

1 **Board Bill No. 139** **Introduced by Alderman Williamson**

2 An ordinance relating to the position classifications and salaries of the employees
3 in the Treasurer’s Office; repealing Ordinance 69195 and enacting in lieu thereof certain
4 new sections relating to the same subject matter and containing an emergency clause.

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

6 **SECTION ONE.** Ordinance 69195 is hereby repealed and a new ordinance is hereby
7 enacted in lieu thereof to read as follows:

8 **SECTION TWO.** Position Classes

9 The following positions of the Treasurer’s Office whose duties shall be those indicated
10 by their respective titles and codes, are hereby allocated as listed below and adopted as
11 the classification of the Treasurer’s Office:

Class Title	Code	Grade
Assistant Treasurer		19M
Accounting Manager II		16M
Accounting Manager I		15M
Director of Office of Financial Empowerment		15M
Executive Administrative Assistant II		14M
Accountant II		14G
College Savings Account Coordinator		14G
Accountant I		13G
Executive Administrative Assistant I		13G
Treasury Clerk II		12G
Cashier II		11G
Cashier I		9G
Treasury Clerk I		7G

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13 **SECTION THREE.** Pay Schedule

14 The following bi-weekly pay schedule for all grades denoted with the suffix “G” or
15 “M” shall become effective beginning with the bi-weekly pay period starting the effective
16 date of this ordinance.

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

GRADE	MINIMUM	MAXIMUM
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

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2 **SECTION FOUR. Starting Salary**

3 The minimum rate of pay for a position shall be paid upon original appointment to
4 the class, unless the City Treasurer (hereinafter referred to as the “Appointing
5 Authority”) finds that it is impractical to recruit employees with adequate qualifications
6 at the minimum rate.

7 If an advanced starting salary is necessary, the Appointing Authority may
8 establish a recruitment rate for a single position or all positions in a class and authorize
9 employment at a figure above the minimum but within the regular range of salary
10 established for the class.

11 **SECTION FIVE. Promotion, Demotion, Transfer, Reallocation and Reassignment**

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

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

6 (1) When an employee is promoted to a position in the General and Management
7 Schedule which is only one grade higher, the employee's salary shall be set at a rate
8 which is five percent (5%) higher than the rate received immediately prior to promotion.
9 The Appointing Authority may approve up to a twenty percent (20%) salary adjustment
10 when such action is needed to attract experienced, qualified candidates for a position.
11 Such salary determination shall take into consideration the nature and magnitude of the
12 accretion of duties and responsibilities resulting from the promotion. However, no
13 employee shall be paid less than the minimum rate nor more than the maximum rate for
14 the new class of position.

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

17 (1) If an employee is demoted for disciplinary reasons his or her rate of pay shall
18 be established at a rate within the range for the new position to be determined by the
19 Appointing Authority.

20 (2) If an employee accepts a voluntary demotion, his or her rate of pay shall be
21 reduced to a rate within the range for the new position which is five percent (5%) lower
22 than the rate received immediately prior to demotion. However, no employee shall be

1 paid less than the minimum nor more than the maximum rate for the new class of
2 position.

3 (c) Transfer: The salary rate of an employee who transfers to a different position
4 in the same class, or from a position in one class to a position in another class in the same
5 pay grade, shall remain unchanged, provided that no employee shall be paid less than the
6 minimum rate nor more than the maximum rate for the new class of position, except as
7 otherwise provided in this ordinance.

8 (d) Reallocation:

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

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

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

20 (e) Reassignment: The salary rate of an employee who is reassigned to a
21 different classification and/or pay grade pursuant to enactment of this ordinance shall
22 remain unchanged, provided that no employee shall be paid less than the minimum rate

1 nor more than the maximum rate for the new class of position, except as otherwise
2 provided in this ordinance.

3 **SECTION SIX. Salary Adjustment**

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

6 (a) The Appointing Authority may adjust the salary of an employee by an
7 increase or decrease in the bi-weekly salary rate.

8 (b) The adjustment shall remain within-range of the employee's grade.

9 (c) The granting of any salary adjustment shall be made at the beginning of the
10 payroll period following approval of the Appointing Authority.

11 **SECTION SEVEN. Income Sources**

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

19 Whenever an employee not on an approved, paid leave works for a period less
20 than the regularly established number of hours a day, days a week or days bi-weekly, the
21 amount paid shall be proportionate to the hours in the employee's position. The payment
22 of a separate salary for actual hours worked from two or more departments, divisions or
23 other units of the City for duties performed for each of such agencies is permissible if the

1 total salary received from these agencies is not in excess of the maximum rate of pay for
2 the class.

3 **SECTION EIGHT.** Conversion

4 (a) All pay schedules established in Ordinance 69195 shall continue in effect
5 until the beginning of the bi-weekly pay period effective upon passage of this ordinance.

6 (b) The Appointing Authority shall establish such procedures as needed to place
7 this ordinance into effect and interpret its provision.

8 **SECTION NINE.** Whenever the Appointing Authority finds it necessary to add a new
9 class or reallocate the grade of a class of position in the classification plan, the
10 Appointing Authority shall allocate or reallocate the class to an appropriate grade in this
11 ordinance and notify the Board of Aldermen of this action.

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

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