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3 An ordinance to regulate employer and employee working relationships between the City

4 of St. Louis and all employees under the Classified Service, including a compensation plan,

5 terms and conditions of employment, benefits, leaves of absence, and authorization for a

6 Deferred Compensation Plan; repealing Ordinances 68540, 68711, and 68948 allocating certain

7 other employees to a grade with rate and including an emergency clause. The provisions of the

8 sections contained in this ordinance shall be effective with the start of the first pay period

9 following approval by the Mayor.

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

12

13 **SECTION 1.**

14 **ALPHABETICAL LIST OF CLASSES**

15

16 (a) Beginning with the effective date of this ordinance, the following positions in the City

17 Service with bi-weekly rates are hereby allocated as listed below in accordance with the

18 classification plan by the Director of Personnel to a grade and overtime code in the following

19 section with rates established in Section 2 of this ordinance in accordance with Section 3(a) and

20 Section 9(e) of Article XVIII of the City Charter.

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22

TITLE	CODE	GRADE/		OVTM
		SCHEDULE		
Abatement and Exemption Analyst	1424	15	M	1

1	Account Clerk I	1141	10	G	3
2	Account Clerk II	1142	11	G	3
3	Accountant I	1441	13	G	2
4	Accountant II	1442	14	G	2
5	Accounting Coordinator	1444	15	P	1
6	Accounting Manager I	1445	16	M	1
7	Accounting Manager II	1446	17	M	1
8	Accounting Officer	1447	16	M	1
9	Accounting Supervisor	1443	15	P	1
10	Administrative Assistant I	1621	13	G	3
11	Administrative Assistant II	1622	14	M	1
12	Administrative Assistant III	1623	15	M	1
13	Administrative Assistant to the Mayor	1721	14	M	1
14	Air Pollution Engineer I	4251	14	P	2
15	Air Pollution Engineer II	4252	15	P	1
16	Air Pollution Engineer Supervisor	4253	16	P	1
17	Air Pollution Inspection Supervisor	3925	14	M	1
18	Air Pollution Inspector I	3921	12	G	3
19	Air Pollution Inspector II	3922	13	G	3
20	Air Pollution Specialist I	3926	12	G	3
21	Air Pollution Specialist II	3927	14	P	2
22	Air Pollution Technical Services Manager	3928	16	M	1
23	Airfield Maintenance Foreman	3322	14	G	3

1	Airfield Maintenance Supervisor	1638	15	G	2
2	Airfield Maintenance Worker	3324	12	G	3
3	Airfield Maintenance Worker (Lead)	3327	13	G	3
4	Airfield Operations Specialist	1631	13	G	3
5	Airfield Operations Specialist (Lead)	1635	14	G	3
6	Airfield Painter/Maintenance Worker	3247	36	T	3
7	Airfield Painter/Maintenance Worker (Lead)	3248	37	T	3
8	Airport Assistant Director Air Service and				
9	Business Development	1688	19	M	1
10	Airport Assistant Director Community Programs	1655	19	M	1
11	Airport Assistant Director Finance and Accounting	1651	19	M	1
12	Airport Assistant Director Planning and Engineering	1653	19	M	1
13	Airport Assistant Director/Operations & Maintenance	1634	19	M	1
14	Airport Building Maintenance Supervisor	1684	14	G	2
15	Airport Deputy Director Finance and Administration	1686	21	M	1
16	Airport Deputy Director Planning and Development	1652	21	M	1
17	Airport Emergency Preparedness Coordinator	1630	14	G	3
18	Airport Engineering Contracts Manager	1633	18	M	1
19	Airport Facilities Maintenance Manager	1685	16	M	1
20	Airport Facility Inspector	3951	37	T	3
21	Airport Fleet Maintenance Manager	3273	16	M	1
22	Airport Operations Supervisor	1636	15	M	1
23	Airport Planning Manager	1656	18	M	1

1	Airport Police Captain	2145	15	M	1
2	Airport Police Chief	2147	17	M	1
3	Airport Police Lieutenant	2144	14	P	2
4	Airport Police Officer	2141	12	P	3
5	Airport Police Sergeant	2143	13	P	3
6	Airport Power Plant Manager	1687	15	M	1
7	Airport Properties Division Manager	1654	18	M	1
8	Airport Properties Inspector	4221	11	G	3
9	Airport Properties Inspector (Lead)	4222	13	G	3
10	Airport Properties Specialist	1681	14	G	2
11	Airport Properties Supervisor	1682	15	P	1
12	Airport Risk Manager	1683	15	M	1
13	Airport Senior Deputy Director	1657	22	M	1
14	Airport Traffic Officer	2172	9	G	3
15	Animal Care and Control Officer	2113	11	G	3
16	Animal Regulation Center Supervisor	2116	14	G	2
17	Arborist	3654	15	P	1
18	Architect I	4431	13	P	2
19	Architect II	4432	14	P	1
20	Architect III	4433	15	P	1
21	Architectural Manager	4434	17	M	1
22	Assessor	1439	20	M	1
23	Asset Manager I	1485	17	M	1

1	Asset Manager II	1486	19	M	1
2	Assistant Fire Chief	2235	81	F	1
3	Assistant Mechanical Maintenance Worker	3412	9	G	3
4	Attorney I	2361	15	P	1
5	Attorney II	2362	17	P	1
6	Attorney III	2363	18	P	1
7	Attorney IV	2367	20	M	1
8	Attorney Manager	2364	20	M	1
9	Audit Manager	1475	17	M	1
10	Audit Supervisor	1473	16	P	1
11	Auditor I	1471	13	G	2
12	Auditor II	1472	14	G	2
13	Battalion Fire Chief	2227	77	F	1
14	Benefits Clerk	1541	10	G	3
15	Benefits Specialist	1545	12	G	3
16	Billing Supervisor	1192	14	G	2
17	Blacksmith	3231	36	T	3
18	Budget Analyst	1461	14	G	3
19	Budget Analyst (Senior)	1462	15	P	3
20	Budget Director	1468	21	M	1
21	Building Inspection Manager	3857	17	M	1
22	Building Inspection Supervisor I	3855	39	T	3
23	Building Inspection Supervisor II	3856	15	M	1

1	Building Inspector I	3851	36	T	3
2	Building Inspector II	3852	37	T	3
3	Building Maintenance and Operations Supervisor	3753	14	G	2
4	Building Maintenance Worker	3411	10	G	3
5	Building Records Clerk	1114	9	G	3
6	Buyer	1223	14	G	2
7	CAD Technician	4422	12	G	3
8	Capital Improvement Project Liaison	4344	15	P	2
9	Carpenter	3211	36	T	3
10	Carpenter (Lead)	3212	37	T	3
11	Carpenter Foreman	3213	39	T	3
12	Cashier	1182	9	G	3
13	Cashier Supervisor	1184	11	G	3
14	Chemist I	3551	13	P	2
15	Chemist II	3552	14	P	2
16	Chemistry Supervisor	3553	16	P	1
17	Chief Deputy Marshal	2123	14	M	1
18	Chief Horticulturist	3638	17	M	1
19	Chief of Staff	1737	23	M	1
20	Chief Paramedic	5721	17	M	1
21	Chief Parole and Probation Officer	2322	15	M	1
22	Chief Plan Examiner	4233	17	M	1
23	Chief Staff Officer	1483	21	M	1

1	City Counselor	2368	22	M	1
2	City Court Administrator	1676	16	M	1
3	City Court Judge	2369	17	P	1
4	City Marshal	2129	15	M	1
5	City Planning Executive	4143	19	M	1
6	City Register	1661	14	M	1
7	City Surveyor	4293	15	P	2
8	Civil Engineer I	4241	14	P	2
9	Civil Engineer II	4242	15	P	1
10	Civil Engineer III	4243	16	P	1
11	Civil Engineer III/Computer Network Coordinator	4244	16	P	1
12	Civil Engineer Supervisor	4245	16	P	1
13	Clerical Aide	1111	5	G	3
14	Clerical Supervisor	1115	13	G	2
15	Clerk I	1112	8	G	3
16	Clerk II	1113	9	G	3
17	Clerk Typist I	1121	8	G	3
18	Clerk Typist II	1122	9	G	3
19	Clerk Typist III	1123	10	G	3
20	Client Service Coordinator I	6147	13	G	3
21	Client Service Coordinator II	6148	14	G	3
22	Clinical Nurse Specialist	5656	15	P	1
23	Commissioner of Buildings	3858	20	M	1

1	Commissioner of Communications	1811	17	M	1
2	Commissioner of Corrections	2373	20	M	1
3	Commissioner of Emergency Management	2181	17	M	1
4	Commissioner of Equipment Services	3277	19	M	1
5	Commissioner of Excise	2193	17	M	1
6	Commissioner of Facilities Management	3755	19	M	1
7	Commissioner of Forestry	3644	19	M	1
8	Commissioner of Health	5688	21	M	1
9	Commissioner of Parks	3645	19	M	1
10	Commissioner of Recreation	7137	19	M	1
11	Commissioner of Refuse	3135	19	M	1
12	Commissioner of Streets	4248	19	M	1
13	Commissioner of Supply	1229	18	M	1
14	Commissioner of Traffic	4283	19	M	1
15	Commissioner of Water	4329	20	M	1
16	Commissioner on the Disabled	6163	17	M	1
17	Communications Center Coordinator	2161	14	G	3
18	Communications Regulatory Manager	1813	16	M	1
19	Community Development Planner I	4121	13	G	3
20	Community Development Planner II	4122	14	G	2
21	Community Development Planner III	4126	15	P	1
22	Community Development Research Analyst	4184	15	P	1
23	Community Development Specialist I	4123	13	G	3

1	Community Development Specialist II	4124	14	G	2
2	Community Development Supervisor	4127	15	M	1
3	Community Health Aide	5624	10	G	3
4	Community Program Aide	6171	10	G	3
5	Comptroller	1489	2	E	1
6	Computer Operations Supervisor	1327	13	M	1
7	Computer Operator I	1323	10	G	3
8	Computer Operator II	1324	11	G	3
9	Computer Programmer I	1331	13	G	3
10	Computer Programmer II	1332	14	G	3
11	Computerized Graphics Typesetter	2411	11	G	3
12	Concrete Finisher	3283	36	T	3
13	Construction and Maintenance Manager	3759	17	M	1
14	Construction and Maintenance Superintendent	3758	16	M	1
15	Construction Equipment Foreman I	3328	39	T	3
16	Construction Equipment Foreman II	3329	40	T	2
17	Construction Equipment Operator I	3332	35	T	3
18	Construction Equipment Operator II	3333	36	T	3
19	Construction Project Leader	4346	15	P	2
20	Contract and Inventory Specialist	3754	16	M	1
21	Contract Compliance Officer	1662	14	G	2
22	Contract Specialist	1663	11	G	3
23	Contract Supervisor	1664	15	M	1

1	Correctional Case Worker	2337	12	G	3
2	Correctional Case Worker Assistant	2336	11	G	3
3	Correctional Center Superintendent	2372	19	M	1
4	Correctional Chief of Security	2338	15	M	1
5	Correctional Classification Assistant	2333	11	G	3
6	Correctional Investigator	2339	12	G	3
7	Correctional Officer I	2331	11	G	3
8	Correctional Officer II	2332	12	G	3
9	Correctional Program Manager	2374	16	M	1
10	Correctional Program Supervisor	2342	13	G	2
11	Correctional Shift Supervisor	2335	14	G	3
12	Correctional Training Coordinator	2381	14	G	2
13	Correctional Training Officer	2384	13	G	3
14	Correctional Unit Manager	2375	15	M	1
15	Counseling and Testing Coordinator	5641	14	P	2
16	Court Officer	2334	10	G	3
17	Court Room Clerk	1118	9	G	3
18	Court Room Clerk Coordinator	1119	10	G	3
19	Cultural Resources Director	1674	18	M	1
20	Custodian	3711	6	G	3
21	Custodian (Lead)	3712	7	G	3
22	Customer Service Manager	1726	16	M	1
23	Customer Service Representative I	1116	10	G	3

1	Customer Service Representative II	1117	11	G	3
2	Customer Service Supervisor	1185	13	G	2
3	Data Entry Operator	1312	8	G	3
4	Data Entry Operator (Lead)	1314	10	G	3
5	Data Entry Supervisor	1315	11	G	3
6	Data Processing Manager	1365	18	M	1
7	Deputy Airport Police Chief	2146	16	M	1
8	Deputy Assessor	1435	17	M	1
9	Deputy Budget Director	1467	17	M	1
10	Deputy City Counselor	2366	21	M	1
11	Deputy City Engineer	4316	21	M	1
12	Deputy Commissioner of Buildings	3859	19	M	1
13	Deputy Commissioner of Equipment Services	3275	17	M	1
14	Deputy Commissioner of Parks	3646	17	M	1
15	Deputy Commissioner of Refuse	3134	17	M	1
16	Deputy Commissioner of Streets	4247	17	M	1
17	Deputy Commissioner of Supply	1228	17	M	1
18	Deputy Comptroller	1488	21	M	1
19	Deputy Director of Civil Rights Enforcement Agency	6138	16	M	1
20	Deputy Director of Community Development	4145	20	M	1
21	Deputy Director of Employment and Training	6228	18	M	1
22	Deputy Director of Personnel	1528	20	M	1
23	Deputy Director of Planning and Urban Design	4188	19	M	1

1	Deputy Director of Public Safety	2152	20	M	1
2	Deputy Fire Chief	2231	78	F	1
3	Deputy Marshal	2121	10	G	3
4	Detention Center Superintendent	2371	18	M	1
5	Director of Airports	1658	23	M	1
6	Director of Civil Rights Enforcement Agency	6139	18	M	1
7	Director of Community Development	4144	22	M	1
8	Director of Employment and Training	6229	20	M	1
9	Director of Health and Hospitals	5589	23	M	1
10	Director of Human Services	6169	21	M	1
11	Director of Information Technology	1367	21	M	1
12	Director of Parks, Recreation and Forestry	3649	21	M	1
13	Director of Personnel	1529	22	M	1
14	Director of Planning and Urban Design	4186	20	M	1
15	Director of Public Safety	2151	22	M	1
16	Director of Public Utilities	4349	21	M	1
17	Director of Streets	4249	21	M	1
18	Disabled Services Representative	6173	11	G	3
19	Document Specialist I	5643	11	G	3
20	Document Specialist II	5644	12	G	3
21	Drafting Supervisor	4425	13	G	3
22	Duplicating Equipment Operator	2412	31	T	3
23	Electrical Engineer	4261	15	P	1

1	Electrical Engineer (Senior)	4262	16	P	1
2	Electrical Inspection Supervisor	3815	15	M	1
3	Electrical Inspector I	3811	36	T	3
4	Electrical Inspector II	3812	38	T	3
5	Electrical Supervisor	3226	15	G	2
6	Electrician	3223	36	T	3
7	Electrician (Lead)	3224	38	T	3
8	Electrician Foreman	3225	39	T	3
9	Electronic Control Systems Technician	3442	36	T	3
10	Electronic Instrument Technician	3443	36	T	3
11	Electronic Technician Supervisor	3444	39	T	3
12	Emergency Management Specialist	2183	15	M	1
13	Emergency Management System Technician	2182	36	T	3
14	Employee Benefits Manager	1526	18	M	1
15	Employment and Training Representative	6211	12	G	3
16	Employment and Training Specialist I	6213	13	G	3
17	Employment and Training Specialist II	6214	14	G	3
18	Employment and Training Specialist III	6215	15	P	3
19	Employment and Training Specialist IV	6218	17	P	1
20	EMS Chief	5726	16	M	1
21	EMS Communications Supervisor	5723	14	G	2
22	EMS Deputy Chief	5725	15	M	1
23	EMS Dispatcher	5731	11	G	3

