

1 An ordinance relating to the appointment of and salaries of certain Employees in the Collector of
2 Revenue's Office pursuant to Section 82.610, Revised Statutes of Missouri, by repealing
3 Ordinances 69189 and 69617; allocating certain other employees to a grade with rate; and
4 including an emergency clause. The provisions of the sections contained in this ordinance shall
5 be effective with the start of the first pay period following approval by the Mayor.

6

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

8

9 **SECTION ONE.**

10 Ordinance 69189 and 69617 (Chapter 4.44, Rev. Code, St. Louis, Anno), is hereby
11 repealed and a new ordinance and chapter is hereby enacted, to read as follows:

12

13 **SECTION TWO. ALPHABETICAL LIST OF CLASSES**

14 Pursuant to Section 82.610, Revised Statutes of Missouri, the Collector of Revenue is
15 hereby authorized to appoint and employ the following officers and employees with bi-weekly
16 rates, in accordance with the following classification plan, to a grade with rates established in
17 Section Three of this ordinance.

18

19 Title	Grade
20 Accounting Clerk	11G

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1	Accounting Manager	15M
2	Accounting Supervisor	14G
3	Administrative Assistant	13G
4	Assistant Collector	17M
5	Assistant Collector, Finance	18M
6	Cashier Manager	15M
7	Collections Specialist I	12G
8	Collections Specialist II	13G
9	Compliance Auditor	16M
10	Compliance Clerk	8G
11	Compliance Officer	12G
12	Court Clerk	11G
13	Custodian	6G
14	Data Processing Clerk	9G
15	Deputy Collector/Chief of Staff	23M
16	Human Resources Manager	18M
17	Information Systems Coordinator	13G
18	Mail Clerk	8G
19	Office Coordinator	13G
20	Paralegal	15M
21	Payroll Clerk	10G

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1	Revenue Clerk I	8G
2	Revenue Clerk II	9G
3	Revenue Clerk III	10G
4	Revenue Clerk IV	11G
5	Revenue Clerk V	12G
6	Revenue Manager	15M
7	Supervisor I	12G
8	Supervisor II	13G
9	Supervisor III	14G
10	Supervisor, Cashier	13G
11	Supervisor, Mail Processing	12G
12	Supervisor, Taxpayer Services	13G
13	Supervisor Tax Revenue Auditors	15M
14	Tax Revenue Auditor	14G
15	Taxpayer Cashier	9G
16	Taxpayer Customer Service Representative I	13G
17	Taxpayer Customer Service Representative II	14G
18	Taxpayer Specialist	9G
19	Technology Manager	17M
20		
21		

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SECTION THREE. GENERAL PAY SCHEDULE

(1) There is hereby adopted as the compensations schedule for all pay grades which are denoted by the suffix "G" and "M" in Section two of this ordinance, the following ranges of salary beginning with the bi-weekly pay period concurrent with the effective date of this ordinance.

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

GRADE	MINIMUM	MAXIMUM
6	773	1,190
7	840	1,294
8	912	1,404
9	989	1,523
10	1,074	1,654
11	1,169	1,800
12	1,270	1,956
13	1,400	2,156
14	1,605	2,472
15	1,839	2,838
16	2,110	3,255
17	2,421	3,739

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1	18	2,777	4,293
2	19	3,189	4,931
3	20	3,662	5,664
4	21	3,951	6,114
5	22	4,263	6,600
6	23	4,601	7,126

7 (2) The following bi-weekly pay schedule for all pay grades denoted with the suffix
8 "G," "P," or "M" shall become effective beginning with the bi-weekly pay period starting
9 June 14, 2015.

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

Grade	5	6	7	8	9	10	11	12	13
Step									
1	713	773	840	912	989	1074	1169	1270	1400
2	724	785	853	926	1004	1090	1187	1289	1421
3	735	796	865	940	1019	1106	1204	1308	1442
4	746	808	878	954	1034	1123	1222	1328	1464
5	757	820	892	968	1050	1140	1241	1348	1486
6	768	833	905	982	1065	1157	1259	1368	1508
7	780	845	918	997	1081	1174	1278	1389	1531
8	791	858	932	1012	1098	1192	1297	1410	1554
9	803	871	946	1027	1114	1210	1317	1431	1577

