

1 **BOARD BILL #268 INTRODUCED BY ALDERMAN STEPHEN GREGALI**

2 An ordinance to repeal Ordinance #68118 relating to the appointment and rates of  
3 compensation of certain employee's of the License Collector of the City of St. Louis and  
4 enacting in lieu thereof a new ordinance dealing with the same subject matter and containing an  
5 emergency clause.

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

7 **SECTION ONE. ALPHABETICAL LIST OF CLASSES**

8 The following positions of the License Collector's Office, whose duties shall be those  
9 indicated by their respective titles are hereby allocated as listed below and adopted as the  
10 classification plan for the License Collector's office:

11 <u>Class Title</u>	<u>Grade</u>
12 Accountant I	6G
13 Accountant II	8G
14 Accountant III	9G
15 Administrative Assistant I	6G
16 Administrative Assistant II	8G
17 Administrative Assistant III	9G
18 Administrative Officer I	11M
19 Administrative Officer II	12M
20 Administrative Officer III	13M
21 Assistant Deputy License Collector	16M
22 Chief Deputy License Collector	17M
23 Field Representative I	6G

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24	Field Representative II	8G
25	Field Representative III	9G
26	License Clerk I	6G
27	License Clerk II	8G
28	License Clerk III	9G

29           **SECTION TWO.   OFFICE PAY SCHEDULE**

30           (1) The following bi-weekly pay schedule for all pay grades denoted with the suffix G or  
31 M shall become effective with the beginning of the first pay period following approval of this  
32 ordinance:

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

34	<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
35	6	747	1121
36	8	889	1332
37	9	968	1452
38	11	1151	1726
39	12	1254	1882
40	13	1387	2082
41	16	2111	3166
42	17	2428	3643

43

44           **SECTION THREE.** Appointments

45           The License Collector is authorized to appoint and employ accountants, administrative  
46 assistants, administrative officers, assistant deputy license collector, field representatives, and  
47 license clerks and such other personnel as are deemed necessary in addition to those enumerated  
48 in Section 82.390 of the Revised Statutes of Missouri; however, the salaries shall not exceed the  
49 amount as set forth in this ordinance.

50           **SECTION FOUR.** STARTING SALARY

51           The License Collector may establish a recruitment rate for a single position or all  
52 positions and authorize employment at a figure above the minimum but within the range of  
53 salary established for the grade.

54           **SECTION FIVE.** PROMOTION, DEMOTION, REALLOCATION AND TRANSFER

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

58           (a) **PROMOTION:** This shall be defined as a change of an employee from a position of  
59 one pay grade to a higher pay grade.

60           (1) When an employee is promoted to a position in the General or Management Schedule  
61 the employee's salary shall be set at a rate as deemed appropriate by the License Collector.  
62 However, no employee shall be paid less than the minimum rate, nor more than the maximum  
63 rate for the new position.

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

66 (1) If an employee accepts a voluntary demotion, his or her rate of pay shall be reduced to  
67 a rate within the range for the new position. However, no employee shall be paid less than the  
68 minimum, nor more than the maximum rate for the new class of position.

69 (c) REALLOCATION:

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

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

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

81 (d) TRANSFER: The salary rate of an employee who transfers to a different position in  
82 the same grade, or from one position to another position in same pay grade, regardless of pay  
83 schedule, shall remain unchanged, provided that no employee shall be paid less than the  
84 minimum rate, nor more than the maximum rate, for the new position.

85 **SECTION SIX: SALARY ADJUSTMENT**

86 Salary adjustments for all employees shall be based on considerations of merit or success in  
87 fulfilling predetermined performance factors as established by the License Collector.

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1           **(a)**     Any employee whose salary is established in Section 2(1), 2(2), or 2(3) - General  
2 and Management Pay Schedule shall be eligible to receive a merit increase after fifty-two (52)  
3 weeks of continuous service given the achievement of the following Overall Performance  
4 Ratings:

5                   (1) Greatly Exceeds Standards: An employee who achieves a superior level of  
6 performance by consistently exceeding all expectations related to specific performance  
7 factors, a truly top performer, may have their salary increased by a minimum of two and  
8 one-half percent (2.5%) up to a maximum of five percent (5%) rounded to the nearest  
9 whole dollar, as a merit increase. The exact amount of the merit increase granted within  
10 this range shall be at the discretion of the License Collector.