1	EMS Inventory Supervisor	5722	12	G	3
2	EMS Lead Dispatcher	5732	12	G	3
3	EMS Training Specialist	5719	14	G	3
4	EMT (Emergency Medical Technician)	5714	11	G	4
5	Engineering Manager I	4312	17	M	1
6	Engineering Manager II	4313	18	M	1
7	Engineering Technician I	4224	13	G	3
8	Engineering Technician II	4225	14	G	3
9	Engineering Technician Supervisor	4226	15	P	2
10	Environmental Court Coordinator	3881	15	M	1
11	Environmental Health Officer	5622	13	G	3
12	Environmental Health Specialist	5628	13	G	3
13	Environmental Health Supervisor	5638	14	G	2
14	Environmental Regulatory Compliance and Safety Manager	1659	19	M	1
15	Epidemiologist	5642	16	P	1
16	Equipment Operator	3321	9	G	3
17	Estimator	4223	13	G	3
18	Executive Assistant I	1628	16	M	1
19	Executive Assistant II	1629	17	M	1
20	Executive Assistant to the Mayor	1725	20	M	1
21	Executive Director for Development	1728	23	M	1
22	Executive Director for Operations	1736	23	M	1
23	Executive Director of the Affordable Housing Commission	1722	19	M	1

1	Executive Secretary I	1134	12	G	3
2	Executive Secretary II	1135	14	G	2
3	Executive Secretary to the Comptroller	1136	14	G	2
4	Executive Secretary to the Mayor	1727	21	M	1
5	Financial Analyst	1482	15	P	1
6	Financial Supervisor/Information Systems Coordinator	1484	16	M	1
7	Fire Alarm Manager	2216	74	F	1
8	Fire Captain	2226	72	F	3
9	Fire Chief	2239	83	F	1
10	Fire Equipment Dispatcher	2212	69	F	3
11	Fire Private	2222	69	F	3
12	Fiscal Manager	1448	18	M	1
13	Fiscal Officer	1490	16	P	1
14	Fiscal Operations Support Manager	1491	19	M	1
15	Fleet Maintenance Foreman I	3266	38	T	3
16	Fleet Maintenance Foreman II	3267	39	T	3
17	Fleet Maintenance Manager	3274	16	M	1
18	Fleet Maintenance Parts Specialist	3287	31	T	3
19	Fleet Maintenance Parts Supervisor I	3284	33	T	3
20	Fleet Maintenance Parts Supervisor II	3285	35	T	3
21	Fleet Maintenance Technician I	3261	31	T	3
22	Fleet Maintenance Technician II	3262	35	T	3
23	Fleet Maintenance Technician III	3263	36	T	3

1	Fleet Maintenance Technician IV	3265	37	T	3
2	Food Establishment Inspector	5631	13	G	3
3	Forest Park Executive	3642	17	M	1
4	Forestry Foreman	3641	11	G	3
5	Forestry Supervisor	3622	13	G	3
6	Gardener	3632	10	G	3
7	Gardener Supervisor	3633	11	G	3
8	GED Instructor/Employer Job Profiler	6219	13	G	2
9	Gerontologist	6146	15	P	2
10	GIS Specialist I/Graphic Designer	4111	13	G	3
11	GIS Specialist II/Graphic Designer	4112	14	G	3
12	GIS/Graphic Design Manager	4113	15	M	1
13	Government Services Administrator	1627	17	P	1
14	Government Services Analyst	1625	16	P	1
15	Grants Administrator	1453	15	M	1
16	Grants Manager	1455	17	M	1
17	Grants Specialist	1452	10	G	3
18	Grants Writer	1451	13	G	3
19	Graphic Artist	4181	11	G	3
20	Graphic Arts Technician	4187	37	T	3
21	Graphic Designer	4182	12	G	3
22	Health Care Compliance Specialist	5515	14	G	3
23	Health Education Planner	5696	12	G	3

1	Health Marketing Administrator	5685	16	P	1
2	Health Planning Executive	5571	17	M	1
3	Health Services Manager I	5681	17	M	1
4	Health Services Manager II	5682	18	M	1
5	Heavy Equipment Operator I	3325	10	G	3
6	Heavy Equipment Operator II	3326	11	G	3
7	Historic Preservation Planner I	4192	13	G	3
8	Historic Preservation Planner II	4193	14	P	2
9	Horticulturist	3637	13	P	2
10	Housekeeping Manager	3719	14	G	2
11	Housekeeping Supervisor I	3715	11	G	3
12	Housekeeping Supervisor II	3716	13	G	3
13	Housing Development Analyst	4125	14	G	2
14	Housing Development Analyst (Senior)	4128	15	P	1
15	Human Relations Specialist	6131	13	G	3
16	Human Resources Assistant	1511	11	G	3
17	Human Resources Generalist I	1518	14	P	3
18	Human Resources Generalist II	1519	16	P	1
19	Human Resources Manager	1523	18	M	1
20	Human Resources Specialist I	1513	13	G	3
21	Human Resources Specialist II	1514	14	G	3
22	Human Resources Specialist III	1515	15	P	3
23	Human Resources Specialist IV	1516	16	P	1

1	HVAC Foreman	3418	39	T	3
2	HVAC Mechanic	3417	36	T	3
3	Industrial Hygienist	5629	14	P	2
4	Information Security Administrator	1369	17	P	1
5	Information Systems Administrator	1362	20	M	1
6	Information Systems Audit Supervisor	1474	17	P	1
7	Information Systems Coordinator	1322	13	P	2
8	Information Systems Support Manager	1363	19	M	1
9	Internal Audit Executive	1476	20	M	1
10	Internet Services Manager	1368	18	M	1
11	Interpreter for the Deaf	6174	12	G	3
12	Inventory Control Specialist	1214	8	G	3
13	Inventory Control Technician I	1211	8	G	3
14	Inventory Control Technician II	1212	9	G	3
15	Inventory Coordinator	1215	10	G	3
16	Inventory Supervisor	1213	11	G	3
17	Ironworker	3232	36	T	3
18	Labor Foreman I	3121	12	G	3
19	Labor Foreman II	3125	13	G	3
20	Labor Supervisor	3128	14	G	2
21	Laboratory Aide	5421	8	G	3
22	Laboratory Assistant	5422	11	G	3
23	Laboratory Director	3555	17	M	1

1	Laboratory Supervisor	5463	16	M	1
2	Laboratory Technician	3554	11	G	3
3	Laborer	3111	8	G	3
4	Laborer (Lead)	3112	9	G	3
5	Land Acquisition Specialist	3952	11	G	3
6	Landscape Manager	3635	15	M	1
7	Lead Abatement Inspector	5626	13	G	3
8	Lead Abatement Worker	5625	11	G	3
9	Lead Abatement Worker (Lead)	5627	12	G	3
10	Lead Program Aide	5611	9	G	3
11	Legal Investigator I	2351	13	G	3
12	Legal Investigator II	2352	14	G	2
13	Legal Secretary	1151	12	G	3
14	Licensed Practical Nurse	5181	11	G	3
15	Lifeguard	7111	5	G	3
16	Lifeguard Supervisor	7112	7	G	3
17	Liquor Control Officer	2191	11	G	3
18	Liquor Control Supervisor	2192	14	G	3
19	Locksmith	3416	35	T	3
20	Machine Shop Foreman	3238	38	T	3
21	Machinist	3233	36	T	3
22	Mail Room Supervisor	1186	14	G	3
23	Maintenance/Bulk Labor Foreman	3126	13	G	3

1	Mayor	1739	3	E	1
2	Mechanical Engineer	4271	15	P	1
3	Mechanical Engineer (Senior)	4272	16	P	1
4	Mechanical Equipment Inspection Supervisor	3845	15	M	1
5	Mechanical Inspector I	3841	36	T	3
6	Mechanical Inspector II	3843	38	T	3
7	Mechanical Maintenance Foreman	3415	38	T	3
8	Mechanical Maintenance Worker	3413	35	T	3
9	Mechanical Maintenance Worker (Lead)	3414	37	T	3
10	Medical Record Administrator	5513	13	G	3
11	Medical Service Coordinator	6149	14	G	3
12	Medical Technologist	5461	13	G	3
13	Medical Technologist (Lead)	5462	14	G	3
14	Messenger/Mail Clerk	1181	5	G	3
15	Microcomputer Support Specialist	1328	11	G	3
16	Municipal Parking Garage Manager	3133	14	M	1
17	Neighborhood Development Executive	3872	17	M	1
18	Neighborhood Improvement Specialist	3871	14	G	2
19	Network Systems Manager	1364	18	M	1
20	Nurse Practitioner	5131	16	P	1
21	Nutrition Program Coordinator	5664	14	P	2
22	Nutritionist	5663	14	P	2
23	Operations Assistant-Security	2341	11	G	3

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Introduced by Alderman Craig Schmid

1	Outreach Worker	5698	11	G	3
2	Painter	3242	36	T	3
3	Painter (Lead)	3243	37	T	3
4	Painter Foreman	3245	39	T	3
5	Paralegal	2365	12	G	3
6	Paramedic	5717	13	G	4
7	Paramedic Crew Chief	5718	14	G	4
8	Paramedic Supervisor	5716	15	G	4
9	Park Facilities Maintenance Superintendent	3617	16	M	1
10	Park Maintenance Manager	3618	16	M	1
11	Park Ranger	2132	10	G	3
12	Park Ranger Manager	2135	14	M	1
13	Park Ranger Supervisor I	2133	11	G	3
14	Park Ranger Supervisor II	2134	12	G	3
15	Park Supervisor I	3612	12	G	3
16	Park Supervisor II	3613	13	G	3
17	Parking Garage Attendant	3114	6	G	3
18	Parking Garage Attendant (Lead)	3115	8	G	3
19	Parkkeeper	3611	11	G	3
20	Parole and Probation Officer	2321	13	G	3
21	Parole and Probation Officer (Lead)	2323	14	G	3
22	Parole and Probation Supervisor	2324	15	M	1
23	Paving Machine Assistant	3119	9	G	3

1	Payroll Manager	1449	16	M	1
2	Payroll Specialist I	1171	10	G	3
3	Payroll Specialist II	1172	11	G	3
4	Payroll Supervisor	1173	14	M	1
5	Permit Supervisor	1673	14	M	1
6	Personal Property Appraisal Manager	1415	15	M	1
7	Personal Property Appraisal Supervisor	1413	14	G	2
8	Personal Property Appraiser I	1411	11	G	3
9	Personal Property Appraiser II	1412	12	G	3
10	Pest Control Worker	5699	9	G	3
11	Physician	5553	18	P	1
12	Physician Manager	5554	21	M	1
13	Plan Examiner	4232	14	P	2
14	Planning and Programming Executive	4318	19	M	1
15	Plumber	3251	36	T	3
16	Plumber Foreman	3253	39	T	3
17	Plumbing Inspection Supervisor	3824	15	M	1
18	Plumbing Inspector I	3821	36	T	3
19	Plumbing Inspector II	3822	38	T	3
20	President, Board of Aldermen	1748	1	E	1
21	President, Board of Public Service	4348	23	M	1
22	Printing and Duplicating Graphics Manager	2413	15	M	1
23	Printing Supervisor	2414	13	G	2

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Introduced by Alderman Craig Schmid

1	Probationary Fire Equipment Dispatcher	2211	69	F	3
2	Probationary Fire Private	2221	69	F	3
3	Process Control Specialist	4265	15	P	1
4	Procurement Specialist	1225	13	G	2
5	Procurement/Purchasing Manager I	1226	16	M	1
6	Procurement/Purchasing Manager II	1227	17	M	1
7	Program Aide	7311	10	G	3
8	Program Architect	4435	16	P	1
9	Program Coordinator	1698	14	P	2
10	Program Engineer	4345	17	P	1
11	Program Manager I	1693	15	M	1
12	Program Manager II	1694	16	M	1
13	Program Specialist I	1696	11	G	3
14	Program Specialist II	1691	12	G	3
15	Program Supervisor	1692	13	M	1
16	Program Worker I	7312	5	G	3
17	Program Worker II	7313	6	G	3
18	Program Worker III	7314	7	G	3
19	Programmer/Analyst I	1341	15	P	2
20	Programmer/Analyst II	1342	16	P	2
21	Programmer/Analyst III	1343	17	P	2
22	Public Health Counselor	5645	13	G	2
23	Public Health Education Coordinator	5648	15	P	2

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Board Bill No. 100

Introduced by Alderman Craig Schmid

1	Public Health Educator	5695	15	P	1
2	Public Health Intake Supervisor	5646	15	G	2
3	Public Health Intake Worker	5647	12	G	3
4	Public Health Nurse I	5651	14	G	3
5	Public Health Nurse II	5653	15	G	3
6	Public Health Nurse III	5654	16	P	2
7	Public Health Nursing Supervisor	5655	17	M	1
8	Public Health Program Representative	5693	13	G	3
9	Public Health Program Specialist	5691	14	G	3
10	Public Health Program Supervisor	5694	15	G	2
11	Public Information Assistant	1612	12	G	3
12	Public Information Manager	1617	18	M	1
13	Public Information Officer I	1614	13	G	2
14	Public Information Officer II	1615	15	P	1
15	Public Information Officer Supervisor	1616	15	M	1
16	Public Information Officer to the Comptroller	1618	15	P	1
17	Public Information Officer to the Mayor	1613	16	M	1
18	Public Nuisance Inspector	3861	10	G	3
19	Public Safety Specialist	2136	15	P	1
20	Real Estate Development Specialist	1665	14	G	3
21	Real Estate Records Clerk I	1666	9	G	3
22	Real Estate Records Clerk II	1668	10	G	3
23	Real Estate Records Manager	1426	14	M	1

1	Real Estate Specialist	1667	13	G	3
2	Real Property Appraisal Manager	1429	16	M	1
3	Real Property Appraisal Supervisor	1428	15	M	1
4	Real Property Appraiser I	1421	13	G	3
5	Real Property Appraiser II	1422	14	G	3
6	Receptionist	1161	8	G	3
7	Receptionist to the Mayor	1162	9	G	3
8	Records Retention Supervisor	1187	14	G	2
9	Recreation Area Manager	7118	16	M	1
10	Recreation Assistant	7116	7	G	3
11	Recreation Leader	7117	10	G	3
12	Recreation Supervisor I	7114	12	G	3
13	Recreation Supervisor II	7115	14	G	2
14	Refuse Route and Safety Coordinator	3931	11	G	3
15	Refuse Superintendent	3131	16	M	1
16	Registered Nurse I	5121	14	G	3
17	Registered Nurse II	5122	15	G	3
18	Research Analyst to the Mayor	1729	16	P	1
19	Safety Officer I	1531	13	G	3
20	Safety Officer II	1532	14	G	3
21	Safety Officer III	1533	15	P	1
22	School Crossing Guard	2174	5	G	3
23	Secretary and Stenographer to the Mayor	1175	11	G	3

