

1 **BOARD BILL NO. 99** **INTRODUCED BY ALDERMAN LARRY ARNOWITZ**

2

3 An ordinance relating to the employees and salaries of the Office of the Recorder of  
4 Deeds; repealing Ordinances #69192 approved pertaining to the Office of the Recorder of  
5 Deeds and enacting in lieu thereof a new ordinance pertaining to the same subject matter and  
6 containing an emergency clause.

7

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

9

10 **SECTION ONE.** Ordinances # 69192 is hereby repealed and enacted in lieu thereof is  
11 the following.

12

13 **SECTION TWO.** Appointments and Salaries. The following positions of the Office of  
14 the Recorder of Deeds whose duties shall be those indicated by their respective titles and coded  
15 are hereby allocated as listed below and adopted as the classification plan for the Recorder of  
16 Deeds.

17

18 <b>TITLE</b>	<b>CODE</b>	<b>GRADE</b>
20 Recorder of Deeds	R101	E
21 Chief Deputy Recorder	R102	19M
22 Human Resource Manager	R110	18M
23 Information Systems Administrator	R201	18M

1	Administrative Assistant	R120	17M
2	Recorder Cashier Manager	R301	17M
3	Recording Manager	R401	17M
4	Technical Support Specialist II	R221	16P
5	Technical Support Specialist I	R222	15P
6	Data Processing Manager	R211	14G
7	Recorder Department Supervisor	R411	14G
8	Records Document Specialist II	R421	14G
9	Secretary to the Recorder	R121	13G
10	Recorder Cashier Representative	R310	13G
11	Recorder Department Assistant Supervisor	R412	13G
12	Records Document Specialist I	R422	13G
13	Recorder Procurement Specialist	R461	13G
14	Customer Service Application Specialist II	R431	12G
15	Computer Support Specialist	R223	11G
16	Customer Service Application Specialist I	R432	11G
17	Auditor I	R320	11G
18	Receptionist	R122	10G
19	Archives Researcher II	R441	10G
20	Recorder Clerk III	R451	10G
21	Archives Researcher I	R442	9G
22	Recorder Clerk II	R452	9G
23	Recorder Clerk I	R453	8G

1 **SECTION THREE. (a) GENERAL PAY SCHEDULE:**

2

3 (1) The following bi-weekly pay schedule for all pay grades denoted with the suffix  
4 "G" and "M" shall become effective beginning with the start of the first bi-weekly pay period  
5 starting the effective date of this ordinance:

6

7

**BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS**

8

9	<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
10			
11	8	912	1425
12	9	989	1546
13	10	1074	1679
14	11	1169	1827
15	12	1270	1985
16	13	1400	2188
17	14	1605	2509
18	15	1839	2881
19	16	2110	3304
20	17	2421	3795
21	18	2777	4357
22	19	3189	5005
23	20	3662	5749

1	21	3951	6206
2	22	4263	6699
3	23	4601	7233

4 b) The Recorder of Deeds may approve the payment of hiring incentives to recruit qualified  
5 personnel for positions that are difficult to fill. Hiring incentives shall be in any amount up to  
6 twenty-five percent (25%) of the annual salary of the position for which the incentive is to be  
7 paid.

8 **SECTION FOUR.** The annual rate of employee compensation shall be twenty-six (26) times the  
9 bi-weekly scale of pay for the grade applicable to each employee's position. No employee of the  
10 Recorder of Deeds shall be paid at a rate lower than the minimum or higher than the maximum  
11 of the salary range established for the grade to which his/her class has been allocated. Nothing in  
12 this section shall be construed as preventing the Recorder from paying less than the maximum  
13 provided in this ordinance. The annual rate of employee compensation shall be twenty-seven  
14 (27) times the bi-weekly scale of pay for the grade applicable to each employee's position when  
15 The City of St Louis Pay schedule for the year contains 27 pay periods.

16  
17 **SECTION FIVE.** Starting Salary

18 The minimum rate of pay for a position shall be paid upon original appointment to the class,  
19 unless the Recorder of Deeds finds that it is impossible to recruit employees with adequate  
20 qualifications at the minimum rate. If an advanced starting salary is necessary, the Recorder  
21 of Deeds may establish a recruitment rate for a single position or all positions in a class and  
22 authorized employment above the minimum but within the regular range of salary established

1 for the class.

2 In the event the Recorder of Deeds finds that it is difficult to secure the services of  
3 sufficient number of employees for a class or occupational series after a diligent recruitment  
4 effort, the Recorder of Deeds may establish a new maximum rate for the classes which is not  
5 more than thirty percent (30%) above the regular maximum established in this ordinance.