11                   (2) Above Standards: An employee who consistently and reliably meets  
12 expectations related to specific performance factors, with no significant performance  
13 deficiencies, may have their salary increased by up to a two and one-half percent (2.5%)  
14 rounded to the nearest whole dollar, as a merit increase. The exact amount of the merit  
15 increase granted within this range shall be at the discretion of the License Collector.

16           **(b)**     Any employee, whose salary is established in Section 2(1), 2(2), or 2(3) - General  
17 and Management Pay Schedule, achieving an Overall Performance Rating of Meets Standards or  
18 Progressing after fifty-two (52) weeks of continuous service shall not be eligible to receive a  
19 merit increase.

20           **(c)**     Any employee, whose salary is established in Section 2(1), 2(2), or 2(3) - General  
21 and Management Pay Schedule, achieving an Overall Performance Rating of Below Standards  
22 after fifty-two (52) weeks of continuous service shall not be eligible to receive a merit increase  
23 and must agree to a Mandatory Improvement Plan.

1 (d) The License Collector may authorize different anniversary dates for an employee  
2 or groups of employees.

3 (e) The granting of any such increase or decrease in salary shall be made at the  
4 beginning of a payroll period following approval of such salary action, by the License Collector.

5 (f) **When a fiscal crisis has been declared by the Board of Estimate and**  
6 **Apportionment, the License Collector shall have the right, in his sole discretion, to create**  
7 **and implement a work furlough program, containing such policies as the License Collector**  
8 **may deem appropriate, under which employees may be placed on temporary furlough**  
9 **status where the employees would perform no services and would receive no pay.**

10 **SECTION SEVEN. INCOME SOURCES**

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

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

1 agencies is permissible if the total salary received from these agencies is not in excess of the  
2 maximum rate of pay for the class.

3 **SECTION EIGHT. CONVERSION**  
4

5 (a) All pay schedules in Ordinance 68118 shall continue in effect until the beginning of the  
6 bi-weekly pay period starting concurrently with or after the effective date of this ordinance, and  
7 then the rates to be paid to employee in positions for which a rate is established or changed in  
8 Section 2(1) of this ordinance shall become effective and be adjusted as follows:

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

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

13 (d) The License Collector may establish a special conversion procedure for a position in the  
14 event that the License Collector determines that a serious inequity would be created by the  
15 application of the conversion procedures established in this Section 7.

16 (e) The License Collector shall establish such procedures as needed to place this ordinance  
17 into effect and interpret its provisions.

18 **SECTION NINE. HOLIDAY**  
19

20 (1) Full-time employees paid a bi-weekly rate who are regularly scheduled to work an  
21 average of eighty (80) hours bi-weekly and who are employed on the effective date of this  
22 ordinance shall have eight (8) hours of compensatory time added to their balance on that date.

23 The additional compensatory added to the balance of each employee shall be treated as "Personal  
24 Leave" and shall be granted by the appointing authority in accordance with procedures for

1 granting compensatory time. These hours of compensatory time must be taken between the  
2 effective date of this ordinance and June 20, 2009.

3 **SECTION TEN. VACATION**

4 Vacation leave with pay shall be granted to bi-weekly paid employees in permanent  
5 positions working one-half (50%) time or more. The License Collector may establish additional  
6 guidelines and policies to govern the administration of vacation leave benefits.

7 **SECTION ELEVEN. SICK LEAVE**

8 Sick leave with pay shall be granted to bi-weekly paid employees in permanent positions  
9 working one-half (50%) time or more in accordance with regulations and procedures established  
10 by the License Collector.

11 **SECTION TWELVE. CLASSIFICATION**

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

16 **SECTION THIRTEEN. PASSAGE OF ORDINANCE**

17 By the enactment of this ordinance, Ordinance #68118 is hereby repealed.

18 **SECTION FOURTEEN. EMERGENCY CLAUSE**

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