

1 **BOARD BILL NO. 102 INTRODUCED BY ALDERWOMAN JENNIFER FLORIDA,**
2 **ALDERMAN STEPHEN GREGALI, ALDERMAN STEPHEN CONWAY**
3

4 An ordinance relating to the establishment of the Office of the Public Administrator as a salaried
5 office within the City of St. Louis pursuant to section 473.742 of the Missouri Revised Statutes
6 and recommended by the Board of Estimate and Apportionment, and containing emergency
7 clause.

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

9 **SECTION ONE. Declaration of Purpose.** In order to provide the necessary services of
10 the office of the Public Administrator to the citizens of the City of St. Louis and to provide a
11 method and means for appointing positions to the office in order to perform those services, the
12 Board of Alderman hereby enact these sections to the Code for the City of St. Louis.

13 **SECTION TWO. Implementation.** In the event that any public administrator elects,
14 pursuant to section 473.742 of the Missouri Revised Statutes (L. 2000, S.B. 542), to receive a
15 salary as therein defined, then the provisions of this chapter shall govern the salary of the public
16 administrator and employees of that office and the method and means for appointing positions to
17 that office.

18 **SECTION THREE. Public Administrator shall give bond as required by state law.**
19 Before the Public Administrator shall enter upon the duties of his office he shall give bond to the
20 State of Missouri as directed by state law. The bond shall be approved by the judge of the
21 Probate Division of the Circuit Court for the City of St. Louis.

22 **SECTION FOUR. Powers and duties generally.** The public administrator shall have
23 all powers and duties granted to the office by law. The public administrator shall have authority

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1 to act as trustee of any trust when so appointed by a court of competent jurisdiction and when so
2 acting shall be serving in his capacity as public administrator. The public administrator shall
3 apply for fees for its services as trustee which such fees shall be paid to the treasurer as described
4 in Section Five hereof.

5 **SECTION FIVE. Collecting and paying over fees.** The Public Administrator shall
6 collect all fees as prescribed by law and pay the same into the city treasury at reasonable
7 intervals but no less often than monthly.

8 **SECTION SIX. Supplies.** Books, stationery, furniture, information technology and all
9 reasonable expenses of maintaining an office necessary for the Public Administrator's Office
10 shall be supplied as prescribed in the Charter and city ordinances for other city offices or
11 departments.

12 **SECTION SEVEN. Salary.** The Public Administrator shall be paid a salary of ninety-
13 five thousand dollars per year in equal installments not less frequently than monthly.

14 **SECTION EIGHT. Position classes.** The following positions of the Office of the
15 Public Administrator, whose duties shall be those indicated by their respective titles and codes
16 are hereby allocated as listed below and adopted and the classification of the Office of the Public
17 Administrator.

18 Deputy Public Administrator - Finance Acct. II	14G
19 Deputy Public Administrator - Guardianship	14G
20 Settlement Clerk - Account Clerk I	10G
21 Administrative Assistant - Clerk IV	8G
22 Administrative Assistant - Clerk III	8G

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1 Social Worker 12G
2 Social Worker 12G

3 **SECTION NINE. Pay Schedule.** The following bi-weekly pay schedule for all pay
4 grades denoted with the suffix "G " shall become effective beginning with the bi-weekly pay
5 period starting July 1, 2009.

6 BI-WEEKLY RANGE OF PAY IN
7 WHOLE DOLLARS

8 Grade	Minimum	Maximum
9 8	889	1332
10 10	1064	1610
11 12	1254	1882
12 14	1590	2405
13 16	2090	3164

14 **SECTION TEN. Promotion, demotion, reallocation, transfer.** An employee who is
15 transferred, promoted, demoted, or whose position is reallocated after the effective date of this
16 chapter, shall have his or her rate of pay for the position determined as follows:

17 A. Promotion. This shall be defined as a change of an employee from a position of one class to
18 a position of another class with a higher pay grade.

19 1. When an employee is promoted to a position in the General and Management
20 Schedule which is only one grade higher, the employee's salary shall be set at a rate which is five
21 percent (5%) higher than the rate received immediately prior to promotion. An appointing
22 authority may approve up to a twenty percent (20%) salary adjustment when such action is

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1 needed to attract experienced, qualified candidates for a position. Such salary determinations
2 shall take into consideration the nature and magnitude of the accretion of duties and
3 responsibilities resulting from the promotion. However, no employee shall be paid less than the
4 minimum rate nor more than the maximum rate for the new class or position.

5 B. Demotion. This shall be defined as a change of an employee from a position of one class to a
6 position of another class which has a lower pay grade.

7 1. If an employee is demoted for disciplinary reasons his or her rate of pay shall be established
8 at a rate within the range for the new position to be determined by the appointing authority.

9 2. If an employee accepts a voluntary demotion, his or her rate of pay shall be reduced to a rate
10 within the range for the new position which is five percent (5%) lower than the rate received
11 immediately prior to demotion. However, no employee shall be paid less than the minimum nor
12 more than the maximum rate for the new class of position.

13 C. Reallocation.

14 1. The salary of an employee which is in excess of the maximum of the range prescribed by this
15 chapter for the class and grade to which his or her position has been allocated or may be
16 reallocated shall not be reduced by reason of the new salary range or grade. The salary of such
17 employee shall not be increased so long as he or she remains in the class of position, except as
18 otherwise provided by this chapter.

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

22 3. The salary of an employee whose position is allocated to a class in a higher pay grade shall be

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1 determined in accordance with the provisions of this section relating to salary advancement on
2 promotion.