6 **SECTION SIX. Promotion, Demotion, Reallocation and Transfer**

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

10 (a) Promotion: This shall be defined as a change of an employee from a position of one  
11 class to a position of another class with a higher pay grade or a higher starting minimum salary.

12 (1) When an employee is promoted to a position in the General, and Management Pay  
13 Schedule, the employee's salary shall be set as deemed appropriate by the Recorder of Deeds.  
14 However, no employee shall be paid less than the minimum rate nor more than the maximum  
15 rate for the new class of position, except as otherwise provided in this ordinance.

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

19 (1) If an employee is demoted for disciplinary reasons his/her rate of pay shall be  
20 established within the range for the new position to be determined by the Recorder of Deeds.

21 (2) If an employee accepts a voluntary demotion, his/her current rate of pay shall first be

1 reduced to a rate within the range for the new position. Employees who are in a working test  
2 period and demote to their previous class of position or pay grade, will return to the rate received  
3 immediately prior to the promotion, plus any adjustments as otherwise provided in this  
4 ordinance. No employee shall be paid less than the minimum nor more than the maximum rate  
5 for the new class of position, except as otherwise provided in this ordinance.

6 (3) If an employee is demoted to his/her previous position because of failing to complete  
7 the working test period, the employees pay shall be adjusted to a rate in the pay range for the  
8 previous position to be determined by the Recorder of Deeds.

9

10 (c) Reallocation:

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

14 (2) The Recorder of Deeds may reduce the salary of an employee whose level of  
15 performance or assigned duties is significantly diminished and no longer warrants payment at the  
16 current rate within the range as provided in Section 3 (a). The granting of any such increase or  
17 decrease in salary shall be made at the beginning of a Payroll period.

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

21 (d) Transfer: The salary rate of an employee who transfers to a different position in the  
22 same class, or from a position in one class to a position in another class in the same pay grade,  
23 shall remain unchanged, provided that no employee shall be paid less than the minimum rate nor

1 more than the maximum rate for the new class of position, except as otherwise provided in this  
2 ordinance.

3 (e) The pay of any employee may be decreased as a disciplinary action by the Recorder  
4 of Deeds to a lower rate within a salary range. The decrease shall not be greater than fifteen  
5 percent (15%) of the current salary rate. In no case shall the decrease be below the minimum of  
6 the pay range for the class. The Recorder of Deeds may determine that the pay decrease shall be  
7 effective for a specific number of bi-weekly pay periods

8 (f) Over Maximum: The salary of an employee, which has reached the maximum of the  
9 pay range in the class and grade prescribed by this ordinance, shall not be increased so long as  
10 he/she remains in the class of position.

## 11 **SECTION SEVEN: SALARY ADJUSTMENT**

12 Salary adjustments for all employees shall be based on considerations of merit or success in  
13 fulfilling predetermined performance factors as established by the Recorder of Deeds.

14 Based upon the service rating of an employee together with the standards of performance  
15 established by the Recorder of Deeds, The Recorder of Deeds shall determine eligibility for up to  
16 a two percent (2%) increase or at the discretion of the Recorder of Deeds up to a Ten (10%)  
17 increase (merit) for exceptional performance of duties.

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

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

1

2 The compensation of the Recorder of Deeds may be annually increased by an amount equal to  
3 the annually salary adjustment for employees of the city of St. Louis as approved by the Board of  
4 Alderman as provided in Section 59.220.1 of Missouri Revised Statutes.

5 The Recorder of Deeds may authorize different anniversary dates for an employee or groups of  
6 employees.

7 The granting of any such increase or decrease in salary shall be made at the beginning of a pay  
8 period following approval of such salary adjustment by the Recorder of Deeds.

9 Recorder of Deeds may approve a within range salary adjustment or other incentives to retain  
10 employees in positions that are difficult to fill, or because of their unique requirements. Said  
11 adjustment may only be granted once during a twenty-six (26) week period.

12 **SECTION EIGHT. Income Sources**

13 Any salary paid to an employee of the Recorder of Deeds shall represent the total remuneration  
14 for the employee, excepting reimbursements for official travel and other payments specifically  
15 authorized by ordinance. No employee shall receive remuneration from the Recorder of Deeds in  
16 addition to the salary authorized in this ordinance for services rendered by the employee in the  
17 discharge of the employee's ordinary duties, of additional duties which may be imposed upon the  
18 employee, or of 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 than the regularly  
20 established number of hours a day, days a week or days bi-weekly, the amount paid shall be  
21 proportionate to the hours in the employee's normal work week and the bi-weekly rate for the  
22 employee's position. The payment of a separate salary for actual hours worked from two or more