

BOARD BILL NO. # 64 INTRODUCED BY ALDERMAN BOSLEY

1 An ordinance to repeal Ordinance #68706 relating to the appointment and rates of
2 compensation of certain employee's of the License Collector of the City of
3 St. Louis and enacting in lieu thereof a new ordinance dealing with the same
4 subject matter and containing an emergency clause.

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

6 **SECTION ONE.** Ordinance 68706 is hereby repealed and a new ordinance is
7 hereby enacted, to read as follows:

8
9. **SECTIONS TWO.** Pursuant to Section 82.390.1, Revised Statues of Missouri, the
10 License Collector is hereby authorized to appoint and employ the following
11 officers and employees with bi-weekly rates, in accordance with the
12 following classification plan, to a grade with rates established in Section Three
13 of this ordinance.

14 <u>Class Title</u>	<u>Grade</u>
15 Accountant I	6G
16 Accountant II	8G
17 Accountant III	9G
18 Administrative Assistant I	6G
19 Administrative Assistant II	8G
20 Administrative Assistant III	9G

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1	Administrative Officer I	11M
2	Administrative Officer II	12M
3	Administrative Officer III	13M
4	Chief Deputy License Collector	17M
5	Compliance Officer	12M
6	Director of Communication	11M
7	Executive Administrator/ Human Resources Manager	12M
8	Field Representative I	6G
9	Field Representative II	8G
10	Field Representative III	9G
11	Legal Counsel/Assistant Deputy License Collector	16M
12	License Clerk I	6G
13	License Clerk II	8G
14	License Clerk III	9G

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16 **SECTION THREE.** GENERAL PAY SCHEDULE

17 (1) The following bi-weekly pay schedule for all pay grades denoted with the
18 suffix G or M shall become effective with the beginning of the first pay period
19 following approval of this ordinance:

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1 BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

2 GRADE	MINIMUM	MAXIMUM
3 6	747	1121
4 8	889	1332
5 9	968	1452
6 11	1151	1726
7 12	1254	1882
8 13	1387	2082
9 16	2111	3166
10 17	2428	3643

11

12 SECTION FOUR Appointments

13 The License Collector is authorized to appoint and employ accountants,
14 administrative assistants, administrative officers, assistant deputy license
15 collector, field representatives, and license clerks and such other personnel as are
16 deemed necessary in addition to those enumerated in Section 82.390 of the
17 Revised Statutes of Missouri; however, the salaries shall not exceed the amount
18 as set forth in this ordinance.

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1 **SECTION FIVE. STARTING SALARY**

2 The License Collector may establish a recruitment rate for a single position or all
3 positions and authorize employment at a figure above the minimum but within the
4 range of salary established for the grade.

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6 **SECTION SIX. PROMOTION, DEMOTION, REALLOCATION AND TRANSFER**

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

10

11 (a) **PROMOTION:** This shall be defined as a change of an employee from a
12 position of one pay grade to a higher pay grade.

13 (1) When an employee is promoted to a position in the General or Management
14 Schedule the employee's salary shall be set at a rate as deemed appropriate by the
15 License Collector.

16 However, no employee shall be paid less than the minimum rate, nor more than the
17 maximum rate for the new position.

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19 (b) **DEMOTION:** This shall be defined as a change of an employee from a position
20 of one class to a position of another class which has a lower pay grade.

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1 (1) If an employee accepts a voluntary demotion, his or her rate of pay shall be
2 reduced to a rate within the range for the new position. However, no employee
3 shall be paid less than the minimum, nor more than the maximum rate for the new
4 class of position.

5 (c) REALLOCATION:

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

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

15 (3) The salary of an employee whose position is allocated to a higher pay grade
16 shall be determined in accordance with the provisions of this Section 6 (a) (1)
17 relating to salary advancement on promotion.

18 (d) TRANSFER: The salary rate of an employee who transfers to a different
19 position in the same grade, or from one position to another position in same pay

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1 grade, regardless of pay schedule, shall remain unchanged, provided that no
2 employee shall be paid less than the
3 minimum rate, nor more than the maximum rate, for the new position.

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5 **SECTION SEVEN: SALARY ADJUSTMENT**

6 Salary adjustments for all employees shall be based on considerations of merit or
7 success in fulfilling predetermined performance factors as established by the License
8 Collector. Based upon the service rating of an employee together with the standards
9 of performance established
10 by the License Collector, The License Collector shall determine eligibility for a
11 two percent (2%) increase or at the discretion of the License Collector up to a Ten
12 (10%) increase (merit) for exceptional performance of duties.

13 The compensation of the License Collector may be annually increased by an
14 amount equal to the annually salary adjustment for employees of the city of St.
15 Louis as approved by the Board of
16 Alderman as provided in Section 82.390.1 of Missouri Revised Statutes.

17 (a) Any employee whose salary is established in Section 3 (1), General
18 Pay Schedule, achieving an Overall Performance Rating of Meets Standards or
19 Progressing after Fifty Two (52) weeks of continuous service shall be eligible to
20 receive a merit increase.

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2 (b) Any employee, whose salary is established in Section 3(1), -General
3 Pay Schedule, achieving an Overall Performance Rating of Below Standards
4 after Fifty Two (52) weeks of continuous service shall not receive a merit increase
5 and must agree to a Mandatory Improvement Plan.

6 The License Collector may authorize different anniversary dates for an employee or
7 groups of employees.

8 The granting of any such increase or decrease in salary shall be made at the beginning
9 of a payroll period following approval of such salary action, by the License Collector.

10 **SECTION EIGHT. INCOME SOURCES**

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

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1 Whenever an employee not on an approved paid leave works for a period less than
2 the regularly established number of hours a day, days a week, or days bi-weekly,
3 the amount paid shall be proportionate to the hours in the employee's normal work
4 week and the bi-weekly rate for the employee's position. The payment of a
5 separate salary for actual hours worked from two
6 or more departments, divisions, or other units of the City for duties performed for
7 each of such agencies is permissible if the total salary received from these
8 agencies is not in excess of the
9 maximum rate of pay for the class.

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11 **SECTION NINE. CONVERSION**

12 **(a)** All pay schedules in Ordinance 68706 shall continue in effect.

13 **(b)** The License Collector shall establish such procedures as needed to place this
14 ordinance into effect and interpret its provisions.

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

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

18 The License Collector shall determine the manner of granting holidays.

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1 When full-time employees are required to work on a holiday they shall be entitled
2 to compensation for the
3 holiday and the hours actually worked. Compensation for the holiday shall be in
4 an amount Proportionate to the number of hours and employee is regularly
5 scheduled to work in a day or shift.

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

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

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

16 **SECTION ELEVEN. VACATION**

17 Vacation leave with pay shall be granted to bi-weekly paid employees in permanent
18 positions working one-half (50%) time or more.

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1 The License Collector may establish additional guidelines and policies to govern
2 the administration of vacation leave benefits.

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4 **SECTION TWELVE. MEDICAL LEAVE**

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

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9 **SECTION THIRTEEN. CLASSIFICATION**

10 Whenever the License Collector finds it necessary to add a new class or
11 reallocate the grade of a class of position in the classification plan, the License
12 Collector shall allocate or reallocate the class to an appropriate grade in this
13 ordinance and notify the Board of Aldermen of his action.

14 **SECTION FOURTEEN. PASSAGE OF ORDINANCE**

15 By the enactment of this ordinance, Ordinance #68706, is hereby repealed.

16 **SECTION FIFTEEN. EMERGENCY CLAUSE**

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

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