIST OF CLASSES

The following positions of the License Collector’s office, whose duties shall be those indicated by their respective titles are hereby allocated as listed below and adopted as the classification plan for the License Collector’s office:

Class Title	Grade
Account Clerk I	8G
Account Clerk II	11G
Accountant I	12G
Accountant Manager I	16M
Administrative Officer I	11M
Administrative Officer II	12M
Administrative Officer III	13M
Chief Deputy License Collector	17M
Data Entry Operator I	6G
Data Entry Operator II	8G
Field Representative I	6G
Field Representative II	8G
License Clerk I	6G
License Clerk II	8G
Secretary	9G

SECTION TWO. OFFICE PAY SCHEDULE

(a) The following b-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 December 24, 2006.

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

GRADE	MINIMUM	MAXIMUM
6	708	1062
8	842	1262
9	917	1375
11	1090	1635
12	1188	1782
13	1314	1973
16	2000	2999
17	2300	3450

SECTION THREE. Appointments

The License Collector is authorized to appoint and employ auditors, field service representatives, administrative officers, custodians and accountants and such other personnel as are deemed necessary in addition to those enumerated in Section 82.390 of the Revised Statutes of Missouri; however, the salaries shall not exceed the amount as set forth in this ordinance.

SECTION FOUR. STARTING SALARY

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

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

SECTION FIVE. PROMOTION, DEMOTION, REALLOCATION AND TRANSFER

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

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

(1) When an employee is promoted to a position in the General or Management Schedule 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 License Collector may approve up to a twenty percent (20%) salary adjustment when such action is needed to attract experienced, qualified candidates for a position. Such salary determination shall take into consideration the nature and magnitude of the accretion of duties and responsibilities resulting from the promotion. However, no employee shall be paid less than the minimum rate nor more than the maximum rate for the new class of position.

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

(1) If an employee 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 License Collector 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.

(c) **REALLOCATION:**

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

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

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

(d) **TRANSFER:** The salary rate of an employee who transfers to a different position in the same class, or from a position in one class to a position in another class in the same pay grade, 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.

SECTION SIX. SALARY ADJUSTMENT

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

(1) Exceptional performance of duties:

The License Collector of an employee who demonstrates exceptional performance of duties or outstanding qualifications may advance the employee by not more than ten percent (10%) after twenty-six (26) weeks of employment at a rate in the salary range.

(2) Substandard performance of duties:

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

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

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

SECTION SEVEN. INCOME SOURCES

Any salary paid to an employee in the city service shall represent the total remuneration for the employee, excepting reimbursements for official travel and other payments specifically authorized by ordinance. No employee shall receive remuneration from the City in addition to the salary authorized in this ordinance for services rendered by the employee in the discharge of the employee's ordinary duties, of additional duties which may be imposed upon the employee, or of duties which 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 separated salary for actual hours worked from two or more departments, divisions, or other units of the City for duties performed for each of such agencies is permissible if the total salary received from these agencies is not in excess of the maximum rate of pay for the class.

SECTION EIGHT. CONVERSION

(a) All pay schedules in Ordinance 66398 shall continue in effect until the pay period starting December 24, 2006 after 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), 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) 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 is established in Section 2(a) of this ordinance and whose class has been allocated to a higher pay grade in the appropriate pay schedule, as determined by the LICENSE COLLECTOR, shall have their current salary increased to a rate, rounded to the nearest whole dollar, which provides a three percent (3%) increase in addition to the amount of the pay grade reallocation..

(3) No employee shall be compensated at a rate above the maximum of the salary range except as provided in paragraph (a) below, or under provisions of an appropriate pay regulation as authorized by the LICENSE COLLECTOR.

- (a) No employee shall be reduced in salary by reason of the adoption of the new pay schedules in this ordinance.
- (b) The salary of any employee serving in a trainee position which remains above the new trainee rate for his or her position shall remain unchanged.
- (c) The LICENSE COLLECTOR may establish a special conversion procedure for a class or position in the event that the COLLECTOR determines that a serious inequity would be created by the application of the conversion procedures established in this Section 8.
- (d) The LICENSE COLLECTOR shall establish such procedures as are needed to place this ordinance into effect and interpret its provisions.

SECTION NINE. 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 TEN. VACATION

Vacation leave with pay shall be granted to bi-weekly paid employees in permanent positions working one-half (50%) time or more. The License Collector may establish additional guidelines and policies to govern the administration of vacation leave benefits.

Vacation accrual rates and maximum accruals shall be the same as contained in the current Ordinance in effect which governs all employees under the classified service.

SECTION ELEVEN. SICK LEAVE

Sick leave with pay shall be granted to bi-weekly paid employees in permanent positions working one-half(50%) time or more in accordance with regulations and procedures established by the License Collector.

Sick leave accrual rates shall be the same as contained in the current Ordinance in effect which governs all employees under the classified service.

SECTION TWELVE. CLASSIFICATION

Whenever the License Collector finds it necessary to add a new class or reallocate the grade of a class of position in the classification plan, the License Collector shall allocate or reallocate the class to an appropriate grade in this ordinance and notify the Board of Aldermen of his action.

SECTION THIRTEEN. PASSAGE OF ORDINANCE

By the enactment of this ordinance, Ordinance #66398, approved August 2, 2004 is hereby repealed.

SECTION FOURTEEN. 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: December 11, 2006