

ORDINANCE NUMBER 70336

1 **BOARD BILL NO. 99** **INTRODUCED BY ALDERMAN LARRY ARNOWITZ**

2

3 An ordinance relating to the employees and salaries of the Office of the Recorder of
4 Deeds; repealing Ordinances #69192 approved pertaining to the Office of the Recorder of
5 Deeds and enacting in lieu thereof a new ordinance pertaining to the same subject matter and
6 containing an emergency clause.

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

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10 **SECTION ONE.** Ordinances # 69192 is hereby repealed and enacted in lieu thereof is
11 the following.

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

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18 TITLE	CODE	GRADE
20 Recorder of Deeds	R101	E
21 Chief Deputy Recorder	R102	19M
22 Human Resource Manager	R110	18M
23 Information Systems Administrator	R201	18M
24 Administrative Assistant	R120	17M
25 Recorder Cashier Manager	R301	17M
26 Recording Manager	R401	17M

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1	Technical Support Specialist II	R221	16P
2	Technical Support Specialist I	R222	15P
3	Data Processing Manager	R211	14G
4	Recorder Department Supervisor	R411	14G
5	Records Document Specialist II	R421	14G
6	Secretary to the Recorder	R121	13G
7	Recorder Cashier Representative	R310	13G
8	Recorder Department Assistant Supervisor	R412	13G
9	Records Document Specialist I	R422	13G
10	Recorder Procurement Specialist	R461	13G
11	Customer Service Application Specialist II	R431	12G
12	Computer Support Specialist	R223	11G
13	Customer Service Application Specialist I	R432	11G
14	Auditor I	R320	11G
15	Receptionist	R122	10G
16	Archives Researcher II	R441	10G
17	Recorder Clerk III	R451	10G
18	Archives Researcher I	R442	9G
19	Recorder Clerk II	R452	9G
20	Recorder Clerk I	R453	8G

21 **SECTION THREE. (a) GENERAL PAY SCHEDULE:**

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23 (1) The following bi-weekly pay schedule for all pay grades denoted with the suffix
24 "G" and "M" shall become effective beginning with the start of the first bi-weekly pay period
25 starting the effective date of this ordinance:

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BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

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GRADE	MINIMUM	MAXIMUM
8	912	1425
9	989	1546
10	1074	1679
11	1169	1827
12	1270	1985
13	1400	2188
14	1605	2509
15	1839	2881
16	2110	3304
17	2421	3795
18	2777	4357
19	3189	5005
20	3662	5749
21	3951	6206
22	4263	6699
23	4601	7233

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.

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1 **SECTION FOUR.** The annual rate of employee compensation shall be twenty-six (26) times the
2 bi-weekly scale of pay for the grade applicable to each employee's position. No employee of the
3 Recorder of Deeds shall be paid at a rate lower than the minimum or higher than the maximum
4 of the salary range established for the grade to which his/her class has been allocated. Nothing in
5 this section shall be construed as preventing the Recorder from paying less than the maximum
6 provided in this ordinance. The annual rate of employee compensation shall be twenty-seven
7 (27) times the bi-weekly scale of pay for the grade applicable to each employee's position when
8 The City of St Louis Pay schedule for the year contains 27 pay periods.

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10 **SECTION FIVE.** Starting Salary

11 The minimum rate of pay for a position shall be paid upon original appointment to the class,
12 unless the Recorder of Deeds finds that it is impossible to recruit employees with adequate
13 qualifications at the minimum rate. If an advanced starting salary is necessary, the Recorder
14 of Deeds may establish a recruitment rate for a single position or all positions in a class and
15 authorized employment above the minimum but within the regular range of salary established
16 for the class.

17 In the event the Recorder of Deeds finds that it is difficult to secure the services of
18 sufficient number of employees for a class or occupational series after a diligent recruitment
19 effort, the Recorder of Deeds may establish a new maximum rate for the classes which is not
20 more than thirty percent (30%) above the regular maximum established in this ordinance.

21 **SECTION SIX.** Promotion, Demotion, Reallocation and Transfer

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

June 24, 2016

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

3 (1) When an employee is promoted to a position in the General, and Management Pay
4 Schedule, the employee's salary shall be set as deemed appropriate by the Recorder of Deeds.
5 However, no employee shall be paid less than the minimum rate nor more than the maximum
6 rate for the new class of position, except as otherwise provided in this ordinance.

7 (b) Demotion: This shall be defined as a change of an employee from a position of one
8 class to a position of another class which has a lower pay grade and a lower starting minimum
9 salary.

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

12 (2) If an employee accepts a voluntary demotion, his/her current rate of pay shall first be
13 reduced to a rate within the range for the new position. Employees who are in a working test
14 period and demote to their previous class of position or pay grade, will return to the rate received
15 immediately prior to the promotion, plus any adjustments as otherwise provided in this
16 ordinance. No employee shall be paid less than the minimum nor more than the maximum rate
17 for the new class of position, except as otherwise provided in this ordinance.

18 (3) If an employee is demoted to his/her previous position because of failing to complete
19 the working test period, the employees pay shall be adjusted to a rate in the pay range for the
20 previous position to be determined by the Recorder of Deeds.