1	Secretary I	1131	9	G	3
2	Secretary II	1132	10	G	3
3	Secretary to the Board of Estimate and Apportionment	1137	12	G	3
4	Secretary to the Board of Public Service	1671	14	M	1
5	Security Officer	2131	10	G	3
6	Senior Engineering Executive	4347	20	M	1
7	Senior Fire Equipment Dispatcher	2215	72	F	3
8	Senior Plan Examiner	4234	15	P	1
9	Senior Plan Examiner/Code Development Specialist	4235	16	P	1
10	Sign Shop Supervisor	3246	38	T	3
11	Solid Waste Route Foreman	3127	13	G	3
12	Soulard Market Manager	3757	15	M	1
13	Special Assistant for Development	1724	17	M	1
14	Special Assistant to the Comptroller	1672	16	M	1
15	Special Assistant to the Mayor	1723	17	M	1
16	Special Assistant to the Water Commissioner	3538	17	M	1
17	Special Events Program Executive	1697	18	P	1
18	Special Projects Manager	2382	17	M	1
19	Specialist on Aging I	6121	13	G	3
20	Specialist on Aging II	6122	14	G	2
21	Stationary Engineer	3423	36	T	3
22	Street and Traffic Inspection Supervisor I	3955	13	G	3
23	Street and Traffic Inspection Supervisor II	3956	14	M	1

1	Street and Traffic Inspector	3954	11	G	3
2	Street and Traffic Liaison	1643	14	M	1
3	Street Lighting Superintendent	3229	16	M	1
4	Street Maintenance Superintendent	3132	16	M	1
5	Superintendent of Soldiers' Memorial	3756	14	M	1
6	Supervising Deputy Marshal	2124	11	G	3
7	Supervising Stationary Engineer I	3427	39	T	3
8	Supervising Stationary Engineer II	3428	15	M	1
9	Supervisor-STD Intervention and Outreach Program	5649	15	P	2
10	Survey Projects Coordinator	4246	15	P	1
11	Surveyor	4292	14	G	3
12	Systems Analyst	1351	15	P	2
13	Systems Development Manager	1366	19	M	1
14	Systems Project Leader	1352	18	M	1
15	Technical Support Specialist I	1371	15	P	2
16	Technical Support Specialist II	1372	16	P	1
17	Telecommunications Inspector	1824	13	G	3
18	Telecommunications Maintenance Supervisor	1854	13	G	3
19	Telecommunications Specialist	1853	14	G	3
20	Telecommunications Supervisor	2173	12	G	3
21	Telecommunications Technician	1855	12	G	3
22	Telecommunicator	2171	10	G	3
23	Tow Truck Operator	3311	10	G	3

1	Towing Services Foreman	3313	11	G	3
2	Towing Services Manager	3317	15	M	1
3	Towing Services Supervisor	3314	14	G	2
4	Trades Helper	3281	31	T	3
5	Traffic Control Superintendent	3438	16	M	1
6	Traffic Engineer	4281	15	P	1
7	Traffic Engineer (Senior)	4282	16	P	1
8	Traffic Engineering Manager	4284	17	M	1
9	Traffic Violation Bureau Supervisor	1677	13	G	3
10	Transportation Center Operations Specialist	3752	11	G	3
11	Transportation Center Operations Supervisor	3751	16	M	1
12	Tree Trimmer	3621	10	G	3
13	Truck Tire Service Worker	3264	9	G	3
14	Urban Designer	4185	14	P	2
15	Urban Forester	3652	14	P	2
16	Urban Forestry Assistant	3651	11	G	3
17	Urban Forestry Superintendent	3656	16	M	1
18	Utility Worker	3117	9	G	3
19	Utility Worker (Lead)	3118	10	G	3
20	Veterans Service Officer	1695	14	M	1
21	Veterinarian	2119	16	P	1
22	Veterinarian Technician	2118	9	G	3
23	Video Engineer	1823	40	T	3

1	Video Production Manager	1812	16	M	1
2	Video Production Specialist	1822	36	T	3
3	Video Production Supervisor	1821	40	T	3
4	Water Department Liaison	3533	16	P	1
5	Water Distribution Executive	4314	19	M	1
6	Water Distribution Superintendent	3535	16	M	1
7	Water Distribution Supervisor	3534	14	G	2
8	Water Maintenance Foreman	3517	13	G	3
9	Water Maintenance Worker	3512	11	G	3
10	Water Meter and Tap Supervisor	3526	14	M	1
11	Water Meter Repair Foreman	3525	13	G	3
12	Water Meter Repair Worker	3523	10	G	3
13	Water Meter Worker	3521	10	G	3
14	Water Meter Worker Supervisor	3522	13	G	3
15	Water Plant Maintenance Foreman	3543	39	T	3
16	Water Plant Maintenance Manager	3531	17	M	1
17	Water Plant Maintenance Mechanic	3541	36	T	3
18	Water Plant Maintenance Mechanic (Lead)	3542	38	T	3
19	Water Production Engineer	3536	17	M	1
20	Water Production Executive	4315	19	M	1
21	Water Services Manager	3537	14	M	1
22	Water System Inspector	3524	11	G	3
23	Water Treatment Plant Operations Assistant	3511	32	T	3

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Introduced by Alderman Craig Schmid

1	Water Treatment Plant Operator	3515	36	T	3
2	Water Treatment Plant Supervisor I	3514	38	T	3
3	Water Treatment Plant Supervisor II	3519	39	T	3
4	Water Utility Worker	3513	10	G	3
5	Web Development Specialist I	1345	14	P	2
6	Web Development Specialist II	1346	15	P	1
7	Welder	3235	36	T	3
8	Workers Compensation Specialist	1543	13	G	3
9	X-ray Technician	5441	11	G	3
10	Zoning Administrator	4165	16	M	1
11	Zoning Inspector	4163	10	G	3
12	Zoning Specialist	4162	12	G	3
13	Zoning Specialist (Lead)	4164	14	G	3

14

15 **(b) ELECTED OFFICIAL STAFF POSITIONS:**

16

17 The following non-competitive staff positions appointed by the President, Board of
 18 Aldermen are hereby allocated as listed below by the Director of Personnel to a grade with rates
 19 as established in Section 2 of this ordinance in accordance with Section 3(a) and Section 9(e) of
 20 Article XVIII of the City Charter.

21

22

GRADE/

1	TITLE	CODE	SCHEDULE
2	Secretary to the President, Board of Aldermen	1741	13 G
3	Administrative Aide to the President, Board of Aldermen	1743	14 M
4	Administrative Assistant to the President, Board of Aldermen	1745	16 M
5	Special Assistant to the President, Board of Aldermen	1746	17 M

7 **SECTION 2.**

8 **OFFICIAL PAY SCHEDULE FOR CLASSIFICATION GRADES**

9

10 The Civil Service Commission, in accordance with Section 7(b)(1) of Article XVIII of
11 the City Charter, recommended pay schedules for all pay grades denoted in Section 1(a) of the
12 classification plan prepared and revised by the Department of Personnel. The official pay
13 schedules and their corresponding salary ranges as hereby adopted in this Section 2 are as
14 follows: (a) - General, Professional, and Management Schedule, (b) - Trades Schedule, (c) - Fire
15 Department Schedule, and (d) - Elected Official Schedule.

16

17 **(a) GENERAL, PROFESSIONAL, AND MANAGEMENT PAY SCHEDULE:**

18

19 The following bi-weekly pay schedule for all pay grades denoted with the suffix "G,"
20 "P," or "M" shall become effective beginning with the bi-weekly pay period starting the effective
21 date of this ordinance:

22

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
5	713	1070
6	773	1163
7	840	1264
8	912	1374
9	989	1492
10	1074	1625
11	1169	1768
12	1270	1923
13	1400	2124
14	1605	2436
15	1839	2796
16	2110	3207
17	2421	3684
18	2777	4230
19	3189	4858
20	3662	5580
21	3951	6024
22	4263	6503
23	4601	7021

(b) TRADES PAY SCHEDULE:

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The following bi-weekly pay schedule for all pay grades denoted with the suffix "T" shall become effective beginning with the bi-weekly pay period starting the effective date of this ordinance:

<u>BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS</u>		
<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
31	1119	1808
32	1171	1891
33	1223	1980
34	1281	2074
35	1340	2165
36	1403	2272
37	1470	2378
38	1536	2484
39	1609	2607
40	1685	2725

(c) FIRE DEPARTMENT PAY SCHEDULE:

The bi-weekly pay schedule for all pay grades denoted by the suffix "F" will be adopted in accordance with Section 31 of Article XVIII of the City Charter. The Director of Personnel shall establish such regulations and procedures as are necessary to place the Fire Department Pay

1 Schedule in effect. Longevity salary adjustments will be restored when initiated in kind within
 2 the St. Louis Metropolitan Police Department.

3

<u>BI-WEEKLY RANGE OF PAY</u>								
Class Codes								
	2211	2212	2215	2216	2227	2231	2235	2239
	2221	2222	2226					
Current								
Years								
of								
Service	69F	69F	72F	74F	77F	78F	81F	83F
0	1442.85							
1		1493.32						
2		1540.03						
3		1626.74						
4		1669.63						
5		1725.36						
6		1781.10						
7		1888.00	2421.86					
8		1964.70	2519.74					
9		2044.16	2620.86	2849.15				
10		2051.25	2627.88	2856.21				
11		2073.45	2634.86	2863.27	3125.59			

12	2080.83	2641.96	2870.29	3132.65	3214.22	3835.07	3994.87
13	2087.81	2648.97	2877.35	3139.58	3321.12	3848.50	4008.86
14	2094.79	2655.99	2884.33	3146.65	3328.10	3861.97	4022.89
15	2101.89	2663.01	2891.34	3153.66	3335.20	3875.45	4036.93
16	2108.87	2669.98	2898.37	3160.73	3342.16	3888.96	4051.01
17	2115.97	2677.08	2905.42	3167.28	3349.28	3902.43	4065.04
18	2122.95	2684.11	2915.42	3174.72	3356.22	3915.87	4079.03
19	2129.92	2691.20	2919.45	3181.77	3363.23	3929.42	4093.15
20	2136.98	2698.15	2926.48	3188.84	3370.29	3942.93	4107.23
21	2144.00	2705.19	2933.48	3195.86	3377.30	3956.37	4121.22
22	2151.01	2712.26	2940.55	3202.83	3384.40	3969.84	4135.25
23	2158.07	2719.28	2947.61	3209.85	3391.34	3983.36	4149.34
24	2165.06	2726.33	2954.63	3216.87	3398.48	3996.75	4163.28
25	2172.11	2733.32	2961.69	3223.97	3405.41	4010.31	4177.41
26	2179.14	2740.33	2968.71	3230.99	3412.44	4023.82	4191.49
27	2186.23	2747.39	2975.68	3237.96	3419.54	4037.37	4205.60
28	2193.21	2754.41	2982.74	3244.94	3426.48	4050.85	4219.64
29	2200.18	2761.34	2989.76	3252.04	3433.58	4064.24	4233.59
30	2207.20	2768.44	2996.69	3259.06	3440.51	4077.79	4247.71

1

2 **ELECTED OFFICIAL PAY SCHEDULE:**

3

1 (1) The following bi-weekly pay schedule for each Executive pay grade, denoted by
2 the suffix "E," is currently in effect and extends through the term of office for each elected
3 official:

4	5	6
	GRADE	BI-WEEKLY RATE
6	1E	\$3491
7	2E	\$4315
8	3E	\$5070

9

10 (2) The following bi-weekly pay schedule for each Executive pay grade, denoted by
11 the suffix "E," shall become effective beginning with any term of office starting in 2013:

12	13	14
	GRADE	BI-WEEKLY RATE
14	1E	\$3491
15	2E	\$4315
16	3E	\$5070

17

18 (3) The salary of an elected official shall not be increased during the term of office.

19

20 (e) **SHIFT DIFFERENTIAL:** Shift differential shall be paid for certain work assignments.
21 The Director of Personnel shall determine the work assignments for which shift differential will
22 be paid. The assignment or removal of an employee from a work assignment having a shift
23 differential shall be determined by the appointing authority and will not constitute a promotion,

1 demotion, advancement or reduction in pay. The shift differential shall be added to the
2 employee's regular bi-weekly rate.

3

4 (1) In order for an employee to be eligible for shift differential compensation for a
5 work shift, the employee must regularly work a shift or be assigned and completes a relief shift
6 that requires the completion of four (4) hours of work between the hours of 4:00 p.m. and 8:00
7 a.m. the following morning. Employees who are regularly assigned to work schedules that
8 require them to rotate among three shifts (day, evening, night) on a bi-monthly or more frequent
9 basis shall be eligible for shift differential compensation for all three shifts worked.

10

11 For employees whose pay range is established in Section 2(a) or 2(b) the shift differential
12 premium shall be one percent (1%) of the employee's regular base bi-weekly rate for each
13 eligible shift worked in a bi-weekly pay period.

14

15 For those employees whose pay range is established in Section 2(c), the shift differential
16 premium shall be \$2.00 per hour for each hour worked between 11:00 p.m. and 7:00 a.m. during
17 an eligible shift. Employees must work at least 12 hours of a regularly assigned 24 hour shift to
18 be eligible for any shift differential for the shift. Such employees shall not receive shift
19 differential for overtime worked, which is not part of their regular schedule. This provision will
20 not go into effect until shift differential is agreed upon by the Director of Personnel and the
21 Union (Local 73) in writing.

22

1 Except shift differential premium shall be \$2.00 per hour for each hour worked between
2 11:00 p.m. and 7:00 a.m. during an eligible shift to be paid to Overtime Code 3 Fire Equipment
3 Dispatcher classifications whose pay range is established in Section 2(c).

4
5 (2) Except as otherwise provided in this ordinance, shift differential shall not be paid
6 to employees compensated on an hourly or per performance basis, or bi-weekly paid employees
7 who work part-time. Neither shall shift differential be paid to full-time regular employees
8 docked for any portion of an eligible shift.

9
10 (3) An employee whose pay range is established in Section 2(a) or 2(b) shall receive
11 shift differential for working a portion of an eligible shift. Shift differential shall only be paid for
12 whole hours worked, providing the portion of the shift not worked is charged to paid leave. A
13 fraction of an hour shall not be counted toward the payment of the differential. An employee
14 whose pay range is established in Section 2(a) or 2(b) shall not receive shift differential
15 compensation for any overtime worked that is not part of their regular schedule.

16
17 **(f) WEEKEND DIFFERENTIAL:** When employees whose pay range is established in
18 Section 2(a) or 2(b) work on a Saturday and/or a Sunday they may be eligible for weekend
19 differential. This differential shall be one percent (1%) of an employee's base bi-weekly rate and
20 shall not be paid for any overtime worked that is not part of an employee's regular schedule. An
21 employee shall receive weekend differential for working any portion of an eligible day. This
22 differential shall only be paid for whole hours worked, providing the portion of the day not
23 worked is charged to paid leave. Weekend differential shall not be paid to employees

1 compensated on an hourly or per performance basis or bi-weekly paid employees who work part-
2 time. Neither will the weekend differential be paid to full-time regular employees docked for
3 any portion of a day on which the differential would otherwise be paid.

