

ORDINANCE #69192
Board Bill No. 106

An ordinance relating to the employees and salaries of the Office of the Recorder of Deeds; repealing Ordinances #68744 approved 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 Ordinances # 68744 is hereby repealed and enacted in lieu thereof is the following.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
Human Resource Manger	1523	18M
Internet Service Manager	1368	18M
Special Projects Manager	2382	17M
Administrative Assistant	1621	17G
Fiscal Officer	1484	16G
Public Information Officer Supervisor	1616	15G
Real Estate Records Manager I	426	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 biweekly 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 starting the effective date of this ordinance:

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
5	686	1051
6	747	1143
7	816	1246
8	889	1359
9	968	1481
10	1055	1616
11	1151	1761
12	1254	1920
13	1387	2124
14	1596	2442
15	1835	2809
16	2111	3229
17	2428	3716

<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
18	2791	4273
19	3212	4913
20	3694	5650
21	3989	6102
22	4308	6590
23	4651	7119

(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 step 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 thirty percent (30%) 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/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 or a higher starting minimum salary.

- (1) When an employee is promoted to a position in the General, and Management Pay Schedule, the employee's current salary shall be increased by five percent (5%) and set to a step in the new pay range that may be equal to but not less than the adjusted current rate. An appointing authority may pay an employee up to twenty percent (20%) when such action is needed to attract experienced, qualified candidates for a position. The Recorder of Deeds shall determine the appropriate step in such instances. Such salary determinations 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 and a lower starting minimum salary.

- (1) If an employee is demoted for disciplinary reasons his/her rate of pay shall be established at a step within the range for the new position to be determined by the Recorder of Deeds.
- (2) If an employee accepts a voluntary demotion, his/her current rate of pay shall first be reduced by five percent (5%) and then set to a step within the lower pay range that may be equal to but not greater than the adjusted rate. Employees who are in a working test period and demote to their previous class of position or pay grade, will return to the rate received immediately prior to the promotion, plus any

adjustments as otherwise provided in this ordinance. 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) If the employee's position is reallocated to a class in a lower pay grade and the employee's rate of pay for the previous position is within the salary range of the new position, his/her salary shall remain unchanged.
- (2) 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, 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.

(e) 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

(f) Over Maximum: 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/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/she remains in the class of position, except as otherwise provided by this ordinance.

SECTION SEVEN: Salary Adjustment (1) Any employee whose salary is established in the General and Management Pay Schedule shall receive a service rating in accordance with the Recorder of Deeds Manual. The standards of performance established in the Recorder of Deeds Manual, shall determine eligibility for a step increase. The step increase shall be one step and shall be made after fifty-two (52) weeks of continuous satisfactory service. These standards shall govern successive increases of one step for each fifty-two (52) weeks of additional continuous service thereafter until the top of the salary range is reached.

(a) Exceptional performance of duties

The Recorder of Deeds may advance an employee who demonstrates exceptional performance of duties by not more than three (3) steps after twenty-six (26) weeks of employment at the same rate in the salary range. This exceptional performance increase may be in addition to any merit increase received.

(b) Substandard performance of duties:

An employee whose level of performance is significantly diminished and no longer warrants payment at the current step of the range may have his/her salary reduced by the Recorder of Deeds provided the employee is above the minimum of the range. The granting of any such increase or decrease in salary shall be made at the beginning of a pay period.

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 #68744 shall continue in effect until the beginning of the biweekly pay period starting concurrently with or after the effective date of this ordinance, and then the rates to be paid to employee in positions of any classes 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) All maximum of the ranges have been increased by 2%. Or
- (2) Any employee may receive a service rating in accordance with the Recorder of Deeds Manual. The standards of performance established in the manual shall determine eligibility for a two percent (2%) or \$1,000.00 annually, whichever one is greater within-range increased determined by the Recorder of Deeds.

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

(c) The salary of an employee serving in a trainee position, which remains above the new trainee rate for his/her position, shall remain unchanged.

- (3) In the event this ordinance does not become effective in time for the first bi-weekly pay period of Fiscal Year '13, employees will be eligible for the increase on the first pay period following passage.

SECTION TEN. Holidays

The Recorder of Deeds shall grant Holiday leave with pay. When the day of observance of a holiday is changed by State and Federal Law, it will be observed by the City of St. Louis.

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: July 13, 2012

