

1 An ordinance enacted pursuant to Section 56.540, Revised Statutes of Missouri to repeal
2 Ordinance No. 68542 relating to the Office of the Circuit Attorney of the City of St. Louis,
3 allocating the positions established by said Section 56.540, R.S.Mo. to classes with grades and
4 a schedule setting minimum and maximum salaries for such grades by repealing Section Two
5 and replacing said Section with provisions of this ordinance, providing that such salaries be paid
6 bi-weekly; providing for payment of overtime wages on an hourly basis at the bi-weekly rate
7 when such overtime is authorized as necessary by the Circuit Attorney and containing an
8 emergency clause.

9

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

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12 **SECTION ONE.** Ordinance No. 68542 is hereby repealed and, in lieu thereof, the following
13 provisions are enacted.

14

15 **SECTION TWO.** The following positions of the Office of the Circuit Attorney of the City of St.
16 Louis, authorized by Section 56.540, R.S.Mo., to a grade in the following Section with the rates
17 therein established, to wit:

18

19 Title Code Grade

1			
2	First Assistant Circuit Attorney	1601	21M
3	Chief Trial Assistant	1602	20M
4	Chief Warrant Officer	1603	20M
5	Chief Misdemeanor Officer	1604	20M
6	Special Assistant Circuit Attorney I	1605	15P
7	Special Assistant Circuit Attorney II	1606	17P
8	Attorney I	2361	15P
9	Attorney II	2362	17P
10	Attorney III	2363	18P
11	Attorney IV	2367	20M
12	Attorney Manager	2364	20M
13	Administrative Assistant	1622	14M
14	Administrative Secretary	1614	14G
15	Chief Clerk	1617	13G
16	Chief Investigator	1630	15P
17	Clerk I	1112	8G
18	Clerk II	1113	9G
19	Clerk III	1114	11G
20	Clerk IV	1115	13G
21	Computer Operations Manager	1361	15P

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1	Computer Operations Supervisor	1327	13P
2	Computer Operator I	1323	10G
3	Computer Operator II	1324	11G
4	Computer Operator III	1325	2G
5	Grand Jury Stenographer	1615	12G
6	Investigator IA	1633	10G
7	Investigator I	1631	13G
8	Investigator II	1632	14G
9	Investigator III	1634	15G
10	Legal Secretary	1134	12G
11	Paralegal	2365	12G
12	Secretary I	1131	9G
13	Secretary II	1132	10G
14	Secretary III	1133	11G
15	Social Worker	6141	13G
16	Telephone Operator	1161	8G
17	Typist Clerk I	1121	8G
18	Typist Clerk II	1122	9G
19	Victim Services Counselor I	1642	13G
20	Victim Services Counselor II	1643	14G
21	Victim Services Supervisor	1644	15P

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OFFICIAL PAY SCHEDULE FOR CLASSIFICATION GRADES

The following is hereby adopted as the salary pay schedule for all classification grades of positions in Section Two of this ordinance, beginning with the biweekly pay period starting the effective date of this Ordinance. The following bi-weekly pay schedule for all grades shall become effective with the beginning of the first pay period following effective passage of this ordinance:

GRADE	MINIMUM	MAXIMUM
5	686	1030
6	747	1121
7	816	1222
8	889	1332
9	968	1452
10	1000	1584
11	1151	1726
12	1254	1882
13	1387	2082
14	1596	2394
15	1715	2573

1	16	2111	3166
2	17	1843	2765
3	18	2163	3245
4	19	3212	4817
5	20	2615	3922
6	21	3747	5621
7	22	5308	6460
8	23	4651	6979

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10 **SECTION THREE.** The Circuit Attorney, in making appointments to the positions authorized
 11 by Section 56.540 R.S.Mo., shall make said appointments within the classes and grades set out
 12 in Section Two of this ordinance, and to an amount of pay within a grade; provided further that
 13 the Circuit Attorney may, in her sole discretion, change the classification, grade and amount paid
 14 to a person appointed as she determines to be required. The Circuit Attorney may establish
 15 probationary rates of pay for classes of positions established in this pay ordinance. Such
 16 probationary rates may be less than the rate paid to a regular employee.