4
5 **(g) COMMUTING ALLOWANCE:** Employees residing in the City of St. Louis who are
6 regularly assigned to a position located in a City institution, agency, or facility located outside
7 the corporate limits of the City of St. Louis, and who are regularly assigned to a five-day, forty-
8 hour weekly work schedule, shall be entitled to a commuting allowance in the amount of one
9 hundred forty-one dollars (\$141.00) bi-weekly on the effective date of this ordinance. Eligible
10 full-time employees who are assigned to an alternate form of work schedule which reduces the
11 frequency of commuting to work shall be entitled to a commuting allowance which is reduced in
12 proportion to the reduced frequency of commuting. City employees who are temporarily
13 assigned duty to a facility located outside the corporate limits of the City of St. Louis shall be
14 entitled to a per diem rate for the duration of the assignment.

15
16 Only full-time employees who are paid a bi-weekly rate and are regularly employed ten
17 (10) or more working days in a bi-weekly pay period shall be eligible for the commuting
18 allowance. A period of absence of ten (10) working days or more shall result in suspension of
19 eligibility for the commuting allowance. Suspension of the commuting allowance shall begin
20 during the pay period in which the tenth (10th) day of absence occurs and shall continue for any
21 subsequent full or partial pay periods during the period of absence. Upon return to duty from
22 such absence, an employee again shall be eligible for commuting allowance upon completion of
23 the first full pay period of service for which the allowance would normally be paid.

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Employees for whom any form of free transportation (car, truck, bus, etc.) is provided by the City from a place within the corporate limits of the City of St. Louis to the work site and back shall not be entitled to the commuting allowance.

(h) BOARD AND COMMISSION STIPENDS:

Title	Code	Stipend
Member, Airport Commission	1980-00-B	\$53 per meeting, up to 24 meetings a year
Member, Board of Adjustment	1981-00-B	\$75 per meeting
Member, Board of Air Pollution Appeals and Variance Review	1982-00-B	\$60 per meeting
Member, Board of Equalization	1983-00-B	\$150 per day
Member, Board of Engineers	1984-00-B	\$45 per meeting, up to 2 meetings a week
Member, Board of Examiners of Plumbers	1985-00-B	\$60 per month
Member, Board of Examiners of Fumigators	1986-00-B	\$45 per meeting, up to 3 meetings a month
Member, Board of Examiners of Sign Erectors	1987-00-B	\$45 per meeting, up to 3 meetings a month
Member, Board of Tax Appeals	1988-00-B	\$60 per meeting
Member, Civil Service Commission	1989-00-B	\$55 per meeting, up

1			to 30 meetings a year
2	Member, Board of Building Appeals	1990-00-B	\$60 per meeting, up
3			to 50 meetings a year
4	Member, Board of Building Code Review	1991-00-B	\$60 per meeting, up
5			to 1 meeting a week
6	Member, Boiler Rules Committee	1992-00-B	\$45 per meeting
7	Member, Committee of Electrical Examiners	1993-00-B	\$45 per meeting, up
8			to 15 meetings a year
9	Member, Committee on Plumbing Review	1994-00-B	\$45 per meeting, up
10			to 15 meetings a year
11	Member, Demolition Contractors'	1995-00-B	\$45 per meeting, up
12	Certification Board		to 15 meetings a year
13	Member, Board of Merchants' and	1996-00-B	\$83 per day in
14	Manufacturers' Tax Equalization		session, up to 60
15			meetings during
16			regular 12 week
17			session, but not to
18			exceed 105 meetings
19			a year
20	Member, Board of Examiners of	1997-00-B	\$83 per meeting, up
21	Sprinkler System Contractors		to 15 meetings a year
22	Member, Board of Examiners for	1998-00-B	\$45 per meeting
23	Mechanical Contractors		

1 Member, Board of Noise Control Appeals 1999-00-B \$53 per meeting

2

3 A person occupying a position as a member of a Board, Commission or Committee shall
4 be paid at the per day, per meeting or per month rate established above.

5

6 (i) The Director of Personnel may establish per performance rates of pay, hourly rates of
7 pay, or rates of pay for units of work and the conditions for making of any such payments. Such
8 per performance, hourly, or unit-of-work rates may be computed from the bi-weekly scales
9 established in this ordinance. Per performance, hourly, or unit-of-work rates shall be established
10 considering the nature of employment, community practices in compensating similar
11 employment, and the purpose of the program for which the rate is established. Employees paid
12 per performance, hourly, or unit-of-work rates of pay shall not be entitled to vacation, medical
13 leave or holiday leave with pay or other benefits accorded employees paid a bi-weekly rate
14 except that an appointing authority, with the prior approval of the Director of Personnel, and
15 when sufficient funds have been appropriated for the fiscal year, may establish a modified level
16 or type of benefit program when the provision of such benefit is needed in order to attract and
17 retain sufficiently qualified employees to work in specific per performance, hourly, or unit-of-
18 work assignments.

19

20 Appointing authorities are not permitted to utilize per performance and hourly employees
21 as a method of replacing bi-weekly rate employees who would be entitled to employee benefits.
22 Therefore, per performance and hourly employees will be limited to an equivalent of ten (10)
23 months of full time employment per year.

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(j) The Director of Personnel may establish trainee rates of pay. Such trainee rates may be established on an hourly, per performance or bi-weekly basis and shall be less than the rate paid to a regular employee.

(k) The Director of Personnel, with the assistance of appointing authorities concerned, may establish rates and conditions under which compensation may be granted for periods of time during which an employee is away from the job site but restricted in his/her activities because of an assignment by the appointing authority to be available for a call to return to the work site to perform emergency duties. Pay rates and conditions established under the provisions of this Section 2(k) may include reasonable minimum pay guarantees for employees required to return to the work site to perform emergency duties.

The provisions of this Section 2(k) shall not be construed to restrict the right of an appointing authority to establish call back procedures for employees as an established condition of employment.

(l) The Director of Personnel may authorize payment of special recruitment bonuses, travel, moving and related expenses to recruit employees for positions when funds for this purpose are appropriated to the Department of Personnel.

(m) The Director of Personnel may approve the payment of hiring incentives to current employees to recruit qualified personnel for positions that are difficult to fill. Hiring incentives

1 shall be in any amount up to twenty-five percent (25%) of the annual salary of the position for
2 which the recruitment is made.

3

4 **(n)** (1) An appointing authority, with the prior approval of the Director of Personnel, may
5 establish cash awards or other incentives for an employee or group of employees to recognize
6 and reward increased productivity or effectiveness. The incentives offered may include cash,
7 paid time off, and such other reasonable incentives as the Director of Personnel may determine.
8 Cash awards shall be made from the personal services appropriation of the unit, the account from
9 which the employee's salary is paid or from a general appropriation for this purpose.

10

11 (2) The Director of Personnel, upon the request of the appropriate appointing
12 authority, may establish a program of cash awards or other incentives, not to exceed ten percent
13 (10%) of annual salary, paid as an addition to pay, for the purpose of providing additional
14 compensation for employees who are fluent in a foreign language and who use this skill in the
15 necessary and regular recurring performance of the duties of their position. Cash awards shall be
16 made from the personal services appropriation of the unit, the account from which the
17 employee's salary is paid or from a general appropriation for this purpose. Cash awards and
18 incentives under this program shall be made in accordance with guidelines established by the
19 Director of Personnel.

20

21 (3) Notwithstanding any other provision in this ordinance, the Director of Personnel
22 is authorized to establish a program of incentives not to exceed twenty-five percent (25%) of the

1 maximum of the pay range for the purpose of compensating positions which are extremely hard
2 to fill.

3
4 (4) The Director of Personnel may provide an Employee Suggestion Program, which
5 grants cash and other awards to recognize employee suggestions, which improve City services,
6 operations or facilities. Cash awards to employees for suggestions resulting in tangible savings
7 to the City shall not exceed ten percent (10%) of the annual tangible net savings. Cash awards
8 and payments for other awards shall be made from an appropriation for a suggestion program or
9 other appropriate account. Additionally, cash awards for suggestions shall be granted as an
10 addition to pay, which does not change an employee's bi-weekly rate. The Employee Suggestion
11 Program shall be administered in accordance with regulations established by the Director of
12 Personnel. The Director of Personnel may establish an authority to evaluate suggestions and
13 determine awards; the decisions of this authority shall be final.

14
15 (o) (1) An appointing authority may, with the prior approval of the Director of Personnel,
16 establish a program to reimburse, in whole or in part, expenses incurred by employees for the
17 purchase of uniform apparel required in the performance of the duties of their positions, when
18 funds have been budgeted therefore.

19
20 An appointing authority may exercise the option to furnish such uniform as may be
21 required in the employee's performance of his/her duties.

22

1 The Director of Personnel may establish regulations relating to employees' eligibility for
2 reimbursement for uniforms.

3
4 Further, when funds have been budgeted therefore, an appointing authority may authorize
5 reimbursement to uniformed security or correctional employees of up to fifty dollars (\$50) per
6 incident for damage to personal property sustained while the employee was directly engaged in
7 quelling a disturbance while performing assigned and/or authorized duties during a shift.

8
9 (2) In addition, an appointing authority that requires employees to provide and
10 maintain their own tools shall provide a tool replacement program and/or annual maintenance
11 allowance, with the prior approval of the Director of Personnel.

12
13

(p) An employee who is appointed to a position requiring advanced technical skills or
14 professional qualifications may be paid at a rate up to ten percent (10%) higher than prescribed
15 for the class in Section 2 of this ordinance on recommendation of the appointing authority with
16 the prior approval of the Director of Personnel. Such advancement shall be made solely on the
17 basis that the employee possesses exceptional academic qualifications related to the duties of the
18 position or that the employee is registered or certified by an organization or board recognized by
19 the Director of Personnel to be especially suited, considering the duties of the position, and when
20 such academic qualification, registration, or certification is not deemed a necessary qualification
21 for the class of position.

22

1 The Director of Personnel may also establish other bonus, incentive, or reimbursement
2 programs to encourage current employees to attain registration, licensure, certification, or proof
3 of professional mastery when it is deemed to be in the best interest of the Classified Service, or
4 when such credentials are clearly recognized as adding to the capability of individuals in that
5 area. Incentives, bonuses, or reimbursements awarded under such programs do not result in an
6 employee being ruled ineligible for bonuses or salary increases permitted under other sections of
7 this pay ordinance.

8
9 **(q)** (1) Contingency Assignment Differentials will be paid for certain assignments when
10 immediate position coverage is needed for any unexpected reason (e.g. death, forced leave,
11 emergency illness, etc.) in a higher pay grade, and shall be granted at the onset of the
12 assignment, not to extend more than one pay period. The Director of Personnel will determine
13 the assignments for which Contingency Assignment Differential will be paid. The assignment of
14 an employee to said assignment having a contingency assignment differential will be determined
15 by the appointing authority from an existing eligible list and will not constitute a promotion or
16 advancement in pay. In addition, the removal of an employee from said assignment shall not
17 constitute a demotion or reduction in pay. If an eligible list is not available, an appointing
18 authority may submit to the Director of Personnel the name of the employee being considered for
19 the assignment to determine if they meet the necessary minimum qualifications for the position
20 being considered.

21
22 For an employee whose pay range is established in Section 2(a), 2(b) or 2(c), with the
23 prior approval of the Director of Personnel, the contingency assignment differential will be ten

1 percent (10%) of the employee's regular base bi-weekly rate added as an addition to pay for each
2 bi-weekly period worked or one percent (1%) of the employee's regular base bi-weekly rate for
3 each shift assignment covered, not to exceed one (1) pay period.

4

5 (2) Temporary assignment differential will be paid for certain assignments when a
6 vacancy exists for any reason (e.g., separations, extended vacation, leave of absence, military
7 leave, etc.) in a position with a higher pay grade, and shall be granted for at least one (1) pay
8 period but not more than thirteen (13) pay periods. The Director of Personnel will determine the
9 assignments for which the temporary assignment differential will be paid. The assignment or
10 removal of an employee from said assignment having a temporary assignment differential will be
11 determined by the appointing authority and will not constitute a promotion, demotion,
12 advancement, or reduction in pay. The intended employee must meet the minimum
13 qualifications for the position to be assigned. The temporary assignment differential shall be
14 computed as an addition to pay and not affect the employee's regular bi-weekly rate.

15

16 For an employee whose pay range is established in Section 2(a), 2(b) or 2(c), with the
17 prior approval of the Director of Personnel, the temporary assignment differential will be ten
18 percent (10%) of the employee's regular base bi-weekly rate added as an addition to pay for each
19 bi-weekly period worked, not to exceed thirteen (13) pay periods.

20

21 (r) City employees who are required by their appointing authority to routinely use their
22 personal vehicle in the performance of their duties shall be compensated by receiving a vehicle
23 maintenance and use allowance of two-hundred seventy dollars (\$270.00) per month.

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(s) Any Memorandums of Understanding which have been signed by the Director of Personnel shall be enforceable under Article XVIII, Section 23 of the Charter of the City of St. Louis.

SECTION 3.
SUBSISTENCE AND MAINTENANCE CHARGES

Except as otherwise provided in this ordinance, a deduction shall be made on the payroll or a cash charge shall be collected for subsistence and maintenance provided to employees at a rate to be determined by the employee's department or agency head and the Comptroller of the City of St. Louis. The department or agency head shall establish reasonable charges or deductions which have been calculated and assessed with due consideration for all identifiable costs, including labor and overhead, but shall not exceed the actual cost of the items to the City. When the Department of Personnel determines that the duties and responsibilities of a position require an employee to occupy a room or apartment, there shall be no charge for such accommodations.

Employees residing in City-owned houses or apartments shall be charged for housing and maintenance at the rate established by the Comptroller of the City of St. Louis and deductions at the rate established by the Comptroller shall be made on the payroll. The Comptroller, upon request of the Director of Personnel, shall immediately provide the rates established for City-

1 owned houses or apartments and/or maintenance for employees in the Classified Service. All
2 such charges shall be deducted from the employee's salary on the regular payroll.

3

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SECTION 4.

5

SALARY RANGE LIMITATIONS

6

7 No employee in the Classified Service shall be paid at a rate lower than the minimum or
8 higher than the maximum of the salary range established for the class to which his/her position
9 has been allocated, except as otherwise provided in this ordinance.

10

11

SECTION 5.

12

STARTING SALARY

13

14 **(a)** The rate of pay for an excepted position to be paid upon original appointment to the class
15 shall be determined by the appointing authority for the excepted position.

16

17 **(b)** Except as otherwise provided in this ordinance, the minimum rate of pay for a position
18 shall be paid upon original appointment to the class unless the Director of Personnel finds that it
19 is difficult to secure the services of persons with minimum qualifications or experienced
20 qualified persons at the minimum rate.

21

22 The Director may establish a recruitment rate for a single position or all positions in a
23 class and authorize employment at an amount above the minimum but within the regular range of

1 salary established for the class. When a recruitment rate is established for an entire class,
2 employees already in such class may have their salaries adjusted to appropriate rates in the new
3 range resulting from the establishment of the recruitment rate.

