

1 BOARD BILL # 118CS INTRODUCED BY ALDERMAN STEPHEN GREGALI

2
 3 An ordinance to amend Ordinance #67806, approved December 17, 2007 relating to the position
 4 classifications and salaries of the Parking Division employees, and to enact in lieu thereof certain new sections relating to
 5 the same subject matter and containing an emergency clause.

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

7 SECTION ONE. Ordinance 67806, approved December 17, 2007 is hereby amended.

8 SECTION TWO. Position Classes.

9 (a) Schedule A: The following positions of the Parking Division of the Treasurer's Office whose duties shall be those
 10 indicated by their respective titles and codes, are hereby allocated as listed below and adopted as the classification of the
 11 Parking Division of the Treasurer's Office:

12	Class Title	Code	Grade
13	Parking Superintendent	T220	17M
14	Administrative Assistant IV	T624	17M
15	Director of Professional Services	T221	17M
16	Parking Facilities Manager		14M
17	Ass't Parking Facilities Manager		12M
18	Fleet Maintenance Supervisor	T421	15G
19	Personnel Manager	T515	14M
20	Parking System Analyst		14G
21	Internal Auditor	T471	14G
22	Parking Supervisor		13G
23	Program Analyst	T501	13G
24	Budget Compliance Officer	T461	13G
25	Communication Assistant	T185	13G
26	Parking Enforcement Supervisor	T192	12G
27	Accountant I		12G
28	Assistant Supervisor	T191	11G
29	Account Clerk III	T143	11G
30	Administrative Clerk II	T137	11G
31	Parking Enforcement Officer IV		10G
32	Parking Facilities Attendant IV		10G
33	Parking Enforcement Officer III	T203	10G
34	Assistant Parking Enforcement Supv.	T194	10G
35	Parking Crew Worker III	T165	10G
36	Account Clerk II	T142	10G
37	Parking Facilities Attendant III		9G
38	Administrative Clerk I	T136	9G

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1	Clerk/Secretary III	T133	9G
2	Parking Enforcement Officer II	T202	8G
3	Parking Crew Worker II		8G
4	Security Officer		8G
5	Clerk/Secretary II	T132	8G
6	Account Clerk I	T141	8G
7	Parking Facilities Attendant II		8G
8	Parking Crew Worker I		7G
9	Security Guard		6G
10	Parking Enforcement Officer I	T201	6G
11	Clerk/Secretary I	T131	6G
12	Parking Facilities Attendant I		6G
13	Parking Assistant		5G
14	Custodian		5G
15	Parking Aide		5G

16
 17 (B) Schedule B: For employees of the Parking Division in the classes set forth below, and with an appointment date on or
 18 after January 1, 1995, excepting those employees eligible for reemployment under personnel rules approved by the
 19 Parking Commission, their positions will be reallocated as specified below:
 20

21	Class Title	Code	Grade
22			
23	Parking Superintendent	T220	15M
24	Administrative Assistant IV	T624	15M
25	Director of Professional Services	T221	15M
26	Parking Facilities Manager		14M
27	Personnel Manager	T515	14M
28	Fleet Maintenance Supervisor	T421	14G
29	Parking System Analyst		13G
30	Internal Auditor	T185	12G

31
 32 SECTION THREE. Pay Schedule
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34
 35 GENERAL, PROFESSIONAL, AND MANAGEMENT PAY SCHEDULE:
 36

37 (1) The following bi-weekly pay schedule for all pay grades denoted with the suffix "G", "P", or "M" shall become
 38 effective beginning with the bi-weekly pay period starting the effective date of this ordinance:
 39

40 BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS
 41

42	GRADE	MINIMUM	MAXIMUM
43			
44			
45			
46	5	706	995
47	6	766	1083
48	7	832	1181
49	8	903	1287
50	9	980	1403
51	10	1064	1610

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1	11	1157	1715
2	12	1258	1902
3	13	1387	2098
4	14	1590	2405
5	15	1821	2754
6	16	2090	3164
7	17	2397	3627
8	18	2750	4163
9	19	3158	4779
10	20	3626	5485
11	21	3912	5916
12	22	4222	6385
13	23	4556	6891

14
15 SECTION FOUR. Starting Salary

16 The minimum rate of pay for a position shall be paid upon original appointment to the class, unless the City
17 Treasurer (hereinafter the “appointing authority”) finds that it is impractical to recruit employees with adequate
18 qualifications at the minimum rate.

19 If an advanced starting salary is necessary, the appointing authority may establish a recruitment rate for a single
20 position or all positions in a class and authorized employment at a figure above the minimum but within the regular range
21 of salary established for the class.

