

**ORDINANCE #68744**  
**Board Bill No. 117**  
**Floor Substitute**

An ordinance relating to the employees and salaries of the Office of the Recorder of Deeds; repealing Ordinance 67804 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**SECTION ONE.** Ordinances 67804 is hereby repealed an enacted in lieu thereof is the following.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.

<b>TITLE</b>	<b>CODE</b>	<b>GRADE</b>
Recorder	R500	E
Deputy Recorder	D451	18M
Human Resource Manager	1523	18M
Internet Service Manager	1368	18M
Special Project Manager	2382	17M
Administrativ4e 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
Secretary to The Recorder of Deeds	R333	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 be effective.

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

<b><u>GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MAXIMUM</u></b>
5	686	1030
6	747	1121
7	816	1222
8	889	1332
9	968	1452
10	1055	1584
11	1151	1726
12	1254	1882
13	1387	2082
14	1596	2394
15	1835	2754
16	2111	3166
17	2428	3643

18	2791	4189
19	3212	4817
20	3694	5539
21	3989	5982
22	4308	6460
23	4651	6979

(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 the 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 employer’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 of 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 a 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 of 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 work test period, the employee’s 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 uncharged, 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) The pay of any employee may be decreased as a disciplinary action by the recorder of Deeds to 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.
- (f) 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 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 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 of 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 EIGHT. CONVERSION**

- (a) All pay schedules in Ordinance 67804 shall continue in effect.
- (b) No employee shall be reduced in salary by reason of the adoption of the new pay schedules in this ordinance.
- (c) 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 NINE.** 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 the furloughs of the 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 Recorder of Deeds 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 Recorder of Deeds will still be required to make all appropriate deductions for health insurance and pensions from accounts for employees under the Recorder of Deed’s control.

All employees, except for employees on duty on the following dates in offices where the Recorder of Deeds’s responsibilities require designated employees to be on duty on the following dates, shall be “furloughed” for eight (8) hours on the following dates:

February 21 <sup>st</sup>	May 9 <sup>th</sup>
October 11 <sup>th</sup>	November 26 <sup>th</sup>
December 31 <sup>st</sup>	

The Recorder of Deeds 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 Recorder of Deeds 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 office (5) eight (8) hour increments as “furlough” in addition to the “Furlough” dates specifically listed above.

**SECTION TEN. HOLIDAYS**

The Recorder of Deeds 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:

<b>DATE</b>	<b>HOLIDAY</b>
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	Veteran’s Day

The Recorder of Deeds shall not grant holiday leave with pay, holiday pay, or compensatory holiday time off except as provided in this Section. At the end of FY22, 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 day 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 a Saturday, the preceding Friday shall be observed as the holiday.

The Recorder of Deeds 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 house regularly scheduled in a day or shift.

The holiday compensation procedures established by this section shall apply to full-time employees paid 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 a n 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 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 find 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: September 20, 2010**