

1 An ordinance relating to the appointment of and salaries of certain Employees in the
2 Collector of Revenue's Office pursuant to Section 82.610, Revised Statutes of Missouri, by
3 repealing Ordinance 68541 (Chapter 4.44, Rev. Code, St. Louis, 1994 Anno), and adopting
4 eleven (11) new sections and containing an emergency clause.

5

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

7

8 **SECTION ONE.** Ordinance 68541 (Chapter 4.44, Rev. Code, St. Louis, Anno), is hereby
9 repealed and a new ordinance and chapter is hereby enacted, to read as follows:

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

15

16	Title	Grade
17	Accounting Clerk	11G
18	Accounting Manager	15M
19	Accounting Supervisor	14G
20	Administrative Assistant	13G

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1	Assistant Collector	17M
2	Assistant Collector, Finance	18M
3	Cashier Manager	15M
4	Collections Manager	15M
5	Compliance Clerk	8G
6	Compliance Manager	15M
7	Compliance Officer	12G
8	Court Clerk	9G
9	Court Clerk Supervisor	13G
10	Custodian	6G
11	Data Processing Clerk	9G
12	Deputy Collector of Revenue	20M
13	Human Resources Manager	16M
14	IRS Auditor	15M
15	Mail Clerk	8G
16	Office Coordinator	13G
17	Paralegal	12G
18	Payroll Clerk	10G
19	Processing Clerk	8G
20	Purchasing Support Services	11G
21	Revenue Clerk I	8G

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1	Revenue Clerk II	9G
2	Revenue Clerk III	10G
3	Revenue Clerk IV	11G
4	Revenue Clerk V	12G
5	Revenue Manager	15M
6	Senior Operations Manager	16M
7	Special Projects Coordinator	14G
8	Supervisor I	12G
9	Supervisor II	13G
10	Supervisor III	14G
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	13G
17	Taxpayer Specialist	9G
18	Tax Suit Coordinator	13G
19	Technology/Data Processing Manager	15M
20	Technology/Website Coordinator	13G
21	TIF/CID Coordinator	13G

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1 Training and Development Manager 15M

2

3 **SECTION THREE. GENERAL PAY SCHEDULE**

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

7

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

9

10	GRADE	MINIMUM	MAXIMUM
11	6	785	1,250
12	7	855	1,363
13	8	933	1,485
14	9	1,015	1,618
15	10	1,106	1,766
16	11	1,207	1,924
17	12	1,315	2,098
18	13	1,455	2,322
19	14	1,675	2,670
20	15	1,925	2,932
21	16	2,215	3,369

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1	17	2,547	3,876
2	18	2,737	4,107
3	19	3,010	4,518
4	20	3,621	5,431

5

6 **SECTION FOUR.** These salaries shall be paid out of fees collected, deducted and retrained by
7 the Collector of Revenue as provided by Section 82.650 and 82.670, Revised Statutes of
8 Missouri.

9

10 **SECTION FIVE.** (a) All pay schedules established in Ordinance 68541 shall continue in effect.

11

12 **SECTION SIX.**

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

15

16 (1) Exceptional performance of duties:

17

18 The appointing authority of an employee who demonstrates exceptional performance of duties or
19 outstand qualifications may, advance the employee by not more than ten percent (10%).

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21 (2) Substandard performance of an employee whose level of performance is significantly

1 diminished and no longer warrants payment at the current rate within the range may be decreased
2 to a lower rate in the salary range. The granting of any such increase or decrease in salary shall
3 be made at the beginning of a payroll period.

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

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

15
16 **SECTION EIGHT. FURLOUGHS.** Contingent upon the declaration of the City’s Board of
17 Estimate and Apportionment that a fiscal crisis exists in the City so as to warrant the mandatory
18 implementation of furloughs of City officers and employees, the Board of Aldermen hereby
19 authorizes such mandatory implementation of furloughs. As used herein the term “furlough”
20 shall mean time off without pay. In the event furloughs are implemented, the Collector of
21 Revenue shall issue, consistent with this ordinance, such guidelines as are necessary for setting

1 and shall require each exempt employee to take a minimum of five (5) eight (8) hour increments
2 as “furlough” in addition to the “furlough” dates specifically listed above.

3

4 **SECTION NINE. HOLIDAYS**

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

9

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

20

21 The Collector of Revenue shall not grant holiday leave with pay, holiday pay, or compensatory

1 holiday time off except as provided in this Section. At the end of FY 11, the paid holiday
2 schedule will revert back.

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

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

19
20 The Collector of Revenue shall determine the manner of granting holidays. When full-
21 time employees are required to work on a holiday they shall be entitled to compensation for the

1 holiday and the hours actually worked. Compensation for the holiday shall be in an amount
2 proportionate to the number of hours an employee is regularly scheduled to work in a day or
3 shift.

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

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

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

19
20 **SECTION TEN.** The passage of this ordinance being deemed necessary for the immediate
21 preservation of the public peace, health and safety, it is hereby declared to be an emergency

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1 measure and the same shall take effect and be in force immediately upon its approval by the
2 Mayor.

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4 **SECTION ELEVEN.** Ordinance 68541 and all other ordinances or parts of ordinance
5 conflicting or inconsistent with the provisions of this ordinance are hereby repealed.