22 SECTION FIVE. Promotion, Demotion, Reallocation and Transfer

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

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

27 (1) When an employee is promoted to a position which is only one grade higher, the employee's salary
28 shall be set at a rate which is five percent (5%) higher than the rate received immediately prior to promotion. An
29 appointing authority may approve up to a twenty percent (20%) salary adjustment when such action is needed to attract
30 experienced, qualified candidates for a position.

31 Such salary determination shall take into consideration the nature and magnitude of the accretion of duties and
32 responsibilities resulting from the promotion.

33 However, no employee shall be paid less than the minimum rate nor more than the maximum rate for the new class of

1 position.

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

4 (2) If an employee accepts a voluntary demotion, his or her rate of pay shall be reduced to a rate within the
5 range for the new position which is five percent (5%) lower than the rate received immediately prior to demotion.
6 However, no employee shall be paid less than the minimum nor more than the maximum rate for the new class of
7 position.

8 (c)Reallocation:

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

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

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

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

21 SECTION SIX. Salary Adjustment

22 (a) A decrease in the salary range for poor performance of the duties of
23 the position or for job performance which does not warrant continued pay at an advanced rate in the salary range shall be
24 made in accordance with standards established by the appointing authority.

25 (1) Exceptional performance of duties:

26 The appointing authority of an employee who demonstrates exceptional performance of duties or outstanding

1 qualifications may, advance the employee by not more than ten percent (10%)after twenty-six weeks of employment at
2 the same rate in the salary range.

3 (2)Substandard performance of duties:

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

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

11 (c) For the purpose of computing earnings and length of service for salary advancement, the time shall start with
12 the Sunday preceding all appointments effective on Monday. Absence from service in the armed forces, and leaves of
13 absence for study to improve performance of City job will not interrupt continuous service. Absence from service for
14 any other cause except as set forth above will result in breaking continuity of service.

15 SECTION SEVEN. Income Sources

16 Any salary paid to an employee in the city service shall represent the total remuneration for the employee,
17 excepting reimbursements for official travel and other payments specifically authorized by ordinance. No employee shall
18 receive remuneration from the City in addition to the salary authorized in this Ordinance for services rendered by the
19 employee in the discharge of the employee's ordinary duties, of additional duties which may be imposed upon the
20 employee, or of duties which the employee may undertake or volunteer to perform.

21 Whenever an employee not on an approved, paid leave works for a period less than the regularly established
22 number of hours a day, days a week or days bi-weekly, the amount paid shall be proportionate to the hours in the
23 employee's normal work week and the bi-weekly rate for the employee's position. The payment of a separate salary for
24 actual hours worked from two or more departments, divisions or other units of the City for duties performed for each of
25 such agencies is permissible if the total salary received from these agencies is not in excess of the maximum rate of pay
26 for the class. The Parking Division of the Treasurer's Office shall reimburse the City's General Revenue Fund from the

1 Parking Fund \$33,000.00 annually on or about the end of each fiscal year for the Chief Fiscal Officer's services for that
2 year.

3 SECTION EIGHT. Conversion

4 (a) All pay schedules in Section 3(1) shall continue in effect until the beginning of the bi-weekly pay period
5 starting concurrently with or after the effective date of this ordinance at which time the rates to be paid to employees in
6 positions of any class for which a rate is established or changed in Section 3(1) of this ordinance shall become effective
7 and be adjusted as follows:

8 (1) The salary of each employee whose pay range is established in Section 3(1) of this ordinance and whose class
9 title remains unchanged or whose class title is changed to better describe his/her position, without a substantial revision
10 in the class of position shall have their current salary increased by three and one-half percent (3.5%) as a cost of living
11 adjustment, rounded to the nearest whole dollar or the minimum of the salary range, whichever is greater.

12 (b) No employee shall be compensated at a rate above the maximum of the new salary range except as provided in below.

13 (c) No employee shall be reduced in salary by reason of the adoption of the new pay schedules in this ordinance.
14 The Appointing Authority may establish a special conversion procedure for a class or position in the event that the
15 Appointing Authority determines that a serious inequity would be created by the application of the conversion procedures
16 established in this Section.

17

18 SECTION NINE. PERSONAL DAY

19 (1) Full-time classified employees paid a bi-weekly rate who are regularly scheduled to work an average of
20 eighty (80) hours bi-weekly and who are employed on the effective date of this ordinance shall have eight (8) hours of
21 compensatory time added to their balance on tht date. The additional compensatory time added to the balance of each
22 employee shall be treated as "Personal Leave" and shall be granted by the appointing authority in accordance with
23 procedures for granting compensatory time. These hours of compensatory time must be taken between the effective date
24 of this ordinance and June 20, 2009.

25

26 SECTION NINE. Whenever the Appointing Authority finds it necessary to add a new class or reallocate the grade of

1 a class of position in the classification plan, the appointing authority shall allocate or reallocate the class to an appropriate
2 grade in this ordinance, and notify the Board of Aldermen or Parking commission of his action.

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