

1 **BOARD BILL NO: # 116 INTRODUCED BY ALDERMAN STEPHEN GREGALI**

2
3 An ordinance to amend Ordinance #67806, relating to the position classifications and salaries of
4 the Parking Division employees, and to enact in lieu thereof certain new sections relating to the
5 same subject matter and containing an emergency clause.

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

8
9 **SECTION ONE.** Ordinance 67806, approved December 17, 2007 68120 is hereby amended.

10
11 **SECTION TWO.** Position Classes.

12
13 (a) Schedule A: The following positions of the Parking Division of the Treasurer's Office
14 whose duties shall be those indicated by their respective titles and codes, are hereby allocated as
15 listed below and adopted as the classification of the Parking Division of the Treasurer's Office:

16 (b)

| 17 Class Title | Code | Grade |
|--------------------------------------|------|-------|
| 18 Parking Superintendent | T220 | 17M |
| 19 Administrative Assistant IV | T624 | 17M |
| 20 Director of Professional Services | T221 | 17M |
| 21 Parking Facilities Manager | 14M | |

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| | | | |
|----|-------------------------------------|------|-----|
| 1 | Ass't Parking Facilities Manager | 12M | |
| 2 | Fleet Maintenance Supervisor | T421 | 15G |
| 3 | Personnel Manager | T515 | 14M |
| 4 | Parking System Analyst | 14G | |
| 5 | Internal Auditor | T471 | 14G |
| 6 | Parking Supervisor | | 13G |
| 7 | Program Analyst | T501 | 13G |
| 8 | Budget Compliance Officer | T461 | 13G |
| 9 | Communication Assistant | T185 | 13G |
| 10 | Parking Enforcement Supervisor | T192 | 12G |
| 11 | Accountant I | 12G | |
| 12 | Assistant Supervisor | T191 | 11G |
| 13 | Account Clerk III | T143 | 11G |
| 14 | Administrative Clerk II | T137 | 11G |
| 15 | Parking Enforcement Officer IV | | 10G |
| 16 | Parking Facilities Attendant IV | | 10G |
| 17 | Parking Enforcement Officer III | T203 | 10G |
| 18 | Assistant Parking Enforcement Supv. | T194 | 10G |
| 19 | Parking Crew Worker III | T165 | 10G |
| 20 | Account Clerk II | T142 | 10G |
| 21 | Parking Facilities Attendant III | | 9G |

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| | | | |
|----|---------------------------------|------|----|
| 1 | Administrative Clerk I | T136 | 9G |
| 2 | Clerk/Secretary III | T133 | 9G |
| 3 | Parking Enforcement Officer II | T202 | 8G |
| 4 | Parking Crew Worker II | | 8G |
| 5 | Security Officer | | 8G |
| 6 | Clerk/Secretary II | T132 | 8G |
| 7 | Account Clerk I | T141 | 8G |
| 8 | Parking Facilities Attendant II | | 8G |
| 9 | Parking Crew Worker I | | 7G |
| 10 | Security Guard | | 6G |
| 11 | Parking Enforcement Officer I | T201 | 6G |
| 12 | Clerk/Secretary I | T131 | 6G |
| 13 | Parking Facilities Attendant I | | 6G |
| 14 | Parking Assistant | | 5G |
| 15 | Custodian | | 5G |
| 16 | Parking Aide | | 5G |

17

18 (B) Schedule B: For employees of the Parking Division in the classes set forth below, and with
19 an appointment date on or after January 1, 1995, excepting those employees eligible for
20 reemployment under personnel rules approved by the Parking Commission, their positions will
21 be reallocated as specified below:

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| Class Title | Code | Grade |
|-----------------------------------|------|-------|
| Parking Superintendent | T220 | 15M |
| Administrative Assistant IV | T624 | 15M |
| Director of Professional Services | T221 | 15M |
| Parking Facilities Manager | | 14M |
| Personnel Manager | T515 | 14M |
| Fleet Maintenance Supervisor | T421 | 14G |
| Parking System Analyst | | 13G |
| Internal Auditor | T185 | 12G |

SECTION THREE. Pay Schedule

GENERAL, PROFESSIONAL, AND MANAGEMENT PAY SCHEDULE:

(1) The following bi-weekly pay schedule for all pay grades denoted with the suffix "G", "P", or "M" shall become effective beginning with the bi-weekly pay period starting the effective date of this ordinance:

1 BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

2

3 GRADE MINIMUM MAXIMUM

4

5 5 706 995

6 6 766 1083

7 7 832 1181

8 8 903 1287

9 9 980 1403

10 10 1064 1610

11 11 1157 1715

12 12 1258 1902

13 13 1387 2098

14 14 1590 2405

15 15 1821 2754

16 16 2090 3164

17 17 2397 3627

18 18 2750 4163

19 19 3158 4779

20 20 3626 5485

21 21 3912 5916

| | | | |
|---|----|------|------|
| 1 | 22 | 4222 | 6385 |
| 2 | 23 | 4556 | 6891 |

3

4 **SECTION FOUR. Starting Salary**

5

6 The minimum rate of pay for a position shall be paid upon original appointment to the class,
7 unless the City Treasurer (hereinafter the "appointing authority") finds that it is impractical to
8 recruit employees with adequate qualifications at the minimum rate.