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

8 **SECTION ELEVEN. Salary Adjustments.** Salary adjustments for all employees shall
9 be based on considerations of merit, equity, or success in fulfilling predetermined goals and
10 objectives as herein provided:

11 A. Eligibility for any within-range merit increases shall be determined by the appointing
12 authority. The appointing authority may grant within-range salary adjustments in any whole
13 dollars increment up to three percent (3%) of the employee's bi-weekly base salary.

14 B. The appointing authority may establish additional guidelines for within-range salary
15 adjustments to insure the effective utilization of salary ranges to reward meritorious service.

16 C. A decrease in the salary range for poor performance of the duties of the position or for job
17 performance which does not warrant continued pay at an advanced rate in the salary range shall
18 be made in accordance with standards established by the appointing authority.

19 D. The appointing authority may adjust the salary of an employee whose salary is established in
20 this chapter only at intervals as described above except in the case of:

21 1. Exceptional Performance of Duties. The appointing authority of an employee who
22 demonstrates exceptional performance of duties or outstanding qualifications may advance the

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1 employee by not more than ten percent (10%) after twenty-six weeks of employment at the same
2 rate in the salary range.

3 2. Substandard Performance of Duties. The appointing authority of an employee whose level of
4 performance is significantly diminished and no longer warrants payment at the current rate
5 within the range may be decreased to a lower rate in the salary range.

6 E. The pay of any employee may be decreased as a disciplinary action by an appointing
7 authority to a lower rate or step within a salary range. The decrease shall not be greater than
8 fifteen (15%) percent of the current salary rate. In no case shall the decrease be below the
9 minimum of the pay range for the class. The appointing authority may determine that the pay
10 decrease shall be effective for a specific number of bi-weekly pay periods, providing, however,
11 that such decrease shall not be effective for more than twenty-six (26) weeks.

12 F. For the purpose of computing earnings and length of service for salary advancement, the time
13 shall start with the Sunday preceding all appointments effective on Monday. Absence from
14 service in the armed forces, and leaves of absence for study to improve performance of a City
15 job will not interrupt continuous service. Absence from service for any other cause except as set
16 forth above will result in breaking continuity of service.

17 **SECTION TWELVE. Income Sources.** Any salary paid to an employee in the City
18 service shall represent the total remuneration for the employee, excepting reimbursements for
19 official travel and other payments specifically authorized by ordinance. No employee shall
20 receive remuneration from the City in addition to the salary authorized in this chapter for
21 services rendered by the employee in the discharge of the employee's ordinary duties, of
22 additional duties which may be imposed upon the employee, or of duties which employee may

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

8 **SECTION THIRTEEN. Conversion.** Any employee of the Public Administrator who
9 was a permanent full-time or part-time employee prior to becoming a member of the City service
10 as provided in this chapter shall become a permanent full-time or part-time employee upon
11 appointment as such by the Public Administrator. Such employee shall begin their service at the
12 same salary and with the same years of service, allotted vacation days, and sick days as provided
13 to them as an employee of the Public Administrator. The Public Administrator shall certify the
14 salary, the years of service, allotted vacation, and sick days for each such employee.

15 **SECTION FOURTEEN. Starting Salary.** The minimum rate of pay for a position
16 shall be paid upon original appointment to the class, unless the appointing authority finds that it
17 is impossible to recruit employees with adequate qualifications at the minimum rate. If an
18 advanced starting salary is necessary, the appointing authority may establish a recruitment rate
19 for a single position or all positions in a class and authorized employment at a figure above the
20 minimum but within the regular range of salary established for the class.

21 **SECTION FIFTEEN. Vacation.** Vacation leave shall be granted to bi-weekly
22 employees in permanent positions working one-half time or more. Public Administrator may

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1 establish additional guidelines and policies to govern the administration of vacation leave
2 benefits. Accruals shall be as for all employees under the classified service.

3 **SECTION SIXTEEN. Sick Leave.** Sick Leave with pay shall be granted to bi-weekly
4 paid employees in permanent position working one-half time or more in accordance with
5 regulations and procedures established by the Public Administrator. Accruals shall be the same
6 as for all employees under classified service.

7 **SECTION SEVENTEEN. Addition or reallocation of grades.** Whenever the Public
8 Administrator finds it necessary to add a new class or reallocate the grade of a class of position
9 in the classification plan, the Public Administrator shall allocate or reallocate and notify the
10 Board of Alderman.

11 **SECTION EIGHTEEN. Jury Leave.**

12 A. Jury leave with pay shall be granted to bi-weekly paid employees working one-half (50%)
13 time or more for such time when such employees are serving as jurors pursuant to order of the
14 St. Louis Circuit Court or Federal District Court in St. Louis. Any bi-weekly paid employee,
15 when so summoned for jury service, shall report such fact within seventy-two (72) hours to
16 his/her appointing authority and display to the appointing authority the summons which the
17 employee has received and shall give the appointing authority in writing the date and the time of
18 such jury service. No bi-weekly paid employee shall receive any compensation from the Jury
19 Commissioner of the Federal District Court system for jury service for days the employee
20 receives compensation from the City. A bi-weekly paid employee may keep the jury stipend for
21 days when the employee receives no compensation from the City (off days, docks, leaves, etc.).
22 Upon being excused from serving as a juror by the Court of the Jury Commissioner, the

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1 employee shall report forthwith to his/her appointing authority and shall submit to his/her
2 appointing authority a written statement from the Jury Commissioner certifying that the
3 employee has served as a juror and the time and date so served. The appointing authority shall,
4 upon receipt of the statement of jury service, credit the employee with paid jury leave for such
5 service.

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

17 **SECTION NINETEEN. Emergency clause.** This being an ordinance for the
18 preservation of public peace, health, and safety, it is hereby declared to be an emergency
19 measure within the meaning of Sections 19 and 20 of Article IV of the Charter of the City of St.
20 Louis and therefore shall become effective immediately upon its passage and approval by the
21 mayor.

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