17

18 **SECTION FOUR.** The salary for grades of positions shall be paid bi-weekly.

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20 **SECTION FIVE.** The annual rate of employee compensation shall be twenty-six (26) times the
 21 bi-weekly scale of pay for the grade applicable to the employee's position. No employee shall be

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1 paid at a rate lower than the minimum or higher than the maximum of the salary range
2 established for the grade to which his/her class has been allocated. Nothing in this section shall
3 be construed as preventing the Circuit Attorney from paying less than the maximum provided in
4 this ordinance.

5
6 **SECTION SIX.** (A): Employees occupying positions allocated in Section Two to a grade of G
7 or lower, or to a grade of 18P or lower, may be eligible to receive, in addition to the regular
8 salary, pay for overtime hours authorized by the Circuit Attorney. The rate of such overtime pay
9 shall be subject to the requirements of the Fair Labor Standards Act of 1938, as applicable, and
10 shall be allowed on the basis of hours worked and the bi-weekly rate of pay. Compensatory time
11 may be allowed in lieu of overtime pay as provided by law. Employees occupying positions
12 allocated to a management grade designated by the letter "M" following the grade number are
13 ineligible to receive additional compensation for time worked over that ordinarily required.

14
15 (B) Contingent upon the declaration of the City's Board of Estimate and Apportionment that a
16 fiscal crisis exists in the City so as to warrant the mandatory implementation of furloughs of City
17 officers and employees, the Board of Aldermen hereby authorizes such mandatory
18 implementation of furloughs. As used herein the term "furlough" shall mean time off without
19 pay. In the event furloughs are implemented, the Circuit Attorney shall issue, consistent with
20 this ordinance, such guidelines as are necessary for setting out a process for furlough
21 implementation. A "furlough" will not affect any employee's benefits including, but not limited

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1 “furlough” in addition to the “furlough” dates specifically listed above.

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3 **SECTION SEVEN. HOLIDAYS**

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5 The Circuit Attorney shall grant holiday leave with pay, holiday pay, or compensatory
6 holiday time off in lieu of pay to employees working full-time who are paid a bi-weekly rate on
7 the following days:

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9	<u>DATE</u>	<u>HOLIDAY</u>
10		
11	Third Monday in January	Rev. Martin Luther King Jr. Day
12	February 12	Lincoln’s Birthday
13	Last Monday in May	Memorial Day
14	July 4	Independence Day
15	First Monday in September	Labor Day
16	November 11	Veterans’ Day
17	Fourth Thursday in November	Thanksgiving Day
18	December 25	Christmas Day

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20 The Circuit Attorney shall not grant holiday leave with pay, holiday pay, or
21 compensatory holiday time off except as provided in this Section. At the end of FY 11, the paid

1 holiday schedule will revert back.

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

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

18

19 The Circuit Attorney shall determine the manner of granting holidays. When full-time
20 employees are required to work on a holiday they shall be entitled to compensation for the
21 holiday and the hours actually worked. Compensation for the holiday shall be in an amount

1 proportionate to the number of hours an employee is regularly scheduled to work in a day or
2 shift.

3
4 Except as otherwise provided in this section, when a City holiday falls on an employee's
5 regularly scheduled day off, the employee shall be entitled to have compensatory time added to
6 his/her balance in an amount proportionate to the number of hours regularly scheduled in a day
7 or shift.

8
9 The holiday compensation procedures established by this section shall apply to full-time
10 employees paid a bi-weekly rate. Part-time bi-weekly paid employees shall be compensated for
11 holidays in proportion to the percentage of time they are regularly scheduled to work.
12 Employees paid on an hourly or per performance basis shall not be entitled to holiday
13 compensation.

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

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19 **SECTION EIGHT.** Emergency Clause. This being an ordinance for the preservation of public
20 peace, health and safety, it is hereby declared to be an emergency measure within the meanings
21 of Sections 19 and 20 of article IV of the Charter of the City of St. Louis and therefore shall

1 become effective immediately upon its passage and approval by the Mayor.