9

10 If an advanced starting salary is necessary, the appointing authority may establish a recruitment
11 rate for a single position or all positions in a class and authorized employment at a figure above
12 the minimum but within the regular range of salary established for the class.

13

14 **SECTION FIVE. Promotion, Demotion, Reallocation and Transfer**

15

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

19

20 (a) Promotion: This shall be defined as a change of an employee from a position of one
21 class to a position of another class with a higher pay grade.

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(1) When an employee is promoted to a position which is only one grade higher, the employee's salary shall be set at a rate which is five percent (5%) higher than the rate received immediately prior to promotion. An appointing authority may approve up to a twenty percent (20%) salary adjustment when such action is needed to attract experienced, qualified candidates for a position. Such salary determination shall take into consideration the nature and magnitude of the accretion of duties and responsibilities resulting from the promotion. However, no employee shall be paid less than the minimum rate nor more than the maximum rate for the new class of position.

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

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

(c) Reallocation:

(1) The salary of an employee which is in excess of the maximum of the range

1 prescribed by this ordinance for the class and grade to which his or her position has been
2 allocated or may be reallocated shall not be reduced by reason of the new salary range and grade.
3 The salary of such employee shall not be increased so long as he or she remains in the class of
4 position, except as otherwise provided by this ordinance.

5
6 (2) If the employee's position is reallocated to a class in a lower pay grade and the
7 rate of pay for the previous position is within the salary range of the new position, his or her
8 salary shall remain unchanged.

9
10 (3) The salary of an employee whose position is allocated to a class in a higher pay
11 grade shall be determined in accordance with the provisions of this Section 5(a(1) relating to
12 salary advancement on promotion.

13
14 (d) Transfer: The salary rate of an employee who transfers to a different position in
15 the same class, or from a position in one class to a position in another class in the same pay
16 grade, regardless of pay schedule, shall remain unchanged, provided that no employee shall be
17 paid less than the minimum rate nor more than the maximum rate for the new class of position,
18 except as otherwise provided in this ordinance.

19
20 SECTION SIX. Salary Adjustment

1 (a) A decrease in the salary range for poor performance of the duties of the position
2 or for job performance which does not warrant continued pay at an advanced rate in the salary
3 range shall be made in accordance with standards established by the appointing authority.
4

5 (1) Exceptional performance of duties:
6

7 The appointing authority of an employee who demonstrates exceptional performance of duties or
8 outstanding qualifications may, advance the employee by not more than ten percent (10%) after
9 twenty-six weeks of employment at the same rate in the salary range.
10

11 (2) Substandard performance of duties:
12

13 The appointing authority of an employee whose level of performance is significantly
14 diminished and no longer warrants payment at the current rate within the range may be decreased
15 to a lower rate in the salary range.
16

17 (b) The pay of any employee may be decreased as a disciplinary action by an appointing
18 authority to a lower rate or step within a salary range. The decrease shall not be greater than
19 fifteen percent (15%) of the current salary rate. In no case shall the decrease be below the
20 minimum of the pay range for the class. The appointing authority may determine that the pay
21 decrease shall be effective for a specific number of bi-weekly pay periods, providing, however,

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1 that such decrease shall not be effective for more than twenty-six (26) weeks.

2
3 (c) For the purpose of computing earnings and length of service for salary advancement,
4 the time shall start with the Sunday preceding all appointments effective on Monday. Absence
5 from service in the armed forces, and leaves of absence for study to improve performance of City
6 job will not interrupt continuous service. Absence from service for any other cause except as set
7 forth above will result in breaking continuity of service.

8
9 **SECTION SEVEN. Income Sources**

10
11 Any salary paid to an employee in the city service shall represent the total remuneration for the
12 employee, excepting reimbursements for official travel and other payments specifically
13 authorized by ordinance. No employee shall receive remuneration from the City in addition to
14 the salary authorized in this Ordinance for services rendered by the employee in the discharge of
15 the employee's ordinary duties, of additional duties which may be imposed upon the employee,
16 or of duties which the employee may undertake or volunteer to perform.