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Grade	5	6	7	8	9	10	11	12	13
Step									
10	815	884	960	1043	1131	1228	1337	1452	1601
11	827	897	975	1058	1148	1246	1357	1474	1625
12	840	911	989	1074	1165	1265	1377	1496	1649
13	852	924	1004	1090	1182	1284	1398	1518	1674
14	865	938	1019	1107	1200	1303	1419	1541	1699
15	878	952	1035	1123	1218	1323	1440	1564	1724
16	891	966	1050	1140	1236	1343	1462	1588	1750
17	905	981	1066	1157	1255	1363	1483	1612	1777
18	918	996	1082	1175	1274	1383	1506	1636	1803
19	932	1011	1098	1192	1293	1404	1528	1660	1830
20	946	1026	1115	1210	1312	1425	1551	1685	1858
21	960	1041	1131	1228	1332	1447	1574	1711	1886
22	975	1057	1148	1247	1352	1468	1598	1736	1914
23	989	1073	1166	1265	1372	1490	1622	1762	1943
24	1004	1089	1183	1284	1393	1513	1646	1789	1972
25	1019	1105	1201	1304	1414	1535	1671	1815	2001
26	1035	1122	1219	1323	1435	1558	1696	1843	2031
27	1050	1138	1237	1343	1457	1582	1722	1870	2062
28	1066	1155	1256	1363	1478	1605	1747	1898	2093
29	1082	1173	1274	1384	1501	1629	1774	1927	2124
30	1098	1190	1294	1404	1523	1654	1800	1956	2156

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Grade	14	15	16	17	18	19	20	21	22	23
Step										
1	1605	1839	2110	2421	2777	3189	3662	3951	4263	4601
2	1629	1867	2142	2457	2819	3237	3717	4010	4327	4670
3	1654	1895	2174	2494	2861	3285	3773	4070	4392	4740
4	1678	1923	2206	2532	2904	3335	3829	4131	4458	4811
5	1703	1952	2239	2570	2947	3385	3887	4193	4525	4883
6	1729	1981	2273	2608	2992	3435	3945	4256	4592	4957
7	1755	2011	2307	2647	3036	3487	4004	4320	4661	5031
8	1781	2041	2342	2687	3082	3539	4064	4385	4731	5106
9	1808	2072	2377	2727	3128	3592	4125	4451	4802	5183
10	1835	2103	2413	2768	3175	3646	4187	4518	4874	5261
11	1863	2134	2449	2810	3223	3701	4250	4585	4947	5340
12	1891	2166	2485	2852	3271	3756	4314	4654	5022	5420
13	1919	2199	2523	2895	3320	3813	4378	4724	5097	5501
14	1948	2232	2561	2938	3370	3870	4444	4795	5173	5584
15	1977	2265	2599	2982	3421	3928	4511	4867	5251	5667
16	2007	2299	2638	3027	3472	3987	4578	4940	5330	5752
17	2037	2334	2678	3072	3524	4047	4647	5014	5410	5839
18	2067	2369	2718	3118	3577	4107	4717	5089	5491	5926
19	2098	2404	2758	3165	3630	4169	4787	5165	5573	6015
20	2130	2440	2800	3213	3685	4232	4859	5243	5657	6105
21	2162	2477	2842	3261	3740	4295	4932	5321	5742	6197
22	2194	2514	2884	3310	3796	4360	5006	5401	5828	6290

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Grade	14	15	16	17	18	19	20	21	22	23
Step										
23	2227	2552	2928	3359	3853	4425	5081	5482	5915	6384
24	2260	2590	2972	3410	3911	4491	5157	5564	6004	6480
25	2294	2629	3016	3461	3970	4559	5235	5648	6094	6577
26	2329	2668	3061	3513	4029	4627	5313	5733	6185	6676
27	2364	2708	3107	3565	4090	4696	5393	5819	6278	6776
28	2399	2749	3154	3619	4151	4767	5474	5906	6372	6878
29	2435	2790	3201	3673	4213	4838	5556	5995	6468	6981
30	2472	2838	3255	3739	4293	4931	5664	6114	6600	7126

1

2 **SECTION FOUR.**

3 These salaries shall be paid out of fees collected, deducted and retained by the Collector
4 of Revenue as provided by Section 82.650 and 82.670, Revised Statutes of Missouri.

5

6 **SECTION FIVE.**

7 (a) All pay schedules established in Ordinances 69189 and 69617 shall continue in effect
8 until the beginning of the bi-weekly pay period effective upon passage of this ordinance.

9 **(1) Based upon the service rating of an employee together with the standards of**
10 **performance established by the Collector of Revenue shall determine eligibility for a two**
11 **percent (2%) increase or at the discretion of the Collector of Revenue up to a 10% increase**
12 **(merit) for exceptional performance of duties.**

1 **The compensation of the collector of revenue in a city not within a county may be**
2 **annually increased by an amount equal to the annual salary adjustment for employees of**
3 **such a city as approved by the board of aldermen of such city as governed by MoSS Section**
4 **82.599.1**

5
6 **SECTION SIX.**

7 (a) An appointing authority may evaluate the performance of an employee whose salary
8 is established in Section 3(a) of this ordinance for the purpose of a salary adjustment.

