

# *St. Louis City Ordinance 62668*

FLOOR SUBSTITUTE

BOARD BILL NO. [92] 97

INTRODUCED BY ALDERMAN WILLIE WILLIAMS, SR.">, PAUL MICHAEL BECKERLE , ALFRED WESSELS, JR.

An ordinance to amend Chapter 4.34 of the Revised Code of the City of St. Louis, amended by Ordinance #62340, approved July 1, 1991 entitled Recorder of Deeds employees and Salaries, by repealing Section 4.34.010 of Chapter 4.34 of the Revised Code relating to titles, salaries, and duties of such employees, and enacting in lieu thereof a new section to be known as Section 4.34.010, of Chapter 4.34 of the Revised Code, relating to the same subject matter and containing an emergency clause.

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

SECTION ONE. Section 4.34.010 of Chapter 4.34 of the Revised Code of the City of St. Louis 1980, as heretofore last amended by Ordinance #62340 approved July 1, 1991 is hereby repealed.

SECTION TWO. There is hereby enacted in lieu of the aforesaid repealed Section 4.34.10 of the Revised Code of the City of St. Louis a new Section of said Revised Code to be known as Section 4.34.010 thereof and to read as follows:

4.34.010 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 codes are hereby allocated as listed below and adopted as the classification plan for the Recorder of Deeds:

<b>Class Title</b>	<b>Code</b>	<b>Grade</b>
Administrative Assistant	1621	23M
Archivist	1466	14G
Asst. Data Processing Manager	1454	19G
Assistant Department Supervisor	1454	7G

Chief Deputy	1451	27M
Clerk I	1112	5G
Clerk II	1113	7G
Clerk III	1114	10G
Clerk IV	1115	13G
Data Entry Operator I	1311	6G
Data Entry Operator II	1312	8G
Data Processing Manager	1323	20M
Department Supervisor	1467	10G
Records Manager	1456	18M
Secretary I	1131	9G
Secretary II	1132	11G
Secretary III	1133	13G

SECTION THREE.

(a) General Pay Schedule

(1) There is hereby adopted as the official pay schedule for all classification grade of positions in the office of the Recorder of Deeds which are denoted by the Suffix "G" of the ordinance beginning with the bi weekly pay period starting June 14, 1992 and extending through the bi-weekly pay period ending June 12, 1993.

BI WEEKLY RANGE OF PAY IN WHOLE DOLLARS

<b>Grade</b>	<b>Starting</b>	<b>Maximum</b>
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5G	539	723
6G	565	759
7G	593	796
8G	622	836
9G	653	877
10G	685	920
11G	718	965
13G	791	1063
14G	829	1116
18G	1006	1353
19G	1055	1409

(b) MANAGEMENT PAY SCHEDULE

(1) There is hereby adopted as the official pay schedule for all classification grade of positions in the office of the Recorder of Deeds which are denoted by the Suffix "M" of the ordinance beginning with the bi weekly pay period starting June 14, 1992 and extending through the bi-weekly pay period ending June 12, 1993.

BI WEEKLY RANGE OF PAY IN WHOLE DOLLARS

<b>Grade</b>	<b>Starting</b>	<b>Maximum</b>
18M	1006	1502
20M	1108	1655
23M	1280	1914

27M

1553

2324

(2) There is hereby adopted as the official pay schedule for all classification grade of positions in the office of the Recorder of Deeds which are denoted by the Suffix "G" of the ordinance beginning with the bi-weekly pay period starting June 13, 1993.

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

<b>Grade</b>	<b>Starting</b>	<b>Maximum</b>
5G	547	734
6G	573	770
7G	602	808
8G	631	849
9G	663	890
10G	695	934
11G	729	979
13G	803	1079
14G	841	1133
18G	1021	1373
19G	1071	1442

(2) There is hereby adopted as the official pay schedule for all classification grade of positions in the office of the Recorder of Deeds which are denoted by the Suffix "M" of the ordinance beginning with the bi-weekly pay period starting June 13, 1992.

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

<b>Grade</b>	<b>Starting</b>	<b>Maximum</b>
18M	1021	1525
20M	1125	1680
23M	1299	1943
27M	1577	2359

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 appointing authority finds that it is impossible to recruit employees with adequate qualifications at the minimum rate.

If an advanced starting salary is necessary, the appointing authority 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.