4

5 In the event that the Director of Personnel finds that it is difficult to secure the services of
6 sufficient numbers of employees for a class or occupational series after a diligent recruitment
7 effort, the Director of Personnel may, with the approval of the Civil Service Commission,
8 establish a new maximum rate for the class(es) which is not more than twenty-five percent (25%)
9 above the maximum established in this ordinance.

10

11 **(c)** In Skilled Trades classes, defined as those that have bona fide apprenticeship programs
12 registered with the Department of Labor, new hires who have completed such apprenticeship
13 programs and attained journeyman status shall start at the recruitment rate for the class if a
14 recruitment rate exists for the class. New hires in classes in the Trades Pay Schedule who have
15 completed alternative training programs established and approved by the Director of Personnel,
16 and attained journeyman status shall also be eligible for a starting salary at the recruitment if a
17 recruitment rate exists for the class.

18

19 **(d)** Employees with permanent status who are eligible for reemployment as determined by
20 the Rules of the Department of Personnel and Civil Service Commission shall be reemployed at
21 an appropriate rate within the new salary range which takes into consideration the employee's
22 prior service in the position, as determined by the Director of Personnel.

23

1 (2) Temporary Promotion: When an employee, whose salary range is established in
2 Section 2(a) or 2(b), is certified and temporarily promoted to a vacant position, for a limited
3 duration, the employee's current salary shall be adjusted as provided in Paragraph (a)(1) of this
4 Section. Upon expiration of the temporary promotion, the employee shall be returned to his/her
5 former rate of pay, adjusted by any increases the employee would have received in the absence
6 of the temporary promotion. In no case shall the employee's salary be above the maximum of
7 the salary range, unless otherwise provided for in this ordinance.

8
9 Employees whose salary ranges are established in Section 2(c) of this ordinance, upon
10 receipt of a temporary promotion, shall be granted the new rank with a salary adjustment based
11 on appropriate years of service in accordance with procedures established for a regular
12 promotion. At the end of the temporary promotion, the employee shall be returned to the rank
13 held immediately prior to the temporary promotion. The employee's rate of pay shall be based
14 on the appropriate years of service.

15
16 **(b)** Demotion: This shall be defined as a change of an employee in the Classified Service
17 from a position of one class to a position of another class which has a lower pay grade and a
18 lower starting minimum salary.

19
20 (1) If an employee is demoted for disciplinary reasons in accordance with the Rules
21 of the Department of Personnel and Civil Service Commission and established disciplinary
22 procedures, his/her rate of pay shall be established at a rate within the range for the new position
23 which is at least five percent (5%) lower than the rate received immediately prior to the demotion

1 except no employee shall be reduced below the minimum of the range unless otherwise provided
2 for in this ordinance. The amount of the reduction shall be determined by the appointing
3 authority, with the approval of the Director of Personnel.

4

5 (2) If an employee accepts a voluntary demotion, his/her current rate of pay shall be
6 reduced to a rate within the range for the new position which is five percent (5%) lower than the
7 rate received immediately prior to demotion, except that employees who are in a working test
8 period and demote to their previous class of position or pay grade, will return to the rate received
9 immediately prior to the promotion, plus any adjustments as otherwise provided in this
10 ordinance. No employee shall be paid less than the minimum nor more than the maximum rate
11 for the new class of position, except as otherwise provided in this ordinance.

12

13 (3) When an employee is demoted for reasons in the best interest of the City Service
14 as determined by the Director of Personnel, his/her salary shall not be reduced by reason of the
15 new salary range and grade. If the salary of such employee is above the maximum for the new
16 position the employee's salary shall not be increased so long as he/she remains in the position,
17 except as otherwise provided by this ordinance.

18

19 (c) Reallocation:

20

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

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(2) 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 (a)(1) 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, 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.

(e) Over Maximum: 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/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/she remains in the class of position, except as otherwise provided by this ordinance.

SECTION 7.
SALARY ADJUSTMENT

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

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(a) Competitive positions for which salary is established in Section 2(a) - General, Professional, and Management Schedule; or Section 2(b) - Trades Schedule:

(1) Any employee whose salary is established in Section 2(a) or 2(b) – General, Professional, Management, and Trades Pay Schedules, shall receive a service rating in accordance with the City’s Service Rating Manual. The rating together with the standards of performance established in the rating manual shall determine eligibility for a two percent (2%) within-range (merit) increase at intervals as outlined in the City’s Service Rating Manual or other pay regulation(s) as determined by the Director of Personnel.

In the event this ordinance does not become effective in time for the first bi-weekly pay period of Fiscal Year ’13, employees whose service rating would be due at that time and thereafter and whose rating would warrant receiving a two percent (2%) increase, will receive the increase on the first pay period following passage.

(2) Employees who are appointed to a position at the recruitment rate in their respective pay range in the Trades Pay Schedule as a result of the completion of a bona fide apprenticeship program and attainment of journeyman status or alternative training program established and approved by the Director of Personnel, shall be advanced to the advanced salary rate of their respective grade upon completion of the working test period with satisfactory service as determined by the standards established in the Service Rating Manual.

1 (3) A non-exempt (Overtime Code 3 or 4) employee whose pay is established in
2 Section 2(a) or 2(b) of this ordinance who receives an Overall Rating of “Unsuccessful” as
3 defined by the City’s Service Rating Manual, shall have his/her salary reduced as determined by
4 the standards established in the City’s Service Rating Manual, but not less than the minimum of
5 the pay grade range.

6
7 **(b)** As used in this ordinance, "anniversary date" means the date following fifty-two (52)
8 weeks of continuous service from the date of original appointment or from the date of the last
9 salary adjustment, if other than a temporary reduction in pay for disciplinary reasons, a demotion
10 or an across-the-board ordinance increase, an increase resulting from an authorized incentive
11 program, or an upgrade of the classification concurrent with adoption of the ordinance. Absence
12 from service as a result of any authorized paid leave, suspensions, military leave, or
13 family/medical leave will not interrupt continuous service. Absence from service for any other
14 cause shall result in breaking continuity of service and establishment of a new anniversary date,
15 except as otherwise provided in this ordinance. The Director of Personnel may authorize
16 different anniversary dates for an employee or groups of employees.

17
18 **(c)** An appointing authority may evaluate the performance of an employee whose salary is
19 established in Section 2(a) or 2(b) of this ordinance for the purpose of a salary adjustment only at
20 intervals as described above except in the case of:

21
22 (1) Exceptional performance of duties:
23

1 The appointing authority, with the prior approval of the Director of Personnel, of an
2 employee who demonstrates exceptional performance of duties or outstanding qualifications
3 may, with the approval of the department or agency head, advance the employee by not more
4 than ten percent (10%) after twenty-six (26) weeks of employment at the same rate in the salary
5 range, which may be in addition to any merit increase received.

6

7 (2) Substandard performance of duties:

8

9 An appointing authority may reduce the salary of an employee whose level of
10 performance is significantly diminished and no longer warrants payment at the current rate
11 within the range as provided in the City's Service Rating Manual; providing the employee's
12 salary is above the minimum of the range, established in Section 2(a) or 2(b) and allocated to
13 Overtime Code 3 or Overtime Code 4.

14

15 The granting of any such increase or decrease in salary shall be made at the beginning of
16 a payroll period, as determined by the Director of Personnel, following approval of such salary
17 action.

18

19 **(d)** Competitive positions for which salary is established in Section 2(c) - Fire Department
20 Schedule:

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22 All employees in the Fire Department Pay Schedule shall have a service rating completed
23 in accordance with the City's Service Rating Manual.

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The salaries established in Section 2(c) of this ordinance shall be changed in accordance with Section 31 of Article XVIII of the City Charter concurrently with a change in the salaries for equivalent and corresponding ranks of officers of the police force of the City of St. Louis.

Probationary Fire Private shall be advanced to the rate for Fire Private at the beginning of the first bi-weekly pay period following one year of service. Probationary Fire Equipment Dispatcher shall follow the same schedule.

(e) Excepted Positions: The pay of an employee in an excepted position shall be adjusted to any rate within the pay range at the discretion of the appointing authority for the excepted position.

(f) The Director of Personnel may approve, at the request of an appointing authority, adjustments to correct or mitigate serious and demonstrable internal pay inequities. Salary adjustments under this provision shall preclude adjustments to compensate or reward employees for long-term or meritorious service.

(g) The pay of any employee may be decreased as a disciplinary action by an appointing authority to a lower rate. Any such decrease shall be made in accordance with the established disciplinary procedures. The decrease shall not be greater than fifteen percent (15%) of the current salary rate. The decrease may be below the minimum of the pay range for the class. The appointing authority may determine the pay decrease shall be effective for a specific number of

1 bi-weekly pay periods provided, however, that such decrease shall not be effective for more than
2 thirteen (13) bi-weekly pay periods.

3

4 **(h)** An employee who is temporarily promoted shall be eligible for within range salary
5 adjustments under provisions of this Section 7.

6

7 **(i)** The Director of Personnel may approve a within range salary adjustment or other
8 incentives to retain employees in positions that are difficult to fill, or because of their unique
9 requirements. Said adjustment may only be granted once during a twenty-six (26) week period.

10

11

SECTION 8.

12

INCOME SOURCES

13

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

20

21 Whenever an employee not on an approved paid leave works for a period less than the
22 regularly established number of hours a day, days a week or days bi-weekly, the amount paid
23 shall be proportionate to the hours in the employee's normal work week and the bi-weekly rate

1 for the employee's position. The payment of a separate salary for actual hours worked from two
2 or more departments, divisions or other units of the City for duties performed for each of such
3 agencies is permissible if the total salary received from these agencies is not in excess of the
4 maximum rate of pay for the class.

5

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SECTION 9.

7

CONVERSION

8

9 **(a)** Pay schedules in Sections 2(a) and 2(b) in Ordinance 68711 shall continue in effect until
10 the beginning of the first bi-weekly pay period starting after the adoption of this ordinance, and
11 the rates to be paid to employees in positions of any classes for which a rate is established or
12 changed in Section 2(a) and 2(b) of this ordinance shall become effective and be adjusted (if
13 necessary) as follows:

14

15 (1) The salary of each employee whose pay range is established in Section 2(a) or
16 2(b) of this ordinance whose class has been allocated to a higher pay grade in the appropriate pay
17 schedule as determined by the Director of Personnel shall have their current salary increased to a
18 rate, rounded to the nearest whole dollar, which provides a five percent (5%) adjustment in
19 accordance with Section 6(a)(1) of this pay ordinance, but not less than the minimum of the pay
20 range, whichever is the greater.

21

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

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(c) The salary of an employee serving in a trainee position, which remains above the new trainee rate for his/her position, shall remain unchanged.

(d) The Director of Personnel may establish a special conversion procedure for a class or position in the event that the Director determines that a serious inequity would be created by the application of the conversion procedures established in this Section 9.

(e) If a pay bill is adopted as outlined under provisions of Section 31, Article XVIII of the City Charter regarding pay parity with the St. Louis Metropolitan Police Department and it provides an increase for Section 2(c) employees, the salaries will be adjusted as provided by that Section 31 provision.

(f) The Director of Personnel shall establish such procedures as needed to place this ordinance into effect and interpret its provisions.

SECTION 10.

PAYMENT OF SALARIES

All compensation for positions in the Classified Service shall be paid bi-weekly. The Director of Personnel and Comptroller shall establish the procedure for listing employees on the various payrolls. The payment due each employee for service, except as otherwise provided, shall be made not later than sixteen (16) days after the end of the bi-weekly pay period. In the

1 event that an employee is dismissed or has been employed for occasional or emergency work, the
2 Comptroller may immediately pay the employee upon termination of service without waiting for
3 the regular bi-weekly pay date of the Department, Division, Section, Office, Agency, Board or
4 Commission where the employee worked.

5

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SECTION 11.

7

CHANGES TO CLASSIFICATION PLAN

8

9 Whenever the Department of Personnel finds it necessary to add a new class to the
10 classification plan, the Director of Personnel shall allocate the class to an appropriate grade and
11 schedule in this ordinance, recommend such change to the Civil Service Commission, and notify
12 the Board of Aldermen of this action.

13

14 Whenever the Department of Personnel finds it necessary to change the pay schedule of
15 an existing class within the classification plan, the Director of Personnel shall allocate the class
16 to the appropriate schedule in this ordinance, recommend such change to the Civil Service
17 Commission, and notify the Board of Aldermen of this action.

18

19 The pay grade allocated to a class of position within the classification plan shall remain
20 unchanged for the duration of the existing compensation ordinance. Whenever the Department
21 of Personnel considers it necessary to change the pay grade of an established class of position,
22 such adjustment can only be made concurrent with the adoption of a new compensation

1 ordinance. Recommendation for the allocation of a new pay grade shall be made by the Director
2 of Personnel to the Civil Service Commission for final approval by the Board of Aldermen.

3
4 **SECTION 12.**

5 **PAYROLL FORMS**

6
7 The Director of Personnel shall prescribe forms on which appointing authorities shall
8 certify to the fact that a vacancy exists in a lawfully created position and to the lawful
9 appointment of a person to fill the position. The Director of Personnel shall indicate on these
10 forms the proper allocation of the position and the rate at which payment is to be made. When
11 approved by the Director of Personnel and submitted to the Comptroller, these forms shall
12 constitute authorization for the initial placing of a person's name on the payroll. The
13 Comptroller shall not authorize any change in the rate of pay of an individual on the payroll
14 unless approved by the Department of Personnel. The Comptroller shall provide the Department
15 of Personnel with a copy of each payroll audited and found correct within twenty-one (21) days
16 after audit and approval of the payroll by the Comptroller's Office.

17
18 **SECTION 13.**

19 **CERTIFICATION OF PAYROLL**

20
21 The appointing authority shall certify on each payroll or a subsidiary document that each
22 person whose name appears on the payroll has been lawfully appointed at a salary provided by
23 this ordinance and that the employee has actually worked the time for which he/she will be paid,

1 subject to the provisions of this ordinance governing hours of work and leaves of absence in the
2 Classified Service.

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SECTION 14.

5

MINIMUM WORK HOURS

6

7 Each appointing authority shall establish procedures to assure that the employees under
8 his/her supervision are actively engaged in the performance of the duties of their positions in
9 accordance with the provisions of this section.

10

11 **(a)** Employees whose salaries are established in Section 2(a) or 2(b): Forty (40) hours shall
12 constitute the average minimum required weekly hours of service in an employment cycle under
13 regular full-time employment for all City employees paid on a bi-weekly basis occupying
14 competitive positions in the Classified Service. The minimum daily and annual service required
15 of such employees shall be in proportion to the average minimum weekly hours established.

16

17 Appointing authorities shall so arrange the time for reporting for work, for luncheon
18 intermission, and for quitting work of the various employees under their jurisdiction so that the
19 employees will actually be engaged in active performance of their duties for not less than the
20 average minimum number of hours required.

21

22 **(b)** Management and Professional Employees: Appointing authorities for employees
23 occupying full-time positions whose salaries are established in Section 2(a) of this ordinance

1 shall initiate procedures to see that such employees are engaged in the performance of their
2 duties on a full-time basis. Full-time employment for any employee whose classification is
3 denoted in the Management Schedule or Professional Schedule shall be defined as an average of
4 forty (40) hours per week of time devoted to the duties of the position on an annual basis.