17 Whenever an employee not on an approved, paid leave works for a period less than the regularly
18 established number of hours a day, days a week or days bi weekly, the amount paid shall be
19 proportionate to the hours in the employee's normal work week and the bi weekly rate for the
20 employee's position. The payment of a separate salary for actual hours worked from two or more
21 departments, divisions or other units of the City for duties performed for each of such agencies is

1 permissible if the total salary received from these agencies is not in excess of the maximum rate
2 of pay for the class. The Parking Division of the Treasurer's Office shall reimburse the City's
3 General Revenue Fund from the Parking Fund \$33,000.00 annually on or about the end of each
4 fiscal year for the Chief Fiscal Officer's services for that year.

5
6 **SECTION EIGHT. Conversion**

7 (a) All pay schedules in Section 3(1) shall continue in effect_(b) No employee shall be
8 compensated at a rate above the maximum of the new salary range except as provided in below.

9
10 (c) No employee shall be reduced in salary by reason of the adoption of the new pay
11 schedules in this ordinance. The Appointing Authority may establish a special conversion
12 procedure for a class or position in the event that the Appointing Authority determines that a
13 serious inequity would be created by the application of the conversion procedures established in
14 this Section.

15
16 **SECTION NINE. FURLOUGHS**

17
18 Contingent upon the declaration of the City's Board of Estimate and Apportionment that
19 a fiscal crisis exists in the City so as to warrant the mandatory implementation of furloughs of
20 City officers and employees, the Board of Aldermen hereby authorizes such mandatory
21 implementation of furloughs. As used herein the term "furlough" shall mean time off without

1 pay. In the event furloughs are implemented, the City Treasurer shall issue, consistent with this
2 ordinance, such guidelines as are necessary for setting out a process for furlough
3 implementation. A “furlough” will not affect any employee’s benefits including, but not limited
4 to, health insurance, pension calculations, anniversary dates, or any employee service rating or
5 eligibility for promotion. The City Treasurer will still be required to make all appropriate
6 deductions for health insurance and pensions from the accounts for employees under the City
7 Treasurer’s control.

8
9 All employees, except for employees on duty on the following dates in offices where the
10 City Treasurer’s responsibilities require designated employees to be on duty on the following
11 dates, shall be “furloughed” for eight (8) hours on the following dates:

12
13 February 21st May 9th
14 October 11th November 26th
15 December 31st
16
17
18

19 The City Treasurer shall pay employees required to work on the above-referenced days
20 for such work and shall require such employees to take eight (8) hours of furlough on an
21 alternate day. All employees in positions which have been determined to be exempt pursuant to

1 the Fair Labor Standards Act shall be required to take an additional forty (40) hours of furlough
2 time in addition to the days designated above which must be taken in eight (8) hour increments
3 no later than June 18, 2011. The City Treasurer shall prepare a list of dates from which such
4 exempt employees may choose additional “furlough” dates in eight (8) hour increments, and
5 shall require each exempt employee to take a minimum of five (5) eight (8) hour increments as
6 “furlough” in addition to the “furlough” dates specifically listed above.

7

8 **SECTION TEN. HOLIDAYS**

9

10 The City Treasurer shall grant holiday leave with pay, holiday pay, or compensatory
11 holiday time off in lieu of pay to employees working full-time who are paid a bi-weekly rate on
12 the following days:

13

| 14 | <u>DATE</u> | <u>HOLIDAY</u> |
|----|---------------------------|---------------------------------|
| 15 | | |
| 16 | Third Monday in January | Rev. Martin Luther King Jr. Day |
| 17 | February 12 | Lincoln’s Birthday |
| 18 | Last Monday in May | Memorial Day |
| 19 | July 4 | Independence Day |
| 20 | First Monday in September | Labor Day |
| 21 | November 11 | Veterans’ Day |

1 Fourth Thursday in November Thanksgiving Day
2 December 25 Christmas Day

3

4 The City Treasurer shall not grant holiday leave with pay, holiday pay, or compensatory
5 holiday time off except as provided in this Section. At the end of FY 11, the paid holiday
6 schedule will revert back.

7

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

16

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

1 preceding Friday shall be observed as the holiday.

2 The City Treasurer shall determine the manner of granting holidays. When full-
3 time employees are required to work on a holiday they shall be entitled to compensation for the
4 holiday and the hours actually worked. Compensation for the holiday shall be in an amount
5 proportionate to the number of hours an employee is regularly scheduled to work in a day or
6 shift.

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

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

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

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SECTION ELEVEN. Whenever the Appointing Authority finds it necessary to add a new class or reallocate the grade of a class of position in the classification plan, the appointing authority shall allocate or reallocate the class to an appropriate grade in this ordinance, and notify the Board of Aldermen or Parking commission of his action.

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