

# *St. Louis City Ordinance 63179*

FLOOR SUBSTITUTE

BOARD BILL NO. [94] 93

INTRODUCED BY ALDERMAN JAMES SHREWSBURY

An ordinance to repeal Ordinance 62666, approved July 10, 1992 relating to the appointment and rates of compensation of certain employees of the License Collector of the City of St. Louis and enacting in lieu thereof a new ordinance dealing with the same subject matter and containing an emergency clause.

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

SECTION ONE. ALPHABETICAL LIST OF CLASSES The following positions of the License Collector's office, whose duties shall be those indicated by their respective titles are hereby allocated as listed below and adopted as the classification plan for the License Collector's office:

<b>Class Title</b>	<b>Grade</b>
Account Clerk	I8G
Account Clerk II	11G
Accountant I	16G
Accountant II	18G
Accounting Manager I	22M
Administrative Officer I	15G
Administrative Officer II	16G
Administrative Officer III	21M
Administrative Officer IV	26M
Auditor I	17G
Data Entry Operator I.	6G
Data Entry Operator II.	8G
Date System Coordinator I.	16G
Field Representative I.	6G
Field Representative II.	8G
License Clerk I.	6G
License Clerk II.	8G
Secretary Clerk I.	8G

SECTION TWO. OFFICE PAY SCHEDULE

(a) General Pay Schedule:

(1) There is hereby adopted as the compensation schedule for all pay grades denoted by the Suffix "G" in section ONE of this ordinance, the following ranges of salary beginning with the bi-weekly pay period starting June 12, 1994 and extending through the bi-weekly pay period ending June 24, 1995.

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

**Grade Starting Maximum**

6G	608	817
8G	667	896
11G	766	1029
15G	923	1241
16G	967	1300
17G	1013	1362
18G	1063	1430

(b) MANAGEMENT PAY SCHEDULE

(1) There is hereby adopted as the compensation schedule for all pay grades denoted by the Suffix "M" in section ONE of this ordinance, the following ranges of salary beginning with the bi-weekly pay period starting June 12, 1994 and extending through the bi-weekly pay period ending June 24, 1995.

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

**Grade Starting Maximum**

21M	1223	1816
22M	1283	1905
26M	1551	2307

(a) GENERAL PAY SCHEDULE:

(2) There is hereby adopted as the compensation schedule for all pay grades denoted by the suffix "G" in section ONE of this ordinance, the following

ranges of salary beginning with the bi-weekly pay period starting June 25, 1995.

**Grade Starting Maximum**

6G	617	830
8G	677	912
11G	777	1047
15G	937	1261
16G	982	1321
17G	1028	1383
18G	1079	1452

(b) MANAGEMENT PAY SCHEDULE:

(2) There is hereby adopted as the compensation pay schedule for all pay grades denoted by the suffix "M" in section ONE of this ordinance, the following ranges of salary beginning with the bi-weekly pay period starting June 25, 1995.

**Grade Starting Maximum**

21M	1241	1843
22M	1302	1935
26M	1574	2342

**SECTION THREE. APPOINTMENTS**

The License Collector is authorized to appoint and employ auditors, field service representatives, administrative officers, custodians and accountants in addition to those enumerated in Section 82.390 of the Revised Statutes of Missouri; however, the salaries shall not exceed the amount as set forth in this ordinance.

**SECTION FOUR. 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 FIVE. 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 (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 5 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 SIX. 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 adjustments for classes in the General Schedule to insure the effective utilization of salary ranges to reward meritorious service.

(c) Positions for which salary is established in the Management Schedule:

Advancement in the salary range shall be made solely on the basis of demonstrated successful performance of the duties of the position. The increase

shall be based on the degree to which the employee's actual job performance materially contributes to the effective management of and increases the total work product of the organization in a clearly demonstrable manner, either from a quantitative or qualitative standpoint.

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, suspension, 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 SEVEN. 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 separated 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 EIGHT. CONVERSION

(a) All pay schedules in Ordinance 62666 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 2(a) 1, or 2(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 2(a) or 2 (b) 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 \$27 bi-weekly increase granted on December 17, 1993) increased by a factor of one and one-half percent (1.5%), rounded to the nearest whole dollar, as determined by the LICENSE COLLECTOR. 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 2 (a) (1) or 2 (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 LICENSE COLLECTOR, shall have their current salary (which retains a \$27 bi-weekly increase granted on December 17, 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 2 (a) (1) or 2 (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 2(a) (2) or 2 (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 2 (a) (2) or 2 (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 LICENSE COLLECTOR. 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, or under provisions of an appropriate pay regulation as authorized by the LICENSE COLLECTOR.

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

(d) The salary of any employee serving in a trainee position which remains above the new trainee rate for his or her position shall remain unchanged.

(e) The LICENSE COLLECTOR, on the recommendation of the Director of Personnel, may establish a special conversion procedure for a class or position in the event that the COLLECTOR determines that a serious inequity would be created by the application of the conversion procedures established in this Section 8.

(f) The LICENSE COLLECTOR shall establish such procedures as are needed to place this ordinance into effect and interpret its provisions.

**SECTION NINE. VACATION**

Vacation leave with pay shall be granted to bi-weekly paid employees in permanent positions working one-half (50%) time or more. The License Collector may establish additional guidelines and policies to govern the administration of vacation leave benefits.

Vacation accrual rates and maximum accruals shall be the same as contained in Section 17 of Ordinance # 63118 approved March 28, 1994.

**SECTION TEN. SICK LEAVE**

Sick leave with pay shall be granted to bi-weekly paid employees in permanent positions working one-half (50%) time or more in accordance with regulations and procedures established by the License Collector.

Sick leave accrual rates shall be the same as contained in Section 18 of Ordinance # 63118 approved March 28, 1994.

**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.

<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>05/20/94</b>	<b>05/20/94</b>	<b>PE</b>		
<b>2ND READING</b>	<b>FLOOR AMEND</b>	<b>FLOOR SUB</b>	<b>PERFECTN</b>	<b>PASSAGE</b>
<b>06/24/94</b>			<b>06/30/94</b>	<b>06/30/94</b>
<b>ORDINANCE</b>	<b>VETOED</b>		<b>VETO OVR</b>	

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