5
6 (c) Uniformed Fire Personnel: Fifty-two (52) hours shall constitute the average required
7 weekly hours of service in an employment cycle under regular full-time employment for all
8 employees in the Division of Fire and Fire Prevention whose salaries are established in
9 accordance with the provisions of Section 31 of Article XVIII of the City Charter, except that the
10 appointing authority, with the approval of the Director of Personnel, may determine that the
11 minimum work hours provision of Section 14(a) shall apply to employees in certain positions
12 due to the nature of the assignment and/or scheduling requirements. The appointing authority
13 shall so arrange the time for reporting for work and for quitting work of the various employees
14 under the appointing authority's jurisdiction so that the employees will actually be engaged in the
15 active performance of their duties for not less than the average number of hours required.

16
17 Each appointing authority shall submit to the Department of Personnel the work schedule
18 established for each position in the work unit. Work schedule reports shall be submitted upon
19 request of the Director of Personnel or whenever the appointing authority proposes to change the
20 work schedule of a position. The work schedule submitted by the appointing authority shall
21 constitute the normal work schedule for the position when approved by the Director of
22 Personnel.

23

1 All employees in the Classified Service shall be in attendance at their work in accordance
2 with schedules established under the provisions of this Section 14, subject to other provisions of
3 this ordinance with respect to hours, holidays, vacation, medical leave, furloughs, sick leave,
4 military, and special leaves of absence with or without pay herein stated.

5

6

SECTION 15.

7

OVERTIME

8

9 (a) The Department of Personnel shall determine those positions in the Classified Service of
10 the City of St. Louis which are exempt from overtime compensation and those positions which
11 are not exempt from overtime compensation. The overtime codes established for each class in
12 Section 1(a) of this ordinance shall be interpreted as follows:

13

14 OVERTIME CODE (OVTM):

15

16 1 These classes are primarily managerial in nature, but may also include
17 some professional or administrative classes that are ineligible for overtime
18 pay under all but emergency conditions as described in Section 15(d) of
19 this ordinance.

20

21 2 These are supervisory, professional, and administrative classes that are
22 exempt from overtime compensation, but which the City compensates for
23 overtime at the straight (1.0x) time rate.

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3 These are non-exempt classes that receive overtime compensation at the one and one-half (1.5x) time rate.

4 These non-exempt classes work an average bi-weekly work schedule of 84 hours and, therefore, receive overtime compensation at the one and one-half (1.5x) time rate.

Any employee in a class which has been allocated to Overtime Code 3 (non-exempt) in this ordinance shall be compensated for overtime work in accordance with the provisions of this section. Each appointing authority shall designate and submit to the Director of Personnel the official work week and schedule or work cycle for all non-exempt positions in the work unit. The average number of scheduled hours in a bi-weekly pay period shall not be less than eighty (80) for full-time employment. Whenever an Overtime Code 3 employee works hours in excess of the maximum established for an official work week or work cycle, usually forty (40) hours in a work week, such hours shall be paid at the one-and-one-half time (1.5 x) rate. In addition to the actual hours worked, authorized paid time off (vacation, compensatory time, holidays, etc.), and any incurred furlough on a regularly scheduled work day shall count as hours worked for the purpose of determining eligibility for overtime compensation.

Any employee in a class which has been allocated to Overtime Code 4 (non-exempt) in Section 1(a) of this ordinance shall be compensated for overtime by granting the employee pay or compensatory time off at the one-and one half (1.5x) time rate. Each appointing authority

1 shall designate and submit to the Director of Personnel the official work week or work cycle for
2 all non-exempt (Code 4) positions in the work unit. Whenever a non-exempt (Code 4) employee
3 works in excess of forty (40) hours in a work week, the employee will be paid at the one and one
4 half time (1.5x) rate. The average number of scheduled hours in a bi-weekly pay period shall not
5 be less than eighty-four (84) for full-time employment. The regular hourly rate of pay for a non-
6 exempt (Code 4) bi-weekly paid employee shall be determined by dividing the employee's
7 regular bi-weekly rate of pay by the average number of regularly scheduled hours of work in a
8 bi-weekly pay period. In addition to the actual hours worked, authorized paid time off (vacation,
9 compensatory time, holidays, etc.) and any incurred furlough on a regularly scheduled work day
10 shall count as hours worked for the purpose of determining eligibility for overtime
11 compensation.

12
13 Appointing authorities are prohibited from changing employee work schedules to avoid
14 the payment of overtime.

15
16 For purposes of determining overtime pay rates for non-exempt employees, the regular
17 hourly rate of pay shall be used.

18
19 Overtime Code 3 employees under Section 2(c) of this ordinance who are working a
20 nineteen (19) day work cycle are eligible to receive overtime after one hundred forty-four (144)
21 hours are worked in a work cycle, except that the Fire Department shall pay overtime for
22 emergency work at the end of a shift or emergency work required on a separate, non-scheduled
23 day, even if the total number of hours worked in the work cycle is not in excess of one hundred

1 forty-four (144) hours. However, these employees shall not receive additional compensation for
2 regularly scheduled hours in excess of one hundred forty-four (144) hours if they do not actually
3 work more than one hundred forty-four (144) hours in the work cycle because of paid leave.
4 Days scheduled off to reduce average work week to fifty-two (52) hours, compensatory time,
5 vacation, "O" days and holiday time shall be scheduled consistent with a reasonable vacation and
6 holiday leave policy to avoid the necessity of actually working more than one hundred forty-four
7 (144) hours during any work cycle.

8

9 **(b)** Any employee in a class which has been allocated to Overtime Code 2 in Section 1(a) of
10 this ordinance shall be compensated for overtime by granting the employee pay or compensatory
11 time off at the straight (1.0x) time rate. Each appointing authority shall designate and submit to
12 the Director of Personnel the official work week or work cycle, which is usually forty (40) hours,
13 for all exempt (Code 2) positions in the work unit. Whenever a full-time employee in an exempt
14 (Code 2) position is directed by management, with the approval of the appointing authority, to
15 work hours in excess of the maximum established for an official work week or work cycle it
16 shall be considered overtime. In addition to the actual hours worked, authorized paid time off
17 (vacation, compensatory time, holidays, etc.) and any incurred furlough on a regularly scheduled
18 work day shall count as hours worked for the purpose of determining eligibility for overtime
19 compensation. Straight time (1.0x) overtime shall be compensated at the employee's regular
20 hourly rate of pay, or by granting the eligible employee compensatory time off at the rate of one
21 hour for each hour of overtime worked. The average number of scheduled hours in a bi-weekly
22 pay period shall not be less than eighty (80) for full-time employment. The regular hourly rate of
23 pay for an exempt (Code 2) bi-weekly paid employee shall be determined by dividing the

1 employee's regular bi-weekly rate of pay by the average number of regularly scheduled hours of
2 work in a bi-weekly pay period.

3

4 (c) Part-time bi-weekly paid employees and employees paid on an hourly or per performance
5 basis shall be compensated for overtime work in accordance with the overtime provisions of this
6 section and with consideration for community practices in compensating similar employment.

7

8 (d) An appointing authority may compensate Overtime Code 1 employees at the straight-
9 time (1.0x) rate, when both of the following conditions exist: 1) the Mayor of the City of St.
10 Louis declares an emergency due to serious and protracted conditions which threaten continuous
11 City Service, preservation of public peace, health, or safety, and 2) the appointing authority
12 directs an employee or group of employees to work in excess of forty (40) hours per week. The
13 appointing authority shall maintain attendance records of the assignment(s) and submit such
14 records at the request of the Director of Personnel.

15

16 (e) Employees who wish to use compensatory time earned in lieu of pay must make their
17 request in writing at least twenty-four (24) hours in advance of the day or days requested. The
18 appointing authority shall keep in mind the staffing needs of the department when granting time
19 off, but in any case time off will not be unreasonably denied.

20

21 (1) Pay shall be the regular method of compensation for recorded overtime hours of
22 work for employees in classes with Overtime Code 3 and Overtime Code 4. However, an
23 appointing authority shall compensate a non-exempt bi-weekly paid employee for overtime work

1 by granting the employee compensatory time off in lieu of pay only if the employee requests in
2 writing compensatory time instead of pay.

3

4 (2) Effective fiscal year beginning 2014 pay shall be the regular method of
5 compensation for recorded overtime hours of work for employees in classes with Overtime Code
6 3 and Overtime Code 4. However, an appointing authority may compensate a non-exempt bi-
7 weekly paid employee for overtime work by granting the employee compensatory time off in
8 lieu of pay only if the employee requests compensatory time.

9

10 Employees engaged in public safety, emergency response or seasonal activity may have a
11 maximum balance of two hundred forty (240) hours of compensatory time; all other employees
12 are allowed a maximum balance of one hundred twenty (120) hours of compensatory time.
13 These maximum balances of compensatory time shall apply to employees working an average
14 work week of forty (40) hours; the maximum balance of compensatory time for employees
15 whose average work week is more or less than forty (40) hours shall be proportionate. No
16 provision of this section establishing a maximum balance of compensatory time shall serve to
17 cancel any compensatory time due to an employee or to deny an employee payment for recorded
18 compensatory time earned in accordance with the provisions of the compensation ordinance in
19 effect at the time the compensatory time was earned.

20

21 Each appointing authority shall establish procedures to assure that non-exempt employees
22 are promptly granted time off when such employees request to use their earned compensatory
23 time. Appointing authorities may not deny non-exempt employees' requests for earned

1 compensatory time off except when such approval would create an extreme business hardship.
2 When an appointing authority determines that the work schedule of the organization will not
3 permit the granting of such time off, the appointing authority shall pay the employee in that same
4 pay period for all or a portion equivalent to the time requested of the employee's accrued
5 compensatory time. This provision requiring the prompt granting of requested time off applies
6 only to compensatory time that is earned as a result of the employee working overtime; it does
7 not apply to compensatory time earned as a result of an incentive program or bonus award
8 program.

9
10 Compensatory time earned by exempt employees shall be granted to an employee at the
11 discretion of the appointing authority in one of the following ways: 1) on request of the
12 employee; 2) on termination of services with the City.

13
14 **(f)** Before an employee is transferred, promoted or demoted from a position under one
15 appointing authority to a position under another appointing authority or to another unit with a
16 different appropriation, all compensatory time shall be granted or paid. Upon the death of an
17 employee, the person or persons entitled by law to receive any compensation due to the
18 employee shall be paid any amount due to the employee on the date of death.

19
20 **(g)** All departments shall keep daily attendance records of classified employees and shall
21 submit periodic reports of: 1) unexcused absences and leaves; 2) reports of overtime earned,
22 granted, and paid; or 3) the nonoccurrence of same to the Director of Personnel in the form and
23 on the dates specified.

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SECTION 16.

HOLIDAYS

(a) Classified employees working full-time who are paid a bi-weekly rate shall be entitled to leave with pay, pay, or compensatory time off in lieu of pay or paid leave for regularly scheduled work on the following days:

<u>DATE</u>	<u>HOLIDAY</u>
January 1	New Years Day
Third Monday in January	Rev. Martin Luther King Jr. Day
Third Monday in February	Presidents' Day
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
November 11	Veterans' Day
Fourth Thursday in November	Thanksgiving Day
Day after Thanksgiving	Day after Thanksgiving
December 25	Christmas Day

In addition to the above enumerated holidays, full-time classified employees shall be entitled to leave with pay, pay, or compensatory time off in lieu of pay as established by this

1 Section 16 on any day or partial day the Mayor declares by proclamation the closing of City
2 offices.

3
4 Employees working full-time and paid a bi-weekly rate whose pay is established in
5 Sections 2(a) or 2(b) of this compensation ordinance shall receive leave with pay, pay or
6 compensatory time off in lieu of pay as holiday compensation in an amount that is proportionate
7 to the number of hours the employee is regularly scheduled to work in a day or shift. For
8 example: Employees working an average of forty (40) hours a week, five (5) days a week, eight
9 (8) hours a day shall receive eight (8) hours of compensation for the holiday; employees working
10 an average of forty (40) hours a week, four (4) days a week, ten (10) hours a day shall receive ten
11 (10) hours of compensation for the holiday.

12
13 When the day of observance of a holiday is changed by State or Federal law, it will be so
14 observed by the City of St. Louis. When the day of observance of a holiday is changed by State
15 or Federal executive action, the Mayor shall determine the day of observance by the City of St.
16 Louis. When one of the above enumerated holidays occurs on Sunday, the following Monday
17 shall be observed as the holiday. When one of the above holidays occurs on Saturday, the
18 preceding Friday shall be observed as the holiday.

19
20 **(b)** Each appointing authority shall determine the manner of granting holidays and shall
21 report his/her determination to the Department of Personnel, if required by the Director of
22 Personnel. When full-time employees, whose pay is established in Section 2(a) or 2(b) of this
23 compensation ordinance, are required to work on a holiday they shall be entitled to compensation

1 for the holiday and the hours actually worked. Compensation for the holiday shall be in an
2 amount proportionate to the number of hours an employee is regularly scheduled to work in a
3 day or shift.

4
5 Except as otherwise provided in this section, when a City holiday falls on an employee's
6 regularly scheduled day off, the employee shall be entitled to have compensatory time added to
7 his/her balance in an amount proportionate to the number of hours regularly scheduled in a day
8 or shift.

9
10 Employees of the EMS Service, whose positions are classified as EMS Dispatcher, EMS
11 Lead Dispatcher, EMT, Paramedic, or Paramedic Crew Chief, will be compensated with pay in
12 lieu of compensatory time for all holidays and receive one additional personal day.

13
14 If an employee is docked from the payroll for one hour or more on the full scheduled
15 workday preceding a holiday, the full scheduled work day following a holiday, or on a scheduled
16 holiday, the employee shall not be compensated for the holiday.

17
18 The holiday compensation procedures established by this Section 16 shall apply to full-
19 time classified employees paid a bi-weekly rate. Part-time bi-weekly paid employees shall be
20 compensated for holidays in proportion to the percentage of time they are regularly scheduled to
21 work. Employees paid on an hourly or per performance basis shall not be entitled to holiday
22 compensation, except as otherwise provided in this ordinance.

23

1 In the event that the holiday schedule established in this Section 16 is revised, employees
2 who are granted compensatory time in lieu of all holidays shall have their leave benefits adjusted
3 accordingly. The Director of Personnel may establish additional or alternate holiday leave
4 policies for employees occupying public safety positions which qualify for the special overtime
5 pay provisions under Federal law or for employees with official work schedules authorized by
6 the Director of Personnel which exceed the normal forty (40) hour weekly work schedule.
7 Procedures developed in compliance with this Section 16 shall be designed to treat employees in
8 the same manner who work substantially equivalent work schedules.

