

ORDINANCE #68743
Board Bill No. 113
Floor Substitute

An ordinance enacted pursuant to Section 56.540, Revised Statutes of Missouri to repeal Ordinance No. 68542 relating to the Office of the Circuit Attorney of the City of St. Louis, allocating the positions established by said Section 56.540, R.S.Mo. to classes with grades and a schedule setting minimum and maximum salaries for such grades by repealing Section Two and replacing said Section with provisions of this ordinance, providing that such salaries be paid bi-weekly; providing for payment of overtime wages on an hourly basis at the bi-weekly rate when such overtime is authorized as necessary by the Circuit Attorney and containing an emergency clause.

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

SECTION ONE. Ordinance No. 68542 is hereby repealed and, in lieu thereof, the following provisions are enacted.

SECTION TWO. The following positions of the Office of the Circuit Attorney of the City of St. Louis, authorized by Section 56.540, R.S.Mo., are hereby allocated to a grade in the following Section with the rates therein established, to wit:

Title	Code	Grade
First Assistant Circuit Attorney	1601	21M
Chief Trial Assistant	1602	20M
Chief Warrant Officer	1603	20M
Chief Misdemeanor Officer	1604	20M
Special Assistant Circuit Attorney I	1605	15P
Special Assistant Circuit Attorney II	1606	17P
Attorney I	2361	15P
Attorney II	2362	17P
Attorney III	2363	18P
Attorney IV	2367	20M
Attorney Manager	2364	20M
Administrative Assistant	1622	14M
Administrative Secretary	1614	14G
Chief Clerk	1617	13G
Chief Investigator	1630	15P
Clerk I	1112	8G
Clerk II	1113	9G
Clerk III	1114	11G
Clerk IV	1115	13G
Computer Operations Manager	1361	15P
Computer Operations Supervisor	1327	13P
Computer Operator I	1323	10G
Computer Operator II	1324	11G
Computer Operator III	1325	12G
Grand Jury Stenographer	1615	12G
Investigator IA	1633	10G
Investigator I	1631	13G
Investigator II	1632	14G
Investigator III	1634	15G
Legal Secretary	1134	12G
Paralegal	2365	12G
Secretary I	1131	9G
Secretary II	1132	10G
Secretary III	1133	11G
Social Worker	6141	13G
Telephone Operator	1161	8G
Typist Clerk I	1121	8G
Typist Clerk II	1122	9G
Victim Services Counselor I	1642	13G

Victim Services Counselor II	1643	14G
Victim Services Supervisor	1644	15P

OFFICIAL PAY SCHEDULE FOR CLASSIFICATION GRADES

The following is hereby adopted as the salary pay schedule for all classification grades of positions in Section Two of this ordinance, beginning with the biweekly pay period starting the effective date of this Ordinance. The following bi-weekly pay schedule for all grades shall become effective with the beginning of the first pay period following effective passage of this ordinance:

GRADE	MINIMUM	MAXIMUM
5	686	1030
6	747	1121
7	816	1222
8	889	1332
9	968	1452
10	1000	1584
11	1151	1726
12	1254	1882
13	1387	2082
14	1596	2394
15	1715	2754
16	2111	3166
17	1843	3643
18	2163	4198
19	3212	4817
20	2615	5539
21	3747	5982
22	4308	6460
23	4651	6979

SECTION THREE. The Circuit Attorney, in making appointments to the positions authorized by Section 56.540 R.S.Mo., shall make said appointments within the classes and grades set out in Section Two of this ordinance, and to an amount of pay within a grade; provided further that the Circuit Attorney may, in her sole discretion, change the classification, grade and amount paid to a person appointed as she determines to be required. The Circuit Attorney may establish probationary rates of pay for classes of positions established in this pay ordinance. Such probationary rates may be less than the rate paid to a regular employee.

SECTION FOUR. The salary for grades of positions shall be paid bi-weekly.

SECTION FIVE. The annual rate of employee compensation shall be twenty-six (26) times the bi-weekly scale of pay for the grade applicable to the employee's position. No employee 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/her class has been allocated. Nothing in this section shall be construed as preventing the Circuit Attorney from paying less than the maximum provided in this ordinance.

SECTION SIX. (A) Employees occupying positions allocated in Section Two to a grade of G or lower, or to a grade of 18P or lower, may be eligible to receive, in addition to the regular salary, pay for overtime hours authorized by the Circuit Attorney. The rate of such overtime pay shall be subject to the requirements of the Fair Labor Standards Act of 1938, as applicable, and shall be allowed on the basis of hours worked and the bi-weekly rate of pay. Compensatory time may be allowed in lieu of overtime pay as provided by law. Employees occupying positions allocated to a management grade designated by the letter "M" following the grade number are ineligible to receive additional compensation for time worked over that ordinarily required.

(B) 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 mandatory implementation of furloughs. As used herein the term "furlough" shall mean time off without pay. In the event furloughs are implemented, the Circuit Attorney shall issue, consistent with this ordinance, such guidelines as are 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 employee service rating or eligibility for promotion. The Circuit

Attorney will still be required to make all appropriate deductions for health insurance and pensions from the accounts for employees under the Circuit Attorney's control.

All employees, except for employees on duty on the following dates in offices where the Circuit Attorney's responsibilities and state statutes require designated employees to be on duty on the following dates, shall be "furloughed" for eight (8) hours on the following dates:

February 21 st	May 9 th
October 11 th	November 26 th
December 31 st	

The Circuit Attorney shall pay employees required to work on the above-referenced days for such work and shall require such employees to take eight (8) hours of furlough on an alternate day. All employees in positions which have been determined to be exempt pursuant to the Fair Labor Standards Act 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 Circuit Attorney shall prepare a list of dates from which such exempt employees may choose additional "furlough" dates in eight (8) hour increments, and shall require each exempt employee to take a minimum of five (5) eight (8) hour increments as "furlough" in addition to the "furlough" dates specifically listed above.

SECTION SEVEN. HOLIDAYS.

The Circuit Attorney shall grant holiday leave with pay, holiday pay, or compensatory holiday time off in lieu of pay to employees working full-time who are paid a bi-weekly rate 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

The Circuit Attorney shall not grant holiday leave with pay, holiday pay, or compensatory holiday time off except as provided in this Section. At the end of FY 11, the paid holiday schedule will revert back.

Employees working full-time and paid a bi-weekly rate whose pay is established in 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.

The Circuit Attorney shall determine the manner of granting holidays. 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.

The holiday compensation procedures established by this section shall apply to full-time 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 the holiday schedule established in this section is revised, employees who are granted compensatory time in lieu of all holidays shall have their leave benefits adjusted accordingly.

SECTION EIGHT. Emergency Clause. This being an ordinance for the preservation of public peace, health and safety, it is hereby declared to be an emergency measure within the meanings of Sections 19 and 20 of article IV of the Charter of the City of St. Louis and therefore shall become effective immediately upon its passage and approval by the Mayor.

Approved: September 20, 2010