9
10 (1) Exceptional performance of duties:

11
12 The Collector of Revenue may increase the salary of an employee who demonstrates
13 exceptional performance of duties after serving twenty-six (26) weeks of employment at the
14 same rate in the salary range by not more than ten percent (10%) or to the closest step in the pay
15 range which provides not more than a ten percent (10%) increase; this may be in addition to any
16 merit increase received.

17
18 (2) Substandard performance of duties:

19 The Collector of Revenue may reduce the salary of an employee whose level of
20 performance or assigned duties is significantly diminished and no longer warrants payment at the
21 current rate within the range as provided in Section 3 (a). The granting of any such increase or

1 decrease in salary shall be made at the beginning of a payroll period.

2
3 (b) An appointing authority may approve a within-range salary adjustment in any whole dollar
4 increment up to ten percent (10%) of an employee’s bi-weekly base.

5
6 (c) The pay of any employee may be decreased as a disciplinary action at the discretion
7 of the Collector of Revenue lower rate. Any such decrease shall be made in accordance with
8 established disciplinary procedures. The decrease shall not be greater than fifteen percent (15%)
9 of the current salary range. The decrease may be below the minimum of the pay range for the
10 class. At the discretion of the Collector of Revenue a determination may be made for a specific
11 number of bi-weekly periods or for an undetermined time.

12
13 **SECTION SEVEN.**

14 Whenever the Collector of Revenue finds it necessary to add a new class or reallocate the
15 grade of a class of position in the classification plan, the Collector shall allocate or reallocate the
16 class to an appropriate grade or add or amend any section this Ordinance and notify the Board of
17 Aldermen of his action.

18
19 **SECTION EIGHT. HOLIDAYS**

20 The Collector of Revenue shall grant holiday leave with pay, holiday pay, or
21 compensatory holiday time off in lieu of pay to employees working full-time who are paid a bi-

1 weekly rate on the following days:

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<u>DATE</u>	<u>HOLIDAY</u>
January 1	New Years Day
Third Monday in January	Rev. Martin Luther King Jr. Day
February 20	President's Day
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
November 12	Veterans' Day
Fourth Thursday in November	Thanksgiving Day
Fourth Friday in November	Day after Thanksgiving Day
December 25	Christmas Day

15 The Collector of Revenue shall not grant holiday leave with pay, holiday pay, or compensatory
16 holiday time off except as provided in this Section.

17 Employees working full-time and paid a bi-weekly rate whose pay is established in this
18 compensation ordinance shall receive leave with pay, pay or compensatory time off in lieu of pay
19 as holiday compensation in an amount that is proportionate to the number of hours the employee
20 is regularly scheduled to work in a day or shift. For example, employees working an average of
21 forty (40) hours a week, five (5) days a week, eight (8) hours a day shall receive eight (8) hours

1 of compensation for the holiday; employees working an average of forty (40) hours a week, four
2 (4) days a week, ten (10) hours a day shall receive ten (10) hours of compensation for the
3 holiday.

4
5 When the day of observance of a holiday is changed by State or Federal law, it will be so
6 observed by the City of St. Louis. When the day of observance of a holiday is changed by State
7 or Federal executive action, the Mayor shall determine the day of observance by the City of St.
8 Louis. When one of the above enumerated holidays occurs on Sunday, the following Monday
9 shall be observed as the holiday. When one of the above holidays occurs on Saturday, the
10 preceding Friday shall be observed as the holiday.

11
12 The Collector of Revenue shall determine the manner of granting holidays. When full-
13 time employees are required to work on a holiday they shall be entitled to compensation for the
14 holiday and the hours actually worked. Compensation for the holiday shall be in an amount
15 proportionate to the number of hours an employee is regularly scheduled to work in a day or
16 shift.

17
18 Except as otherwise provided in this section, when a City holiday falls on an employee's
19 regularly scheduled day off, the employee shall be entitled to have compensatory time added to
20 his/her balance in an amount proportionate to the number of hours regularly scheduled in a day
21 or shift.

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

The holiday compensation procedures established by this section shall apply to full-time employees paid a bi-weekly rate. Part-time bi-weekly paid employees shall be compensated for holidays in proportion to the percentage of time they are regularly scheduled to work. Employees paid on an hourly or per performance basis shall not be entitled to holiday compensation.

In the event that the holiday schedule established in this section is revised, employees who are granted compensatory time in lieu of all holidays shall have their leave benefits adjusted accordingly.

SECTION NINE

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

SECTION TEN

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1 Ordinances 69189 and 69617 and all other ordinances or parts of ordinance conflicting or
2 inconsistent with the provisions of this ordinance are hereby repealed.

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