9
10 (c) Employees whose pay is established in Section 2(c) of this ordinance and are Overtime
11 Code 3 shall be entitled to one hundred twelve (112) hours of leave with pay or compensatory
12 time off in lieu of all holidays occurring in a calendar year. Employees whose pay is established
13 in Section 2(c) of this ordinance and are Overtime Code 1 or 2 shall be entitled to one hundred
14 four (104) hours of leave with pay or compensatory time off in lieu of all holidays occurring in a
15 calendar year. Because of the necessity of maintaining the work schedule of such employees, the
16 Director of Personnel, in cooperation with appointing authorities concerned, shall establish
17 procedures for holiday compensation for such employees who are regularly required to work on
18 holidays. Such procedures shall be designed to treat all employees in the class who work a
19 substantially equivalent schedule in the same manner.

20
21 Employees whose pay is established in Section 2(c) of this ordinance shall receive five
22 (5) days of paid leave which shall be referred to as “O” Days.

23

1 Employees employed before July 18, 2010 whose pay is established in Section 2(a), 2(b)
2 or 2(c) of this ordinance completing five (5) years of cumulative service, ten (10) years of
3 cumulative service, fifteen (15) years of cumulative service, or twenty (20) years of cumulative
4 service shall have forty (40) hours of vacation added to their existing balance.

5

6 **(b)** Vacation shall be granted to employees with appointment date on or after April 23, 1989,
7 as follows:

8

9

PAY ESTABLISHED

10

IN SECTION

11

2(a) or 2(b) or 2(c)

12

Length of	Bi-Weekly	Annual
<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>

14

1 but less than 5 years	3	78
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15

5 but less than 10 years	5	130
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16

10 but less than 15 years	6	156
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17

15 but less than 20 years	7	182
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18

20 or more years	8	208
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19

20 Employees employed before July 18, 2010 whose pay is established in Section 2(a), 2(b)
21 or 2(c) of this ordinance completing five (5) years of cumulative service, ten (10) years of
22 cumulative service, fifteen (15) years of cumulative service, or twenty (20) years of cumulative
23 service shall have forty (40) hours of vacation added to their existing balance.

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(c) Employees employed on or after July 18, 2010 will not have the 40 hours added to their vacation balance upon completion of five (5) years of cumulative service, ten (10) years of cumulative service, fifteen (15) years of cumulative service, or twenty (20) years of cumulative service.

(d) All references in this ordinance to accrual rates, additions to, and accrual maximums for vacation are for employees working a scheduled work week of forty (40) hours. Vacation rates, additions and maximums shall be computed on a proportionate basis for employees whose average work week is more or less than forty (40) hours. When an eligible employee's scheduled work week is changed, the employee's rate of accrual shall be changed proportionately. All references in this ordinance to cumulative service for vacation shall mean cumulative service without a break in service of more than one year, except as provided otherwise in this ordinance. No employee who works less than fifty percent (50%) time or who is serving in a limited-term position shall be eligible to accrue vacation.

(e) The maximum vacation balance for those working an average work week of forty (40) hours shall be six hundred (600) hours. Vacation accrual maximums for those working more or less than forty (40) hours per week, but at least fifty percent (50%) time, shall be established in accordance with Section 17 of this ordinance.

When an employee's full-time average work week is changed, the maximum vacation balance shall be changed proportionately. In addition, the employee shall have his/her current

1 vacation balance adjusted so that the vacation shall maintain the same position relative to the
2 new maximum balance as existed with the employee's previous maximum balance. Accrual of
3 vacation shall cease when an employee accumulates the maximum vacation balance established
4 for the assigned work schedule and shall not resume until the vacation balance is less than the
5 maximum amount.

6
7 **(f)** Accrual of vacation shall begin and be credited upon the first bi-weekly pay period and
8 each pay period thereafter but employees must complete the entire pay period to accrue the
9 vacation leave at the end of said pay period:

10

11 (1) of appointment;

12

13 (2) of return to duty from leave of absence;

14

15 (3) of restoration to employment of one-half (50%) time or more.

16

17 Vacation leave shall be granted in whole hour units. On termination of service, any
18 fractional hour shall be made whole. The accrual of vacation leave shall cease at the employee's
19 last day at work or beginning of terminal leave.

20

21 **(g)** Appointing authorities shall be responsible for establishing all vacation leave schedules,
22 but may not discipline employees by imposing unusual vacation schedules. Vacation shall be

1 granted to the employee at the discretion of the appointing authority as provided by this
2 ordinance in one of the following ways:

3

4 (1) When the employee requests vacation leave in accordance with departmental
5 policies.

6

7 (2) When directed to take paid time off by the appointing authority.

8

9 (3) When an employee is terminated or resigns from the Classified Service.

10

11 (4) When an employee whose salary is established in Sections 2(a), 2(b) or 2(c)
12 reaches the established maximum accrual and would cease accruing vacation, the employee may
13 notify the appointing authority in writing of his/her intention to schedule vacation. Such notice
14 shall be at least seven (7) days prior to the first work day the employee intends to take off. If the
15 appointing authority fails to establish a different vacation schedule, the employee may, at will
16 and without assuming liability for disciplinary action, take the paid leave, which was proposed in
17 writing.

18

19 (5) All employees may request payment from the appointing authority for forty (40)
20 hours of vacation accrual in lieu of scheduling paid leave provided that the full vacation
21 allowance for that year is not exceeded. This may be done a maximum of once in each calendar
22 year. Management employees may request payment from the appointing authority for up to an
23 additional forty (40) hours of their vacation accrual balances in lieu of scheduling paid leave if

1 their schedules do not permit them to be absent from work. Employees whose pay is established
2 in Section 2(c) of this ordinance may request payment for up to ninety-six (96) hours of vacation.
3 These requests are subject to the prior approval of the Director of Personnel.

4
5 **(h)** During the first twelve (12) months of employment, accrued vacation may be granted to
6 an employee provided that the employee has completed six (6) months of continuous service.
7 When the service of an employee is terminated after twelve (12) months of continuous service,
8 any accumulated vacation that is due the employee shall be paid. When employment is
9 terminated before completing twelve (12) months of continuous service, any previously
10 advanced vacation leave shall be deducted from the employee's final pay.

11
12 **(i)** Employees who separate from the Classified Service, who are certified from a
13 reemployment list, and who return to the Classified Service within twenty-four (24) months of
14 the separation, will be given credit for prior continuous service in determining the vacation
15 accrual rate in accordance with Section 17(a) or 17(b) of this ordinance and based on the date of
16 the employee's original appointment.

17
18 **(j)** Employees who move to the Classified Service from the Unclassified Service shall be
19 given credit for the years of service in the Unclassified Service in determining the vacation
20 accrual rate in accordance with Section 17(a) or 17(b) of this ordinance and based on the date of
21 the employee's original appointment.

22

1 **(k)** Employees who return to work from a "reemployment from layoff" eligible list shall be
2 eligible to use vacation as soon as it is accrued provided the employee has completed six (6)
3 months of continuous service prior to the layoff and with approval of the appointing authority.
4 An employee who has completed less than six (6) months of continuous service will be required
5 to complete the remaining portion of the six (6) months period before being eligible to use
6 vacation.

7
8 Any such reemployed worker shall be given credit for prior continuous service in
9 determining the employee's vacation accrual rate in accordance with the schedule established in
10 Section 17(a) or 17(b) of this ordinance and based on the employee's original appointment.

11
12 **(l)** Appointing authorities shall be responsible for the management of their vacation
13 schedules so as to most effectively administer their organizations and fulfill the desire of
14 employees in the establishment of leave schedules.

15
16 **(m)** Accrued vacation shall be carried with an employee when transferred, promoted, or
17 demoted from a position under one appointing authority to a position under another appointing
18 authority without a break in service or change in method of pay. Upon the death of an employee,
19 the person or persons entitled by law to receive any compensation due the employee shall be paid
20 the amount due the employee for accrued vacation.

21
22 **(n)** With the approval of the appointing authority, a retiring employee may be paid on the
23 payroll for accrued vacation in the month prior to retirement without inclusion in the employee's

1 final average compensation. An appointing authority may pay previously accrued vacation off in
2 a lump sum to an employee whose service with the City has terminated. Such payment shall be
3 made on the employee's last regular paycheck. The lump sum payment shall include
4 compensation for any holidays occurring during the employee's terminal vacation leave period.

5

6 (o) Employees occupying excepted positions in the Classified Service shall be granted
7 vacation at the discretion of their appointing authority. An employee whose term in an excepted
8 position ends and who is then appointed to a permanent competitive position working fifty
9 percent (50%) time or more shall become eligible to accrue vacation leave with pay upon
10 appointment to the competitive position. Length of cumulative service for the purpose of
11 determining rate of vacation leave accrual shall be based on the employee's original date of
12 appointment to the excepted position, providing there was no break in service between expiration
13 of the excepted position and appointment to the permanent competitive position. The date of
14 appointment to the permanent competitive position shall be used to determine the appropriate
15 rate of vacation accrual for the corresponding length of cumulative service in accordance with
16 the schedule established in Section 17(b).

17

18 (p) Appointing authorities shall report leave with pay for vacation and such other authorized
19 absences as the Director of Personnel shall designate to the Department of Personnel in such
20 form and at such time as the Director of Personnel may require.

21

22

SECTION 18.

23

SICK LEAVE

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Employees ceased accruing sick leave beginning July 18, 2010. Thereafter, an employee may choose, but may not be required, to use his/her sick leave in accordance with regulations established by the Director of Personnel.

An active employee who is a member of the Employees Retirement System or the Firemen’s Retirement System of the City of St. Louis, and who applies for retirement and immediately retires from active service, shall receive payment for his/her sick leave balance less any sick leave credited or paid to a member or used in the calculation of retirement benefits under this or any other ordinance(s). If the Employees Retirement System or Firemen’s Retirement System provides for sick leave to be credited or paid to a member or used in the calculation of retirement benefits, this payment shall be limited to a maximum of fifty percent (50%) of the value of the employee’s sick leave balance.

If a member of the Employees Retirement System or the Firemen’s Retirement System of the City of St. Louis who had been otherwise eligible for Normal or Early Service Retirement dies his/her estate may receive payment based on the calculation above on the employee’s sick leave balance, if any. Payment shall be made in accordance with the procedures established by the Director of Personnel.

An employee who is reemployed from an authorized layoff shall have his/her prior sick leave balance if any restored, provided this balance has not be used in the determination of pension benefits paid to the retiree.

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SECTION 19.
MEDICAL LEAVE

(a) Medical leave with pay shall be granted to bi-weekly rate employees in permanent competitive positions working fifty percent (50%) time or more in accordance with regulations and procedures established by the Director of Personnel.

(1) All employees shall accrue three (3) hours of medical leave for each bi-weekly pay period of employment but must complete the entire pay period to accrue the medical leave at the end of said pay period. This accrual rate is established for employees working an average work week of forty (40) hours. Medical leave shall be computed on a proportionate basis for employees whose average work week is more or less than forty (40) hours. An eligible employee may be granted paid medical leave by his/her appointing authority after completing twenty-six (26) weeks of continuous service.

(b) The Director of Personnel may establish a system of cash awards, paid time off or other incentives to reward employees for perfect and near perfect attendance.

(c) An appointing authority shall remove an employee from the payroll for unexcused absence in accordance with regulations and procedures established by the Director of Personnel. When an employee is docked from the payroll under the provisions of this section, the amount deducted from his/her regular bi-weekly rate of pay shall be one times (1.0x) the regular hourly

1 rate as defined in this ordinance for each hour of unexcused absence. If an employee is docked
2 from the payroll for one (1) hour or more in a bi-weekly pay period, he/she will cease to accrue
3 medical leave for the pay period.

4
5 **(d)** If management decides to send their employees or a group of employees home due to
6 inclement weather, they will not lose their medical leave accrual for that pay period.

7
8 **(e)** All leave with or without pay for illness, injury, or physical inability to perform assigned
9 duties shall be recorded on the payroll or a subsidiary document in the manner established by the
10 Director of Personnel. Compensation for periods of absence from work when an employee
11 sustains an injury by accident on the job shall be governed by the provisions of Section 25
12 (Workers' Compensation and Disability Leave) of this ordinance.

13
14 **(f)** An employee who is reemployed from an authorized layoff shall have his/her prior
15 medical leave balance and sick leave balance restored if any, provided any sick leave balance has
16 not been credited to the employee's length of service in determining pension benefits paid to the
17 retiree. An employee who is reemployed from an authorized layoff and who has a medical
18 and/or sick leave balance and who completed twenty-six (26) weeks of continuous employment
19 prior to the layoff may take approved medical and/or sick leave upon reemployment.

20
21 **(g)** Each appointing authority shall institute procedures, in accordance with regulations
22 established by the Director of Personnel that will discourage the improper use of medical leave

1 with pay. When an employee is removed from the payroll for absence not approved by the
2 appointing authority, the employee shall be notified promptly in writing.

3

4 **(h)** Employees shall not receive payment for any medical leave balance and it shall not be
5 used in the calculation of retirement benefits or payments under this ordinance or any other
6 ordinance.

7

8

SECTION 20.

9

MILITARY LEAVE

10

11 The City of St. Louis will follow all applicable state and federal laws on the granting of
12 military leave and reemployment rights.

13

14 Before military leave without pay is authorized, the employee shall present to the
15 employee's appointing authority evidence of such military service.

16

17 Upon the expiration of military leave of absence, the employee shall be reinstated to the
18 class of position he/she occupied at the time the leave was granted without breaking continuity of
19 service. Failure of an employee to report for duty within the time pursuant to state or federal law
20 shall be just cause for dismissal. The employee's accumulated leave balance(s) shall be restored
21 to the employee upon his/her return.

22

23

SECTION 21.

1 Family and Medical Leave Act of 1993" as provided in this ordinance and under additional
2 provisions and regulations as determined by the Director of Personnel.

3

4 **(a)** An appointing authority, with the approval of the Director of Personnel, may grant an
5 employee in a competitive position a general leave of absence without pay for a period of one
6 year, which may be extended, with the prior approval of the Director of Personnel.

7

8 Upon the expiration of such leave of absence, the employee shall be reinstated to the
9 competitive position he/she occupied at the time the leave was granted provided the position is
10 still in existence and he/she is able to perform the duties of the position. The employee shall be
11 reinstated to the competitive position at the same relative rate in the salary range the employee
12 occupied at the time the leave was initiated. Failure of an employee to report for duty promptly
13 at the expiration of the leave shall be just cause for dismissal. If necessary to the efficient
14 conduct of the business of the City, an employee on leave other than military leave or qualifying
15 family/medical leave may be notified by the appointing authority, with the approval of the
16 Director of Personnel, to return prior to the expiration of such leave. Failure of the employee to
17 return within ten (10) calendar days after receipt of such notice shall terminate his/her leave of
18 absence and be just cause for dismissal, subject to any applicable federal, state or local
19 regulations.

20

21 **(b)** The City of St. Louis will follow all applicable state and federal laws on the granting of
22 family/medical leave.

23

1 The Director of Personnel shall establish additional rules, guidelines and procedures for
2 the effective administration of the City's "Family/Medical Leave Policy." The policy shall
3 comply with all provisions of the "Family/Medical Leave Act of 1993" and any amendments
4 thereafter.