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22 (c) Reallocation:

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

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1 (2) The Recorder of Deeds may reduce the salary of an employee whose level of
2 performance or assigned duties is significantly diminished and no longer warrants payment at the
3 current rate within the range as provided in Section 3 (a). The granting of any such increase or
4 decrease in salary shall be made at the beginning of a Payroll period.

5 (3) The salary of an employee whose position is allocated to a class in a higher pay grade
6 shall be determined in accordance with the provisions of this Section 6 (a)(1) relating to salary
7 advancement on promotion.

8 (d) Transfer: The salary rate of an employee who transfers to a different position in the
9 same class, or from a position in one class to a position in another class in the same pay grade,
10 shall remain unchanged, provided that no employee shall be paid less than the minimum rate nor
11 more than the maximum rate for the new class of position, except as otherwise provided in this
12 ordinance.

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

18 (f) Over Maximum: The salary of an employee, which has reached the maximum of the
19 pay range in the class and grade prescribed by this ordinance, shall not be increased so long as
20 he/she remains in the class of position.

21 **SECTION SEVEN: SALARY ADJUSTMENT**

22 Salary adjustments for all employees shall be based on considerations of merit or success in
23 fulfilling predetermined performance factors as established by the Recorder of Deeds.

24 Based upon the service rating of an employee together with the standards of performance
25 established by the Recorder of Deeds, The Recorder of Deeds shall determine eligibility for up to

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1 a two percent (2%) increase or at the discretion of the Recorder of Deeds up to a Ten (10%)
2 increase (merit) for exceptional performance of duties.

3 (a) Any employee whose salary is established in Section 3 (1), General Pay Schedule, achieving
4 an Overall Performance Rating of Meets Standards or Progressing after Fifty Two (52) weeks of
5 continuous service shall be eligible to receive a merit increase.

6 (b) Any employee, whose salary is established in Section 3(1), -General Pay Schedule, achieving
7 an Overall Performance Rating of Below Standards after Fifty Two (52) weeks of continuous
8 service shall not receive a merit increase and must agree to a Mandatory Improvement Plan.

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10 The compensation of the Recorder of Deeds may be annually increased by an amount equal to
11 the annually salary adjustment for employees of the city of St. Louis as approved by the Board of
12 Alderman as provided in Section 59.220.1 of Missouri Revised Statutes.

13 The Recorder of Deeds may authorize different anniversary dates for an employee or groups of
14 employees.

15 The granting of any such increase or decrease in salary shall be made at the beginning of a pay
16 period following approval of such salary adjustment by the Recorder of Deeds.

17 Recorder of Deeds may approve a within range salary adjustment or other incentives to retain
18 employees in positions that are difficult to fill, or because of their unique requirements. Said
19 adjustment may only be granted once during a twenty-six (26) week period.

20 **SECTION EIGHT. Income Sources**

21 Any salary paid to an employee of the Recorder of Deeds shall represent the total remuneration
22 for the employee, excepting reimbursements for official travel and other payments specifically
23 authorized by ordinance. No employee shall receive remuneration from the Recorder of Deeds in
24 addition to the salary authorized in this ordinance for services rendered by the employee in the

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1 discharge of the employee's ordinary duties, of additional duties which may be imposed upon the
2 employee, or of duties which the employee may undertake or volunteer to perform.

3 Whenever an employee not on an approved, paid leave works for a period less than the regularly
4 established number of hours a day, days a week or days bi-weekly, the amount paid shall be
5 proportionate to the hours in the employee's normal work week and the bi-weekly rate for the
6 employee's position. The payment of a separate salary for actual hours worked from two or more
7 departments, divisions or other units of the City for duties performed for each of such agencies is
8 permissible if the total salary received from these agencies is not in excess of the maximum rate
9 of pay for the class.

10 **SECTION NINE.** Conversion

11 **a)** All pay schedules in Ordinance #69192 shall continue in effect until the beginning of the
12 biweekly pay period starting concurrently with or after the effective date of this ordinance, and
13 then the rates to be paid to employee in positions of any classes for which a rate is established or
14 changed in Section 2(a)(1) of this ordinance shall become effective.

15 **(b)** In the event this ordinance does not become effective in time for the first bi-weekly pay
16 period of Fiscal Year '17, employees will be eligible for the increase on the first pay period
17 following passage.

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19 **SECTION TEN.** Holidays

20 The Recorder of Deeds shall grant Holiday leave with pay.

21 When the day of observance of a holiday is changed by State or Federal law, it will be so
22 observed by the City of St. Louis. When the day of observance of a holiday is changed by State
23 or Federal executive action, the Mayor shall determine the day of observance by the City of St.
24 Louis.

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2 **SECTION ELEVEN. Changes to Pay Plan**

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

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

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10 **SECTION TWELVE. PASSAGE OF ORDINANCE**

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12 The passage of this ordinance being deemed necessary for the immediate preservation of the
13 public peace, health and safety, it is hereby declared to be an emergency measure and the same
14 shall take effect and be in force immediately upon its approval by the Mayor.

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