

1 **BOARD BILL NO. 271**

2 **INTRODUCED BY ALDERMAN STEPHEN GREGALI**

3 An ordinance relating to the employees and salaries of the Office of the Recorder of Deeds;
4 repealing Ordinance 68124 pertaining to the office of the Recorder of Deeds and enacting in lieu
5 thereof a new ordinance pertaining to the same subject matter and containing an emergency clause.
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7 **BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:**

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9 SECTION ONE. Ordinances #68124 is hereby repealed and enacted in lieu thereof is the
10 following.

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12 SECTION TWO. Appointments and Salaries. The following positions of the Office of the
13 Recorder of Deeds whose duties shall be those indicated by their respective titles and coded are
14 hereby allocated as listed below and adopted as the classification plan for the Recorder of Deeds.
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16	TITLE	CODE	GRADE
17	Recorder	R500	E
18	Deputy Recorder	D451	18M
19	Human Resource Manager	1523	18M
20	Internet Service Manager	1368	18M
21	Special Projects Manager	2382	17M
22	Administrative Assistant	1621	17G
23	Fiscal Officer	1484	16G
24	Public Information Officer Supervisor	1616	15G
25	Real Estate Records Manager	1426	14G
26	Records Retention Supervisor	1187	14G
27	Computer Programmer II	1332	14G
28	Historic Preservation Planner II	4193	14G
29	Historic Preservation Planner I	4192	13G
30	Auditor	1471	13G
31	Secretary to The Recorder Of Deeds	R333	13G
32	Document Specialist II	5644	12G
33	Document Specialist I	5643	11G
34	Receptionist	1161	10G
35	Clerk II	1113	09G
36	Clerk I	1112	08G

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

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43 (1) The following bi-weekly pay schedule for all pay grades denoted with the suffix "G"
44 and "M" shall become effective beginning with the start of the first bi-weekly pay period starting the
45 effective date of this ordinance:
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BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

GRADE	MINIMUM	MAXIMUM
5	686	10306
7	816	1222
8	889	1332
9	968	1452
10	1055	1584
11	1151	1726
12	1254	1882
13	1387	2082
14	1596	2394
15	1835	2754
16	2111	3166
17	2428	3643
18	2791	4189
19	3212	4817
20	3694	5539
21	3989	5982
22	4308	6460
23	4651	6979

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

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

SECTION FIVE. Starting Salary

The minimum rate of pay for a position shall be paid upon original appointment to the class, unless the Recorder of Deeds finds that it is impossible to recruit employees with adequate qualifications at the minimum rate. If an advanced starting salary is necessary, the Recorder of Deeds may establish a recruitment rate for a single position or all positions in a class and authorized employment at a step above the minimum but within the regular range of salary established for the class.

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

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

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

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

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

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

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

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

30 (3) If an employee is demoted to his/her previous position because of failing to complete
31 the working test period, the employees pay shall be adjusted to a rate in the pay range for the
32 previous position to be determined by the Recorder of Deeds.

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34 **(c) Reallocation:**

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

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

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

1 ordinance.

2 (e) The pay of any employee may be decreased as a disciplinary action by the Recorder
3 of Deeds to a lower rate or step within a salary range. The decrease shall not be greater than
4 fifteen percent (15%) of the current salary rate. In no case shall the decrease be below the
5 minimum of the pay range for the class. The Recorder of Deeds may determine that the pay
6 decrease shall be effective for a specific number of bi-weekly pay periods
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8 (f) Over Maximum: The salary of an employee, which is in excess of the maximum of the
9 range prescribed by this ordinance for the class and grade to which his/her position has been
10 allocated or may be reallocated, shall not be reduced by reason of the new salary range and grade.
11 The salary of such employee shall not be increased so long as he/she remains in the class of position,
12 except as otherwise provided by this ordinance.

13 (g) **When a fiscal crisis has been declared by the Board of Estimate and**
14 **Apportionment, the Recorder of Deeds shall have the right, in her sole discretion, to create**
15 **and implement a work furlough program, containing such policies as the Recorder of**
16 **Deeds may deem appropriate, under which employees may be placed on temporary**
17 **furlough status where the employees would perform no services and would receive no pay.**
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19 **SECTION SEVEN: Salary Adjustment** (1) Any employee whose salary is established in the
20 General and Management Pay Schedule shall receive a service rating in accordance with the Service
21 Rating Manual. The service rating, together with the standards of performance established in the
22 Service Rating Manual, shall determine eligibility for a step increase. The step increase shall be one
23 step and shall be made after fifty-two (52) weeks of continuous satisfactory service. These standards
24 shall govern successive increases of one step for each fifty-two (52) weeks of additional continuous
25 service thereafter until the top of the salary range is reached.

26 (a) Exceptional performance of duties

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

31 (b) Substandard performance of duties:

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

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

1 **SECTION EIGHT. Income Sources**

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

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

15 **SECTION NINE. Conversion**

16 **(a) All pay schedules in Ordinance 68124 shall continue in effect until the beginning**
17 **of the bi-weekly pay period effective upon passage of this ordinance.**

18 **SECTION TEN. Holidays**

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

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

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

36 **SECTION TWELVE. PASSAGE OF ORDINANCE**

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