5

6 **(c)** Any employee in a competitive position who is appointed to an excepted position in the
7 Classified Service shall be granted an in-service leave without pay from the competitive position
8 during the term to which he/she is appointed to the excepted position. Such leave shall be for the
9 term of the appointment to the excepted position and until his/her successor qualifies. Upon the
10 expiration of the appointment to the excepted position, the employee shall be reinstated to the
11 competitive position he/she occupied immediately prior to the in-service leave. The employee
12 shall be reinstated to the competitive position as under a temporary promotion pursuant to
13 Section 6(a)(2) of this ordinance. Employees who are returned to a competitive position shall
14 retain any vacation, compensatory time, sick leave, or medical leave balance in effect at the time
15 of granting of the leave of absence for appointment to the excepted position. Employees shall be
16 given credit for time spent in an excepted appointment in computing eligibility for additional
17 vacation leave accrual.

18

19 **(d)** In the event that emergency conditions occur which require the closing of City-operated
20 facilities or the temporary cessation of functions carried out by classified employees, the Mayor
21 of the City of St. Louis may declare an emergency and require an employee or group of
22 employees to take leaves of absence with or without pay while such emergency conditions exist.
23 In the event that the Mayor requires that the leave of absence be without pay, an employee with

1 vacation or accrued compensatory time may elect to take the accrued time off with pay in lieu of
2 all or a part of such non-paid leave of absence. Such non-paid leave of absence shall not
3 interrupt continuity of service for vacation accrual. An emergency leave of absence declared by
4 the Mayor shall not exceed ninety (90) days.

5

6 (e) Employees who are granted general leaves of absence and other non-paid leaves of
7 absence, including forced leaves of absence, except family/medical leave and military leave,
8 must take all accrued vacation at the start of the leave of absence. Employees who are granted or
9 placed on a non-paid leave of absence will not accrue vacation and medical leave during the
10 period of non-paid leave. Upon the expiration of such leaves of absence, the employee shall
11 follow the procedures as established in this Section 22 and any other applicable regulations and
12 procedures as established by the Director of Personnel.

13

14 (f) An appointing authority, with the prior approval of the Director of Personnel, may put an
15 employee on a forced leave of absence with or without pay pending the outcome of an
16 investigation or of a pending disciplinary action against the employee.

17

18 (g) In the event that a fiscal crisis occurs in the City of St. Louis, employees may request
19 voluntary furloughs. The Director of Personnel may issue regulations to govern the furlough
20 program.

21

22

SECTION 23.

23

INSURANCE BENEFITS

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The City of St. Louis is hereby authorized to devise and establish by contract or otherwise plans for life, health, medical, disability, and other insurance coverage deemed necessary for employees in the Classified Service and other employees for the City and their dependents. The Director of Personnel shall develop and administer programs to provide for such coverage. The Director of Personnel shall confer with the Board of Estimate and Apportionment by February 1st of each year regarding coverage plans and the appropriate funding level. The Director shall then be charged with the responsibility of establishing the applicable funding level and remittance rates for the aforementioned plans and certify same to the Comptroller and Budget Director by March 1st of each year and no officer or employee shall alter or amend such rates.

SECTION 24.

DEATH BENEFIT

In the event any employee of the City whose pay is established by this ordinance dies as a result of injuries arising out of and in the course of his/her employment by the City, the City shall pay compensation in accordance with the Missouri Workers' Compensation Law. The Director of Personnel and the City Counselor shall establish procedures for making the payments required by the Missouri Workers' Compensation Law. The Comptroller shall designate the fund or appropriation out of which such payment shall be made. Such compensation shall be in addition to any life insurance benefits paid for by the City or by the employee which is available to the employee's beneficiaries and also in addition to any benefit provided by the Employees

1 Retirement System of the City of St. Louis or the Firemen's Retirement System of the City of St.
2 Louis.

3

4

SECTION 25.

5

WORKERS' COMPENSATION AND DISABILITY LEAVE

6

7 (a) Any employee in the Classified Service whose class title and grade are established in
8 Section 1(a) and denoted by the suffix "G," "P," "M," "T," or "E" of this ordinance, including
9 employees who are compensated on a per performance or unit of work basis, who shall suffer
10 personal injury by accident or occupational disease arising out of and in the regular course of
11 employment while engaged in or about the premises where an employee's duties are being
12 performed or where an employee's presence is required as part of his/her employment, shall
13 promptly report such injury by accident or occupational disease to his/her immediate supervisor.
14 The supervisor shall in turn report, through the appointing authority, all facts concerning the
15 incident to the City Counselor and the Director of Personnel. The appointing authority shall
16 promptly provide such written information and recommendations as may be requested by the
17 City Counselor to aid in making the determination of the period of disability.

18

19 The employee who suffers a personal injury as described in part (a) of this section, and
20 which results in temporary disability, may elect to use sick or medical leave for the first three
21 days of temporary disability. Thereafter, the employee will be compensated at the rate mandated
22 by the Missouri Workers' Compensation Law. If the period of disability extends fourteen (14)
23 calendar days or more, the three days of sick or medical leave used during the first three days of

1 disability will be restored to the employee's sick or medical leave balance. The City Counselor
2 shall determine the actual amount of compensation and length of time during which payments
3 are made for such temporary disability in accordance with the Missouri Workers' Compensation
4 Law.

5

6 **(b)** (1) Any employee in the competitive service whose class title and grade are
7 established in Section 1(a) of this ordinance and denoted by the suffix "F" who shall suffer
8 personal injury by accident or occupational disease while engaged in actual fire suppression or
9 related emergency response activities on or about the premises where these activities are being
10 performed, or during transportation to and from the scene of the fire or emergency, shall
11 promptly report such injury to his/her immediate supervisor. The injury shall be promptly
12 reported through appropriate management personnel to the Director of Personnel and the City
13 Counselor. During the period of temporary disability which has been determined by the City
14 Counselor to be a result of an injury by accident or occupational disease as defined above, the
15 employee may be continued on the payroll at the regular bi-weekly rate less any amount the
16 employee would otherwise pay in taxes on that portion of the benefit found to be exempt from
17 taxation under the Missouri Workers' Compensation Law, or the federal tax code. Paid leave
18 granted a bi-weekly paid employee in accordance with the provisions of this section is disability
19 leave and shall not reduce the employee's sick or medical leave balance. Disability leave may
20 also be granted when an employee suffers injury as a result of participation in Training
21 Simulation of an exceptional and highly dangerous nature wherein the appointing authority or
22 the Director of the Department of Public Safety has gained the approval of the Director of
23 Personnel prior to such Training Simulation.

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(2) Any employee in the competitive service whose class title and grade are established in Section 1(a) of this ordinance and denoted by the suffix "F" who shall suffer personal injury by accident or occupational disease arising out of and in the regular course of employment while engaged in or about the premises where his/her duties are being performed, except as otherwise provided in Section 25(b)(1) above shall likewise, promptly report such injury to his/her immediate supervisor, who shall report, through his/her appointing authority, all facts concerning the incident to the City Counselor and the Director of Personnel. During any such period of temporary disability, the employee shall be entitled to workers' compensation benefits as prescribed by State Law.

(c) The City Counselor, the Director of Personnel, or the appointing authority may require an employee to undergo a physical examination and medical or surgical treatment at the expense of the City to diagnose and treat injuries or illnesses arising out of employment.

(d) The City Counselor and the Comptroller shall establish procedures for paying compensation to employees or former employees who are permanently disabled and due compensation under the Missouri Workers' Compensation Law. The Comptroller shall designate the fund or appropriation out of which such payment shall be made.

(e) The City Counselor and the Director of Personnel shall be responsible for the administration of the provisions of this Section and shall establish and publish procedural

1 regulations for the administration of the program. Each appointing authority shall establish
2 procedures to comply with the provisions of this section and established regulations.

3
4 **SECTION 26.**

5 **JURY AND WITNESS LEAVE**
6

7 **(a)** Jury leave with pay shall be granted to bi-weekly rate employees working fifty percent
8 (50%) time or more for such time when such employees are serving as jurors pursuant to order of
9 the St. Louis Circuit Court or United States District Court in St. Louis. Any bi-weekly rate
10 employee, when so summoned for jury service, shall report such fact within seventy-two (72)
11 hours to his/her appointing authority and display to the appointing authority the summons which
12 the employee has received and shall give the appointing authority in writing the date and the time
13 of such jury service. No bi-weekly rate employee shall receive any compensation from the Jury
14 Commissioner or the United States District Court system for jury service for days the employee
15 receives compensation from the City. A bi-weekly rate employee may keep the jury stipend for
16 days when the employee receives no compensation from the City (off days, docks, leaves, etc.).
17 Upon being discharged from serving as a juror by the Court or Jury Commissioner, the employee
18 shall forthwith report to his/her appointing authority if discharged during their normally
19 scheduled work hours and shall submit to his/her appointing authority a written statement from
20 the Jury Commissioner certifying that the employee has served as a juror and the time and date
21 so served. The appointing authority shall, upon receipt of the statement of jury service, credit the
22 employee with paid jury leave for such service.

1 (b) Leave with pay shall be granted to bi-weekly rate employees for such time when the
2 employee's presence is required by the prosecutor in a criminal proceeding or grand jury
3 procedure, a trial in prosecuting accused criminals (or for jury service in Federal Court). Any bi-
4 weekly rate employee, when so subpoenaed as a prosecution witness or whose presence is
5 required as a part of a grand jury inquiry, shall report such fact within seventy-two (72) hours to
6 his/her appointing authority and shall give the appointing authority in writing the date and time
7 his/her presence is required for such criminal prosecution. Each appointing authority shall
8 establish controls to assure that any paid leave is actually required by the prosecuting authority.
9 An appointing authority may require an employee to furnish satisfactory evidence of being
10 required to be off the job and that all time off was in connection with the prosecution of the case.
11 This procedure shall apply for employee participation in criminal prosecution in State or Federal
12 Courts.

14 SECTION 27.

15 DEFERRED COMPENSATION

16
17 (a) Authority is hereby granted for the establishment of a deferred compensation plan for the
18 City of St. Louis.

19
20 (b) In accordance with the regulations applicable to the plan, as set out herein, the
21 Comptroller is authorized to enter into an agreement with eligible participants, whereby said
22 participants may designate a portion of their future earnings to be deducted by the City and

1 placed in a fund to be designated "City of St. Louis Deferred Compensation Plan Fund" for the
2 purpose of providing tax deferred benefits to the participants upon retirement.

3
4 (c) The Board of Estimate and Apportionment is hereby authorized to establish or select a
5 specific plan or plans in accordance with the requirements set out in this ordinance. In
6 establishing the plan, the Board of Estimate and Apportionment may elect to retain outside
7 parties to provide administrative and/or investment services after following competitive bidding
8 procedures. The Board of Estimate and Apportionment is authorized, after analyzing the various
9 competitive bids submitted in accordance with the requirements of this ordinance, to select the
10 plan or plans it determines to meet the requirements established as a part of the competitive
11 bidding procedures and to be in the best interest of the participants. No investment plan shall be
12 considered unless offered by a duly licensed resident agent representing a company duly licensed
13 and authorized by the State of Missouri and other applicable federal regulatory agencies to offer
14 such insurance or investment programs.

15
16 In the event Federal or State legislation is changed in a manner affecting and/or relating
17 to any of the aforementioned Deferred Compensation provisions contained in this Section, the
18 Board of Estimate and Apportionment of the City of St. Louis may amend the deferred
19 compensation plan accordingly and may execute any and all documents necessary to achieve and
20 effectuate the recommended changes.

21
22 **SECTION 28.**

23 **RETIREMENT**

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The following provisions shall apply to the Employees Retirement System:

(a) "Final Average Compensation" is equal to one-half of the sum of (1) and (2) below:

(1) The annual compensation received by a member for the two (2) consecutive years of creditable service in which the highest compensation was received preceding the termination of his/her employment, and

(2) The balance of a member's sick leave pay on the date of retirement *less* sick leave hours paid to the member upon termination of his/her employment and *less* sick leave hours considered as creditable service for the purpose of determining eligibility for retirement benefits, except that said balance cannot exceed twenty-five percent (25%) of a member's total sick leave on the date of retirement.

(b) If a member has less than two (2) consecutive years of creditable service his/her final average compensation shall be equal to the sum of (1) and (2) below, divided by (3) below and then multiplied by (4) below:

(1) The sum of monthly compensation received by the member for each consecutive month of creditable service immediately preceding the termination of his/her employment, and

1 (2) The balance of a member's sick leave pay on the date of retirement *less* sick leave
2 hours paid to the member upon termination of his/her employment and *less* sick leave hours
3 considered as creditable service for the purpose of determining eligibility for retirement benefits,
4 except that said balance cannot exceed twenty-five percent (25%) of a member's total sick leave
5 on the date of retirement.

6
7 (3) The number of consecutive months of creditable service immediately preceding
8 the termination of his/her employment, and

9
10 (4) Twelve (12).

11
12 The years of creditable service of a member shall be the number of years and completed
13 months of service during which he/she receives compensation from the first day of the calendar
14 month following the date of the beginning of each employment with an employer until his/her
15 employment is terminated, subject to the provisions of this section. The years of creditable
16 service of an employee hired after the operative date who had attained the age of sixty (60) years
17 at initial employment shall be the number of years and completed months of service during
18 which he/she receives compensation from October 1, 1988, and hereafter, from the first day on
19 or after October 1, 1988, of the beginning of each employment with an employer until his/her
20 employment is terminated. No creditable service shall be granted for any period of employment
21 before October 1, 1988, after the calendar month in which the member attains age seventy (70).
22 No creditable service for prior employment shall be granted an employee who becomes a
23 member after April 1, 1960, unless he/she was employed by an employer on April 1, 1960.

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A member may elect to use his/her sick leave as additional creditable service for the purpose of determining eligibility for retirement benefits under any provision of this ordinance.

A member's sick leave balance at time of retirement less the sum of (a), (b) and (c) below shall be considered as additional creditable service for calculation of retirement benefits under any provision of this ordinance:

- (a) Sick leave hours considered as creditable service for the purpose of determining eligibility for retirement benefits, and
- (b) Sick leave hours paid to the member upon termination of his/her employment, and
- (c) Sick leave hours used in determining final average compensation.

SECTION 29.

SEVERABILITY

The sections of this ordinance shall be severable. In the event that any section of this ordinance is found by a court of competent jurisdiction to be invalid, the remaining sections of this ordinance are valid, unless the court finds the valid sections of the ordinance are so essential and inseparably connected with and dependent upon the void section that it cannot be presumed that the Aldermen would have enacted the valid sections without the void ones, or unless the

1 court finds that the valid sections standing alone are incomplete and are incapable of being
2 executed in accordance with the legislative intent.

3

4

SECTION 30.

5

REPEAL OF PREVIOUS ORDINANCES

6

7 Ordinance 65840, 68711, and 68948 and all other ordinances or amendments, or parts
8 thereof conflicting with the provisions of this ordinance are hereby repealed.

9

10

SECTION 31.

11

EMERGENCY CLAUSE

12

13 This ordinance being deemed necessary for the immediate preservation of the public
14 peace, health and safety is declared to be an emergency ordinance pursuant to Article IV, Section
15 19 and 20 of the City Charter.

16

17

INDEX TO COMPENSATION ORDINANCE

18

19 This index is for general reference purposes and may not reference all provisions of this
20 ordinance. For complete scope refer to specific provisions of this ordinance.

21

22

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Approved: