

1 **BOARD BILL NO. 119** **INTRODUCED BY: ALDERMAN STEPHEN GREGALI**

2
3 An ordinance to amend Ordinance 68121, relating
4 to the position classifications and salaries of the Treasurer's Office and to
5 enact in lieu thereof certain new sections relating to the same subject matter
6 and containing an emergency clause.

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

8 SECTION ONE. Ordinance 68121 is hereby amended.

9 SECTION TWO. Position Classes

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

14	Class Title	Code	Grade
15	Administrative Assistant IV	1184	17M
16	Deputy Treasurer	1185	17M
17	Chief Fiscal Officer	1183	17M
18	Accounting Manager I	1445	15M
19	Investment Specialist	1182	14G
20	Investment Control Accountant II	1183	14G
21	Investment Control Accountant I	1180	13G
22			

1	Account Clerk III	1159	11G
2	Administrative Clerk II	1162	11G
3	Secretary III	1133	11G
4	Account Clerk II	1142	10G
5	Secretary II	1132	10G
6	Cashier	1190	9G
7	Clerk/Secretary III	1133	9G
8	Administrative Clerk I	1161	9G
9	Clerk IV	1141	9G
10	Payroll Clerk	1121	9G
11	Secretary I	1131	8G
12	Account Clerk I	1193	8G
13	Clerk/Secretary II	1132	8G
14	Clerk III	1113	7G
15	Clerk/Secretary I	1131	6G
16	Clerk II	1112	6G
17	Clerk I	1111	5G

18 SECTION THREE. Pay Schedule.

19 GENERAL, PROFESSIONAL, AND MANAGEMENT PAY SCHEDULE

20 (1) The following bi-weekly pay schedule for all grades denoted with the

1 suffix "G", "P", or "M" shall become effective beginning with the bi-weekly
2 pay period starting the effective date of this ordinance.

3 BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

4	GRADE	MINIMUM	MAXIMUM
5	5	706	1067
6	6	766	1159
7	7	832	1261
8	8	903	1365
9	9	980	1480
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 SECTION FOUR. Starting Salary

4 The minimum rate of pay for a position shall be paid upon original appointment
5 to the class, unless the appointing authority finds that it is impractical to
6 recruit employees with adequate qualifications at the minimum rate
7 If an advanced starting salary is necessary, the City Treasurer(hereinafter
8 referred to as the "appointing authority") may establish a recruitment rate
9 for a single position or all positions in a class and authorized employment at
10 a figure above the minimum but within the regular range of salary established
11 for the class.

12 SECTION FIVE. Promotion, Demotion, Reallocation and Transfer

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

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

19 (1) When an employee is promoted to a position in the General and
20 Management Schedule which is only one grade higher, the employee's salary

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

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

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

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

20 (c) Reallocation:

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

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

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

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

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

18 SECTION SIX. Salary Adjustment

19 Salary adjustments for all employees shall be based on considerations of
20 merit, equity, or success in fulfilling predetermined goals and objectives as

1 herein provided:

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

6 (b) The appointing authority may adjust the salary of an employee whose
7 salary is established in this ordinance only at intervals as described above
8 except in the case of:

9 (1) Exceptional performance of duties:

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

14 (2) Substandard performance of duties:

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

19 (c) The pay of any employee may be decreased as a disciplinary action by an
20 appointing authority to a lower rate or step within a salary range. The
21 decrease shall not be greater than fifteen percent (15%) of the current

1 salary rate. In no case shall the decrease be below the minimum of the pay
2 range for the class. The appointing authority may determine that the pay
3 decrease shall be effective for a specific number of bi-weekly pay periods,
4 providing, however, that such decrease shall not be effective for more than
5 twenty-six (26) weeks.

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

12 SECTION SEVEN. Income Sources

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

1 Whenever an employee not on an approved, paid leave works for a period less
2 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
4 normal work week and the bi weekly rate for the employee's position. The
5 payment of a separate salary for actual hours worked from two or more
6 departments, divisions or other units of the City for duties performed for
7 each of such agencies is permissible if the total salary received from these
8 agencies is not in excess of the maximum rate of pay for the class.

9 SECTION EIGHT. Conversion

10 (a) All pay schedules in Section 3(1) shall continue in effect.

11 No employee shall be compensated at a rate above the maximum of the new salary range
12 except as provided below.

13 (b) No employee shall be reduced in salary by reason of the adoption of the new pay
14 schedules in this ordinance.

15
16 SECTION NINE. FURLOUGHS.

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

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

7
8 All employees, except for employees on duty on the following dates in offices where the
9 City Treasurer’s responsibilities require designated employees to be on duty on the following
10 dates, shall be “furloughed” for eight (8) hours on the following dates:

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

18 The City Treasurer shall pay employees required to work on the above-referenced days
19 for such work and shall require such employees to take eight (8) hours of furlough on an
20 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

1 shall be observed as the holiday. When one of the above holidays occurs on Saturday, the
2 preceding Friday shall be observed as the holiday.

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

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

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

20
21 In the event that the holiday schedule established in this section is revised, employees

1 who are granted compensatory time in lieu of all holidays shall have their leave benefits adjusted
2 accordingly.

3

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

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

12