

1 BOARD BILL NO. 118 INTRODUCED BY ALDERMAN STEPHEN GREGALI

2
3 An ordinance to amend Ordinance #67806, approved December 17, 2007, relating to the
4 position classifications and salaries of the Parking Division employees, and to enact in lieu
5 thereof certain new sections relating to the same subject matter and containing an emergency
6 clause.

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

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

9 SECTION TWO. Position Classes.

10
11 (a) Schedule A: The following positions of the Parking Division of the Treasurer's Office
12 whose duties shall be those indicated by their respective titles and codes, are hereby allocated as
13 listed below and adopted as the classification of the Parking Division of the Treasurer's Office:

14

15 Class Title	Code	Grade
16 Parking Enforcement Officer IV		10G
17 Parking Facilities Attendant IV		10G
18 Parking Enforcement Officer III	T203	10G
19 Assistant Parking Enforcement Supervisor	T194	10G
20 Parking Crew Worker III	T165	10G
21 Account Clerk II	T142	10G
22 Parking Facilities Attendant III		9G
23 Administrative Clerk I	T136	9G
24 Clerk/Secretary III	T133	9G
25 Parking Enforcement Officer II	T202	8G
26 Parking Crew Worker II		8G
27 Security Officer		8G
28 Clerk/Secretary II T132		8G

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1	Account Clerk I	T141	8G
2	Parking Facilities Attendant II		8G
3	Parking Crew Worker I		7G
4	Security Guard		6G
5	Parking Enforcement Officer I T201		6G
6	Clerk/Secretary I	T131	6G
7	Parking Facilities Attendant I		6G
8	Parking Assistant		5G
9	Custodian		5G
10	Parking Aide		5G

11
12 (B) Schedule B: For employees of the Parking Division in the classes set forth
13 below, and with an appointment date on or after January 1, 1995, excepting
14 those employees eligible for reemployment under personnel rules approved by
15 the Parking Commission, their positions will be reallocated as specified
16 below:

17	Class Title	Code	Grade
18	Parking Superintendent	T220	15M
19	Administrative Assistant IV	T624	15M
20	Director of Professional Services	T221	15M
21	Parking Facilities Manager		14M
22	Personnel Manager	T515	14M
23	Fleet Maintenance Supervisor	T421	14G
24	Parking System Analyst		13G
25	Internal Auditor	T185	12G

26
27 **SECTION THREE. Pay Schedule**
28

29 **GENERAL, PROFESSIONAL, AND MANAGEMENT PAY SCHEDULE:**
30

31 (a) The following bi-weekly pay schedule for all pay grades denoted with the suffix
32 "G," "P," or "M" shall become effective beginning with the bi-weekly pay period starting the
33 effective date of this ordinance:
34

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

36	GRADE	MINIMUM	MAXIMUM
37	5	706	1067
38	6	766	1159
39	7	832	1261
40	8	903	1365
41	9	980	1480

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1	10	1064	1610
2	11	1157	1715
3	12	1258	1902
4	13	1387	2098
5	14	1590	2405
6	15	1821	2754
7	16	2090	3164
8	17	2397	3627
9	18	2750	4163
10	19	3158	4779
11	20	3626	5485
12	21	3912	5916
13	22	4222	6385
14	23	4556	6891

15
16
17 SECTION FOUR. Starting Salary

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

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

24
25 SECTION FIVE. Promotion, Demotion, Reallocation and Transfer

26
27 An employee who is transferred, promoted, demoted, or whose position is reallocated after the
28 effective date of this ordinance, shall have his or her rate of pay for the new position determined
29 as follows:

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

32
33 (1) When an employee is promoted to a position which is only one grade higher, the
34 employee's salary shall be set at a rate which is five percent (5%) higher than the rate received
35 immediately prior to promotion. An appointing authority may approve up to a twenty percent
36 (20%) salary adjustment when such action is needed to attract experienced, qualified
37 candidates for a position.

38
39 Such salary determination shall take into consideration the nature and magnitude of the accretion
40 of duties and responsibilities resulting from the promotion. However, no employee shall be paid
41 less than the minimum rate nor more than the maximum rate for the new class of position.

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

3
4 (2) If an employee accepts a voluntary demotion, his or her rate of pay shall be reduced to a
5 rate within the range for the new position which is five percent (5%) lower than the rate received
6 immediately prior to demotion. However, no employee shall be paid less than the minimum nor
7 more than the maximum rate for the new class of position.

8
9 (c) Reallocation:

10
11 (1) The salary of an employee which is in excess of the maximum of the range prescribed by
12 this ordinance for the class and grade to which his or her position has been allocated or may be
13 reallocated shall not be reduced by reason of the new salary range and grade. The salary of such
14 employee shall not be increased so long as he or she remains in the class of position, except as
15 otherwise provided by this ordinance.