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 or Management Schedule which is only one grade higher, the employee's salary shall be set at a rate which is five percent (5%) higher than the rate received immediately prior to promotion. If the position to which the employee is promoted is two (2) or more grades higher than the original position, the employee's salary shall be set at a rate which is ten percent (10%) higher than the rate received immediately prior to promotion. The appointing authority may approve up to a fifteen percent (15%) salary adjustment upon promotion when such action is needed to attract experienced, qualified candidates for a position.

Such salary determination 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.

(b) Demotion: This shall be defined as a change of an employee to a position of one class to a position of another class which has a lower pay grade. (1) 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 appointing authority may approve up to a ten percent Page 5 of 11 (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.

(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 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 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.

#### SECTION SEVEN. Salary Adjustment

Salary adjustments for all employees shall be based on considerations of merit in the performance of duties and success in fulfilling predetermined goals and objectives as herein provided:

(a) Positions for which salary is established in the General Schedule.

(1) Eligibility for within range merit increases to be effective at the beginning of the first bi weekly pay period which is paid in each new City fiscal year, shall be determined by the appointing authority. The appointing authority shall grant within range salary adjustments in any whole dollar increment up to ten percent (10%) of the employee's bi weekly base salary.

(b) The appointing authority may establish additional guidelines for all within range salary adjustment for classes in the General Schedule to insure the effective utilization of salary ranges to reward meritorious service.

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

(d) Merit increases shall be fairly distributed in approximate proportion to the personal service budget accorded the various schedules of employees in the agency.

(e) The appointing authority may evaluate the performance of an employee whose salary is established in this ordinance for the purpose of a salary adjustment only at intervals as described above except in the case of:

(1) Exceptional performance of duties:

The appointing authority of an employee who demonstrates exceptional performance of duties or outstanding qualifications may advance the employee, by not more than ten percent (10%) after twenty six (26) weeks of employment at a rate in the salary range.

(2) Substandard performance of duties:

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

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

(g) For the purpose of computing earnings and length of service for salary advancement, the time shall start with the Sunday preceding all appointments effective on Monday. Absence from service as a result of vacation, sick leave, jury/witness leave, suspensions, non paid absence, leave of absence for service in the armed forces, and leaves of absence for study to improve performance of City job will not interrupt continuous service. Absence from service for any other cause except as set forth above will result in breaking continuity of service.

**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 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 62340 shall continue in page 9 of 11 effect until the beginning of the bi weekly pay period starting June 14, 1992, at which time the rates to be paid to employees in positions of any class for which a rate is established or changed in Section 3(a) 1, (b) 1, of this ordinance shall be increased by \$12.00 (\$312.00 annually) and shall be adjusted as follows:

(1) The bi-weekly salary of each employee whose pay range is established in Section 3(a) 1, (b) 1, of this ordinance shall be increased by \$12.00. This provision shall not apply to employees whose rate is deemed to be above the maximum of the new range as a result of demotion or reallocation.

(b) The pay schedules in Section 3 (a) 1, (b) 1, of this ordinance shall continue in effect until the bi-weekly pay period starting June 13, 1993, at which time the rates to be paid to employees in positions of any class for which a rate is established or changed in Section 3 (a) 2 or (b) 2 of this ordinance shall become effective and be adjusted as follows:

(c) The salary of each employee whose pay range is established in Section 3 (a) 2 of (b) 2 of this ordinance shall be increased by a factor of one and a half percent (1.5%) to the nearest whole dollar, as determined by the appointing authority. This provision shall not apply to employees whose rate is deemed to be above the maximum of their new salary range except as provided in paragraph (d) below:

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

(e) The Appointing Authority may establish a special conversion procedure for a class of position in the event that the appointing authority determines that a serious inequity would be created by the application of the conversion procedures established in this Section.

#### SECTION TEN. 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.

<b>1ST READING</b>	<b>REF TO COMM</b>	<b>COMMITTEE</b>	<b>COMM SUB</b>	<b>COMM AMEND</b>
<b>06/12/92</b>	<b>06/12/92</b>	<b>PE</b>		
<b>2ND READING</b>	<b>FLOOR AMEND</b>	<b>FLOOR SUB</b>	<b>PERFECTN</b>	<b>PASSAGE</b>
<b>06/26/92</b>			<b>07/10/92</b>	<b>07/10/92</b>
<b>ORDINANCE</b>	<b>VETOED</b>		<b>VETO OVR</b>	
<b>62668</b>				