

# *St. Louis City Ordinance 63158*

FLOOR SUBSTITUTE

BOARD BILL NO. [94] 43

INTRODUCED BY ALDERMAN FRANCIS SLAY

An ordinance to amend Chapter 4.34 of the Revised Code of the City of St. Louis amended by Ordinance #62668, approved July 10, 1992 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Code of the City of St. Louis 1980 as heretofore last amended by Ordinance #62668 approved July 10, 1992 is hereby repealed.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 There is hereby enacted in lieu of the aforesaid repealed Section 4.34.10 of the Revised Code of the City of St. Louis a new Section of said Revised Code to be known as Section 4.34.010 thereof and to read as follows.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 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>
Administrative Assistant	D621	23M
Archivist	D466	18G
Assistant Dept. Supervisor	D454	07G
Cashier	D525	14G
Chief Deputy	D451	27M
Clerk I	D112	05G
Clerk II D113		07G
Clerk III	D114	10G
Clerk IV	D115	13G
Computer Operator II	D555	13G

Data Entry Operator I	D311	06G
Data Processing Manager	D323	20M
Department Supervisor	D467	10G
Land Records Manager	D456	18G
Microfilm Manager	D515	18G
Secretary III	D133	13G
Secretary II	D132	11G
Secretary to the Recorder	D530	18G

**SECTION THREE.**

**(a) GENERAL PAY SCHEDULE:**

(1) The following bi weekly pay schedule for all pay grades denoted with the suffix "G" shall become effective beginning with the bi-weekly pay period starting June 12, 1994:

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

**GRADE MINIMUM MAXIMUM**

5G	582	783
6G	608	817
7G	637	857
8G	667	896
9G	699	942
10G	732	985
11G	766	1029
12G	802	1081
13G	841	1130
14G	880	1182
15G	923	1241
16G	967	1300
17G	1013	1362
18G	1063	1430
19G	1113	1498

**(b) MANAGEMENT PAY SCHEDULE**

(1) The following bi weekly pay schedule for all pay grades denoted with the suffix "M" shall become effective beginning with the bi-weekly pay period starting June 12, 1994:

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

**GRADE MINIMUM MAXIMUM**

18M	1063	1579
20M	1168	1734
23M	1345	1999
27M	1626	2421

(2) The following bi weekly pay schedule for all pay grades denoted with the suffix "G" shall become effective beginning with the bi weekly pay period starting June 25, 1995:

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

**GRADE MINIMUM MAXIMUM**

5G	591	795
6G	617	830
7G	647	870
8G	677	912
9G	709	956
10G	743	1000
11G	777	1047
12G	814	1097
13G	854	1151
14G	893	1201
15G	937	1261
16G	982	1321
17G	1028	1383
18G	1079	1452
19G	1130	1520

(2) The following bi weekly pay schedule for all pay grades denoted with the suffix "M" shall become effective beginning with the bi weekly pay period starting June 25, 1995:

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

**GRADE MINIMUM MAXIMUM**

18M	1079	1603
20M	1186	1760

23M	1365	2029
27M	1650	2457

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 and 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 promotes 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.

An appointing authority may approve up to a 15 percent (15%) salary adjustment for a one-grade promotion, and up to a 20 percent (20%) salary adjustment for a two-grades or more 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, 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 for the new position to be determined by the appointing authority.

(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. An appointing authority 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.

(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, except as otherwise provided in this ordinance.

## SECTION SEVEN. Salary Adjustment

Salary adjustments for all employees shall be based on considerations of merit, equity, or success in fulfilling predetermined goals and objectives as herein provided.

(a) Positions for which salary is established in Section 2(a)-General Schedule, Section 2(b)-Management Schedule:

(1) Eligibility for 3.35% within-range increases shall be made at intervals of once a fiscal year.

(2) Any employee whose salary is established in Section 3(a) or 3(b) and whose services fail to meet the standards of performance necessary to qualify for increases in pay shall not receive the within-range increase otherwise allowed by this Section 7.

(b) The effective date of any within-range increase granted under provisions of Section 7(a)(1) shall be effective subject to the provisions set by the Appointing Authority.

(c) An appointing authority may evaluate the performance of an employee whose salary is established in Section 3(a) or 3(b) of 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 the same 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.

The granting of any such increase or decrease in salary shall be made at the beginning of a payroll period.

(d) 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 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 appointing authority may determine that the pay decrease shall be effective for a specific number of bi-weekly pay periods.

#### 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 62668 shall continue in effect until the beginning of the pay period starting June 12, 1994, 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) or 3(b)(1), of this ordinance shall become effective and be adjusted as follows:

(1) The salary of each employee whose pay range is established in Section 3(a)(1) or 3(b)(1) of this ordinance and whose class title remains unchanged or whose class title is changed to better describe his or her position and without a substantial revision in the class of position shall have their current salary (which retains a \$26 bi-weekly increase granted on November 28, 1993) increased by a factor of one and one-half percent (1.5%), rounded 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 new maximum of the range as a result of demotion or reallocation.

(2) The salary of each employee whose pay range is established in Section 3(a)(1) or 3(b)(1) of this ordinance and whose class has been allocated to a higher pay grade in the appropriate pay schedule, as determined by the Appointing Authority, shall have their current salary (which retains a \$26 bi-weekly increase granted on November 28, 1993) increased to a rate, rounded to the nearest whole dollar, which provides a one and one-half percent (1.5%) increase in addition to an increase which equals the amount of the pay grade reallocation.

(b) The pay schedules in Section 3(a)(1) or 3(b)(1), shall continue in effect until the bi-weekly pay period starting June 25, 1995, 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 3(b)(2) of this ordinance shall become effective and be adjusted as follows:

(1) The salary of each employee whose pay range is established in Section 3(a)(2) or 3(b)(2) of this ordinance shall be increased by a factor of one and one-half percent (1.5%), rounded 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 the new range as a result of demotion or reallocation. No employee shall be compensated at a rate above the maximum of the new salary range except as provided in paragraph (c) below.

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

(d) An Appointing Authority may establish a special conversion procedure for a class or 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 9.

**SECTION TEN. Changes to Pay Plan**

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

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

**SECTION ELEVEN. 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:

<b>Legislative History</b>				
<b>1ST READING</b>	<b>REF TO COMM</b>	<b>COMMITTEE</b>	<b>COMM SUB</b>	<b>COMM AMEND</b>
<b>04/19/94</b>	<b>04/19/94</b>	<b>PE</b>		
<b>2ND READING</b>	<b>FLOOR AMEND</b>	<b>FLOOR SUB</b>	<b>PERFECTN</b>	<b>PASSAGE</b>
<b>05/13/94</b>			<b>05/20/94</b>	<b>05/26/94</b>
<b>ORDINANCE</b>	<b>VETOED</b>		<b>VETO OVR</b>	
<b>63158</b>				