16
17 (2) If the employee's position is reallocated to a class in a lower pay grade and the rate of pay
18 for the previous position is within the salary range of the new position, his or her salary shall
19 remain unchanged.

20
21 (3) The salary of an employee whose position is allocated to a class in a higher pay grade
22 shall be determined in accordance with the provisions of this Section 5(a)(1) relating to salary
23 advancement on promotion.

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

29
30 SECTION SIX. Salary Adjustment

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

34
35 (1) Exceptional performance of duties:

36
37 The appointing authority of an employee who demonstrates exceptional performance of duties
38 or outstanding qualifications may, advance the employee by not more than ten percent (10%) after
39 twenty-six weeks of employment at the same rate in the salary range.

40
41 (2) Substandard performance of duties:

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1
2 The appointing authority of an employee whose level of performance is significantly
3 diminished and no longer warrants payment at the current rate within the range may be decreased
4 to a lower rate in the salary range.
5

6 (b) 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 percent (15%) 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

13 (c) For the purpose of computing earnings and length of service for salary advancement, the
14 time shall start with the Sunday preceding all appointments effective on Monday. Absence from
15 service in the armed forces, and leaves of absence for study to improve performance of City job
16 will not interrupt continuous service. Absence from service for any other cause except as set
17 forth above will result in breaking continuity of service.
18

19 SECTION SEVEN. Income Sources 20

21 Any salary paid to an employee in the city service shall represent the total remuneration for
22 the employee, excepting reimbursements for official travel and other payments specifically
23 authorized by ordinance. No employee shall receive remuneration from the City in addition to the
24 salary authorized in this Ordinance for services rendered by the employee in the discharge of the
25 employee's ordinary duties, of additional duties which may be imposed upon the employee, or of
26 duties which the employee may undertake or volunteer to perform.
27

28 Whenever an employee not on an approved, paid leave works for a period less than the regularly
29 established number of hours a day, days a week or days bi-weekly, the amount paid shall be
30 proportionate to the hours in the employee's normal work week and the bi-weekly rate for the
31 employee's position. The payment of a separate salary for actual hours worked from two or
32 more departments, divisions or other units of the City for duties performed for each of such
33 agencies is permissible if the total salary received from these agencies is not in excess of the
34 maximum rate of pay for the class. The Parking Division of the Treasurer's Office shall
35 reimburse the City's General Revenue Fund from the Parking Fund \$33,000.00 annually on or
36 about the end of each fiscal year for the Chief Fiscal Officer's services for that year.
37

38 SECTION EIGHT. Conversion

39 (a) All pay schedules in Section 3(1) shall continue in effect until the beginning of the bi-
40 weekly pay period starting concurrently with or after the effective date of this ordinance at which
41 time the rates to be paid to employees in positions of any class for which a rate is established or

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1 changed in Section 3(a), of this ordinance shall become effective and be adjusted as follows:
2

3 (1) The salary of each employee whose pay range is established in Section 3(a) of this
4 ordinance and whose class title remains unchanged or whose class title is changed to better
5 describe his/her position, without a substantial revision in the class of position shall have their
6 current salary increased by two and one-half percent (2.5%) rounded to the nearest whole dollar
7 or the minimum of the salary range, whichever is greater.
8

9 (b) No employee shall be compensated at a rate above the maximum of the new salary range
10 except as provided in below.

11 (c) No employee shall be reduced in salary by reason of the adoption of the new pay schedules
12 in this ordinance. The Appointing Authority may establish a special conversion procedure for a
13 class or position in the event that the Appointing Authority determines that a serious inequity
14 would be created by the application of the conversion procedures established in this Section.
15

16 SECTION NINE. PERSONAL DAY 17

18 (1) Full-time classified employees paid a bi-weekly rate who are regularly scheduled to work an
19 average of eighty (80) hours bi-weekly and who are employed on the effective date of this
20 ordinance shall have eight (8) hours of compensatory time added to their balance on that date.
21 The additional compensatory added to the balance of each employee shall be treated as "Personal
22 Leave" and shall be granted by the appointing authority in accordance with procedures for
23 granting compensatory time. These hours of compensatory time must be taken between the
24 effective date of this ordinance and June 20, 2009.
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27
28 SECTION TEN. Whenever the Appointing Authority finds it necessary to add a new class or
29 reallocate the grade of a class of position in the classification plan, the appointing authority shall
30 allocate or reallocate the class to an appropriate grade in this ordinance, and notify the Board of
31 Aldermen or Parking commission of his action.

32 SECTION ELEVEN. The passage of this ordinance being deemed necessary for the immediate
33 preservation of the public peace, health and safety, it is hereby declared to be an emergency measure
34 and the same shall take effect and be in force immediately upon its approval by the Mayor.
35

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