

1 **BOARD BILL NO. 123 INTRODUCED BY ALDERMAN STEPHEN GREGALI**

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3 **An ordinance relating to the employees and salaries of the Office of the Recorder of**  
4 **Deeds; repealing Ordinances 67804 approved December 17, 2007 pertaining to the office of the**  
5 **Recorder of Deeds and enacting in lieu thereof a new ordinance pertaining to the same subject**  
6 **matter and containing an emergency clause.**

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

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10 **SECTION ONE. Ordinances #67804 is hereby repealed and enacted in lieu thereof is**  
11 **the following.**

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13 **SECTION TWO. Appointments and Salaries. The following positions of the Office of**  
14 **the Recorder of Deeds whose duties shall be those indicated by their respective titles and coded**  
15 **are hereby allocated as listed below and adopted as the classification plan for the Recorder of**  
16 **Deeds.**

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19 TITLE	CODE	GRADE
20		
21 Recorder	R500	E
22 Deputy Recorder	D451	18M
23 Human Resource Manager	1523	18M
24 Internet Service Manager	1368	18M
25 Special Projects Manager	2382	17M
26 Administrative Assistant	1621	17G
27 Fiscal Officer	1484	16G
28 Public Information Officer Supervisor	1616	15G
29 Real Estate Records Manager	1426	14G
30 Records Retention Supervisor	1187	14G
31 Computer Programmer II	1332	14G
32 Historic Preservation Planner II	4193	14G
33 Historic Preservation Planner I	4192	13G
34 Auditor	1471	13G
35 Secretary to The Recorder Of Deeds	R333	13G
36 Document Specialist II	5644	12G
37 Document Specialist I	5643	11G
38 Receptionist	1161	10G
39 Clerk II	1113	09G
40 Clerk I	1112	08G

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1           **SECTION THREE. (a) GENERAL PAY SCHEDULE:**

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3           **(1) The following bi-weekly pay schedule for all pay grades denoted with the suffix**  
4 **"G" and "M" shall become effective beginning with the start of the first bi-weekly pay period**  
5 **starting the effective date of this ordinance:**

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

8 9	<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
10			
11	5	706	10676
12			766
13	7	832	1261
14	8	903	1365
15	9	980	1480
16	10	1064	1610
17	11	1157	1751
18	12	1258	1902
19	13	1387	2098
20	14	1590	2405
21	15	1821	2754
22	16	2090	3164
23	17	2397	3627
24	18	2750	4163
25	19	3158	4779
26	20	3626	5485
27	21	3912	5916
28	22	4222	6385
29	23	4556	6891
30			

Deleted: ¶

31       b) The Recorder of Deeds may approve the payment of hiring incentives to recruit qualified  
32 personnel for positions that are difficult to fill. Hiring incentives shall be in any amount up to  
33 twenty-five percent (25%) of the annual salary of the position for which the incentive is to be  
34 paid.

35 **SECTION FOUR.** The annual rate of employee compensation shall be twenty-six (26) times the  
36 bi-weekly scale of pay for the grade applicable to each employee's position as set out in Section  
37 4.34.010. No employee of the Recorder of Deeds shall be paid at a rate lower than the minimum  
38 or higher than the maximum of the salary range established for the grade to which his class has  
39 been allocated. Nothing in this section shall be construed as preventing the Recorder from  
40 paying less than the maximum provided in this ordinance.

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42       **SECTION FIVE. Starting Salary**

43       The minimum rate of pay for a position shall be paid upon original appointment to the class,  
44 unless the Recorder of Deeds finds that it is impossible to recruit employees with adequate  
45 qualifications at the minimum rate. If an advanced starting salary is necessary, the Recorder

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1 of Deeds may establish a recruitment rate for a single position or all positions in a class and  
2 authorized employment at a step above the minimum but within the regular range of salary  
3 established for the class.

4 In the event the Recorder of Deeds finds that it is difficult to secure the services of  
5 sufficient number of employees for a class or occupational series after a diligent recruitment  
6 effort, the Recorder of Deeds may establish a new maximum rate for the classes which is not  
7 more than thirty percent (30%) above the regular maximum established in this ordinance.

8 **SECTION SIX. Promotion, Demotion, Reallocation and Transfer**

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

12 (a) Promotion: This shall be defined as a change of an employee from a position of one  
13 class to a position of another class with a higher pay grade or a higher starting minimum salary.

14 (1) When an employee is promoted to a position in the General, and Management Pay  
15 Schedule, the employee's current salary shall be increased by five percent (5%) and set to a step  
16 in the new pay range that may be equal to but not less than the adjusted current rate. An  
17 appointing authority may pay an employee up to twenty percent (20%) when such action is  
18 needed to attract experienced, qualified candidates for a position. The Recorder of Deeds shall  
19 determine the appropriate step in such instances. Such salary determinations shall take into  
20 consideration the nature and magnitude of the accretion of duties and responsibilities resulting  
21 from the promotion. However, no employee shall be paid less than the minimum rate nor more  
22 than the maximum rate for the new class of position, except as otherwise provided in this  
23 ordinance.

24 (b) Demotion: This shall be defined as a change of an employee from a position of one  
25 class to a position of another class which has a lower pay grade and a lower starting minimum  
26 salary.

27 (1) If an employee is demoted for disciplinary reasons his/her rate of pay shall be  
28 established at a step within the range for the new position to be determined by the Recorder of  
29 Deeds.

