

1 BOARD BILL NO. 270 INTRODUCED BY ALDERMAN STEPHEN GREGALI

2 An ordinance to amend Ordinance #68120, relating to the position classifications and  
3 salaries of the Parking Division employees, and to enact in lieu thereof certain new sections relating  
4 to the same subject matter and containing an emergency clause.

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

6 SECTION ONE. Ordinance 68120 is hereby amended.

7 SECTION TWO. Position Classes.

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

11	Class Title	Code	Grade	
12				
13				
14	Parking Superintendent	T220	17M	
15	Administrative Assistant IV	T624	17M	
16	Director of Professional Services	T221	17M	
17	Parking Facilities Manager		14M	
18	Ass't Parking Facilities Manager		12M	
19	Fleet Maintenance Supervisor	T421		15G
20	Personnel Manager	T515	14M	
21	Parking System Analyst		14G	
22	Internal Auditor	T471	14G	
23	Parking Supervisor		13G	
24	Program Analyst	T501	13G	
25	Budget Compliance Officer	T461	13G	
26	Communication Assistant	T185	13G	
27	Parking Enforcement Supervisor	T192	12G	
28	Accountant I		12G	
29	Assistant Supervisor	T191	11G	
30	Account Clerk III	T143	11G	
31	Administrative Clerk II	T137		11G
32	Parking Enforcement Officer IV			10G

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**Sponsor: Alderman Stephen Gregali**

1	Parking Facilities Attendant IV		10G
2	Parking Enforcement Officer III	T203	10G
3	Assistant Parking Enforcement Supv.	T194	10G
4	Parking Crew Worker III	T165	10G
5	Account Clerk II	T142	10G
6	Parking Facilities Attendant III		9G
7	Administrative Clerk I	T136	9G
8	Clerk/Secretary III	T133	9G
9	Parking Enforcement Officer II	T202	8G
10	Parking Crew Worker II		8G
11	Security Officer		8G
12	Clerk/Secretary II	T132	8G
13	Account Clerk I	T141	8G
14	Parking Facilities Attendant II		8G
15	Parking Crew Worker I		7G
16	Security Guard		6G
17	Parking Enforcement Officer I	T201	6G
18	Clerk/Secretary I	T131	6G
19	Parking Facilities Attendant I		6G
20	Parking Assistant		5G
21	Custodian		5G
22	Parking Aide		5G

23  
24 (B) Schedule B: For employees of the Parking Division in the classes set forth below, and with an  
25 appointment date on or after January 1, 1995, excepting those employees eligible for reemployment  
26 under personnel rules approved by the Parking Commission, their positions will be reallocated as  
27 specified below:

29	Class Title	Code	Grade
30			
31	Parking Superintendent	T220	15M
32	Administrative Assistant IV	T624	15M
33	Director of Professional Services	T221	15M
34	Parking Facilities Manager		14M
35	Personnel Manager	T515	14M
36	Fleet Maintenance Supervisor	T421	14G
37	Parking System Analyst		13G
38	Internal Auditor	T185	12G

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40 SECTION THREE. Pay Schedule

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1 GENERAL, PROFESSIONAL, AND MANAGEMENT PAY SCHEDULE:

2  
3 (1) The following bi-weekly pay schedule for all pay grades denoted with the suffix “G”, “P”, or  
4 “M” shall become effective beginning with the bi-weekly pay period starting the effective date of  
5 this ordinance:  
6

7 BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS  
8

9

10 GRADE	11 MINIMUM	12 MAXIMUM
13 5	706	995
14 6	766	1083
15 7	832	1181
16 8	903	1287
17 9	980	1403
18 10	1064	1610
19 11	1157	1715
20 12	1258	1902
21 13	1387	2098
22 14	1590	2405
23 15	1821	2754
24 16	2090	3164
25 17	2397	3627
26 18	2750	4163
27 19	3158	4779
28 20	3626	5485
29 21	3912	5916
30 22	4222	6385
31 23	4556	6891

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33 SECTION FOUR. Starting Salary

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

37 If an advanced starting salary is necessary, the appointing authority may establish a recruitment

1 rate for a single position or all positions in a class and authorized employment at a figure above the  
2 minimum but within the regular range of salary established for the class.

3 SECTION FIVE. Promotion, Demotion, Reallocation and Transfer

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

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

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

14 Such salary determination shall take into consideration the nature and magnitude of the accretion of  
15 duties and responsibilities resulting from the promotion.

16 However, no employee shall be paid less than the minimum rate nor more than the maximum rate for  
17 the new class of position.

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

20 (2) If an employee accepts a voluntary demotion, his or her rate of pay shall be reduced  
21 to a rate within the range for the new position which is five percent (5%) lower than the rate

1 received immediately prior to demotion. However, no employee shall be paid less than the  
2 minimum nor more than the maximum rate for the new class of position.

3 (c) Reallocation:

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

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

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

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

20 SECTION SIX. Salary Adjustment

21 (a) A decrease in the salary range for poor performance of the duties of

1 the position or for job performance which does not warrant continued pay at an advanced rate in the  
2 salary range shall be made in accordance with standards established by the appointing authority.

3 (1) Exceptional performance of duties:

4 The appointing authority of an employee who demonstrates exceptional performance of  
5 duties or outstanding qualifications may, advance the employee by not more than ten percent  
6 (10%) after twenty-six weeks of employment at the same rate in the salary range.

7 (2) Substandard performance of duties:

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

11 (b) The pay of any employee may be decreased as a disciplinary action by an appointing  
12 authority to a lower rate or step within a salary range. The decrease shall not be greater than fifteen  
13 percent (15%) of the current salary rate. In no case shall the decrease be below the minimum of the  
14 pay range for the class. The appointing authority may determine that the pay decrease shall be  
15 effective for a specific number of bi-weekly pay periods, providing, however, that such decrease  
16 shall not be effective for more than twenty-six (26) weeks.

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

1           (d) When a fiscal crisis has been declared by the Board of Estimate and  
2   Apportionment, the City Treasurer shall have the right, in his sole discretion, to create and  
3   implement a work furlough program, containing such policies as the City Treasurer may deem  
4   appropriate, under which employees may be placed on temporary furlough status where the  
5   employees would perform no services and would receive no pay.

6   SECTION SEVEN. Income Sources

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

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

1 SECTION EIGHT. Conversion

2 (a) All pay schedules in Ordinance 68120 shall continue in effect until the beginning of  
3 the bi-weekly pay period effective upon passage of this ordinance.

4 SECTION NINE. PERSONAL DAY

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

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

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