30 (2) If an employee accepts a voluntary demotion, his/her current rate of pay shall first be  
31 reduced by five percent (5%) and then set to a step within the lower pay range that may be equal  
32 to but not greater than the adjusted rate. Employees who are in a working test period and demote  
33 to their previous class of position or pay grade, will return to the rate received immediately prior  
34 to the promotion, plus any adjustments as otherwise provided in this ordinance. No employee  
35 shall be paid less than the minimum nor more than the maximum rate for the new class of  
36 position, except as otherwise provided in this ordinance.

37 (3) If an employee is demoted to his/her previous position because of failing to complete  
38 the working test period, the employees pay shall be adjusted to a rate in the pay range for the

1 previous position to be determined by the Recorder of Deeds.

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3 (c) Reallocation:

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

7 (2) The salary of an employee whose position is allocated to a class in a higher pay grade  
8 shall be determined in accordance with the provisions of this Section 6 (a)(1) relating to salary  
9 advancement on promotion.

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

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

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21 (f) Over Maximum: The salary of an employee, which is in excess of the maximum of the  
22 range prescribed by this ordinance for the class and grade to which his/her position has been  
23 allocated or may be reallocated, shall not be reduced by reason of the new salary range and grade.  
24 The salary of such employee shall not be increased so long as he/she remains in the class of position,  
25 except as otherwise provided by this ordinance.

26 . **SECTION SEVEN: Salary Adjustment** (1) Any employee whose salary is established in the  
27 General and Management Pay Schedule shall receive a service rating in accordance with the Service  
28 Rating Manual. The service rating, together with the standards of performance established in the  
29 Service Rating Manual, shall determine eligibility for a step increase. The step increase shall be one  
30 step and shall be made after fifty-two (52) weeks of continuous satisfactory service. These standards  
31 shall govern successive increases of one step for each fifty-two (52) weeks of additional continuous  
32 service thereafter until the top of the salary range is reached.

33 (a) Exceptional performance of duties

34 The Recorder of Deeds may advance an employee who demonstrates exceptional  
35 performance of duties by not more than three (3) steps after twenty-six (26) weeks of  
36 employment at the same rate in the salary range. This exceptional performance increase may be  
37 in addition to any merit increase received.

1 (b) Substandard performance of duties:

2 An employee whose level of performance is significantly diminished and no longer warrants  
3 payment at the current step of the range may have his/her salary reduced by the Recorder of Deeds  
4 provided the employee is above the minimum of the range. The granting of any such increase or  
5 decrease in salary shall be made at the beginning of a pay period.

6 Recorder of Deeds may approve a within range salary adjustment or other incentives to retain  
7 employees in positions that are difficult to fill, or because of their unique requirements. Said  
8 adjustment may only be granted once during a twenty-six (26) week period.

9 **SECTION EIGHT. Income Sources**

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

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

23 **SECTION NINE. Conversion**

24 a) All pay schedules in Ordinance 67804 shall continue in effect until the beginning of the  
25 biweekly pay period starting concurrently with or after the effective date of this ordinance, and then  
26 the rates to be paid to employee in positions of any classes for which a rate is established or changed  
27 in Section 2(a)(1) of this ordinance shall become effective and be adjusted as follows:

28 (1) The salary of each employee whose pay range is established in Section 2(1) of  
29 Ordinance shall have their current salary increased by a factor of two and one-half percent  
30 (2.5%), rounded to the nearest whole dollar or the minimum of the salary range, whichever is  
31 greater and then placed into the appropriate step established in this ordinance as determined by  
32 the Recorder of Deeds. *This is a cost of living increase.*

33 -or

34 (2) The salary of each employee whose pay range is established in Section 2(a)(1) of  
35 Ordinance 67804 whose class has been allocated to a higher pay grade in the appropriate pay  
36 schedule as determined by the Recorder of Deeds shall have their current salary increased by a

1 factor of two and one-half percent (2.5%), rounded to the nearest whole dollar, whichever is  
2 greater and then placed into the appropriate step established in this ordinance as determined by  
3 the Recorder of Deeds and additionally shall have their current salary increased to a rate,  
4 rounded to the nearest whole dollar, which provides a five percent (5%) adjustment and then  
5 placed in the appropriate step in their higher pay grade but not less than the minimum of the pay  
6 range. *This is a cost of living increase.*

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

9 (c) The salary of an employee serving in a trainee position, which remains above the new  
10 trainee rate for his/her position, shall remain unchanged.

11 (d) The Recorder of Deeds may establish a special conversion procedure for a class or  
12 position in the event that the Recorder determines that a serious inequity would be created by the  
13 application of the conversion procedures established in this Section 9.

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15 **SECTION TEN. Holidays**

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17 (1) Full-time classified employees paid a bi-weekly rate who are regularly scheduled to  
18 work an average of eighty (80) hours bi-weekly and who are employed on the effective date of  
19 this ordinance shall have eight (8) hours of compensatory time added to their balance on that  
20 date. The additional compensatory added to the balance of each employee shall be treated as  
21 "Personal Leave" and shall be granted by the appointing authority in accordance with  
22 procedures for granting compensatory time. These hours of compensatory time must be taken  
23 between the effective date of this ordinance and June 20, 2009.

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25 **SECTION ELEVEN. Changes to Pay Plan**

26 Whenever the Recorder of Deeds finds it necessary to add a new class to the Pay  
27 plan, the Recorder of Deeds shall allocate the class to an appropriate grade and schedule in  
28 this ordinance, and notify the Board of Aldermen of this action.

29 Whenever the Recorder of Deeds finds it necessary to change the pay schedule of  
30 an existing class within the Pay plan, the Recorder of Deeds shall allocate the class to the  
31 appropriate schedule in this ordinance, and notify the Board of Aldermen of this action.

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33 **SECTION TWELVE. PASSAGE OF ORDINANCE**

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