

1 **BOARD BILL NO. 273 INTRODUCED BY ALDERMAN STEPHEN GREGALI**

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

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

6 **SECTION ONE.** Ordinance 68121, approved December 11, 2006 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	Administrative Assistant IV	1184	17M
15	Deputy Treasurer	1185	17M
16	Chief Fiscal Officer	1183	17M
17	Accounting Manager I	1445	15M
18	Investment Specialist	1182	14G
19	Investment Control Accountant II	1183	14G
20	Investment Control Accountant I	1180	13G
21	Account Clerk III	1159	11G
22	Administrative Clerk II	1162	11G
23	Secretary III	1133	11G
24	Account Clerk II	1142	10G
25	Secretary II	1132	10G
26	Cashier	1190	9G
27	Clerk/Secretary III	1133	9G
28	Administrative Clerk I	1161	9G
29	Clerk IV	1141	9G
30	Payroll Clerk	1121	9G
31	Secretary I	1131	8G
32	Account Clerk I	1193	8G

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1	Clerk/Secretary II	1132	8G
2	Clerk III	1113	7G
3	Clerk/Secretary I	1131	6G
4	Clerk II	1112	6G
5	Clerk I	1111	5G

6

7 **SECTION THREE. Pay Schedule.**

8 **GENERAL, PROFESSIONAL, AND MANAGEMENT PAY SCHEDULE**

9 (1) The following bi-weekly pay schedule for all grades denoted with the suffix “G”,
 10 “P”, or “M” shall become effective beginning with the bi-weekly pay period
 11 starting the effective date of this ordinance.

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

13	GRADE	MINIMUM	MAXIMUM
14	5	706	1067
15	6	766	1159
16	7	832	1261
17	8	903	1365
18	9	980	1480
19	10	1064	1610
20	11	1157	1715
21	12	1258	1902
22	13	1387	2098
23	14	1590	2405
24	15	1821	2754

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1	16	2090	3164
2	17	2397	3627
3	18	2750	4163
4	19	3158	4779
5	20	3626	5485
6	21	3912	5916
7	22	4222	6385
8	23	4556	6891

9 **SECTION FOUR.** Starting Salary

10 The minimum rate of pay for a position shall be paid upon original appointment to the
 11 class, unless the appointing authority finds that it is impractical to recruit employees with
 12 adequate qualifications at the minimum rate

13 If an advanced starting salary is necessary, the City Treasurer(hereinafter referred to as
 14 the “appointing authority”) may establish a recruitment rate for a single position or all positions
 15 in a class and authorized employment at a figure above the minimum but within the regular
 16 range of salary established for the class.

17 **SECTION FIVE.** Promotion, Demotion, Reallocation and Transfer

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

21 (a) Promotion: This shall be defined as a change of an employee from a position of one

1 class to a position of another class with a higher pay grade.

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

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

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

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

19 (c) Reallocation:

20 (1) The salary of an employee which is in excess of the maximum of the range prescribed
21 by this ordinance for the class and grade to which his or her position has been allocated or may be

1 reallocated shall not be reduced by reason of the new salary range and grade. The salary of such
2 employee shall not be increased so long as he or she remains in the class of position, except as
3 otherwise provided by this ordinance.

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

7 (3) 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 5(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, shall
12 remain unchanged, provided that no employee shall be paid less than the minimum rate nor more
13 than the maximum rate for the new class of position, except as otherwise provided in this ordinance.

14 **SECTION SIX. Salary Adjustment**

15 Salary adjustments for all employees shall be based on considerations of merit, equity, or
16 success in fulfilling predetermined goals and objectives as herein provided:

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

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

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1 (1) Exceptional performance of duties:

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

5 (2) Substandard performance of duties:

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

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

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

20 (e) **When a fiscal crisis has been declared by the Board of Estimate and**
21 **Apportionment, the City Treasurer shall have the right, in his sole discretion, to create and**

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1 **implement a work furlough program, containing such policies as the City Treasurer may deem**
2 **appropriate, under which employees may be placed on temporary furlough status where the**
3 **employees would perform no services and would receive no pay.**

4 **SECTION SEVEN. Income Sources**

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

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

18 **SECTION EIGHT. Conversion**

19 **(a) All pay schedules in Ordinance 68121 shall continue in effect until the beginning of the bi-**
20 **weekly pay period effective upon passage of this ordinance.**

21 **SECTION NINE. PERSONAL DAY**

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

8 **SECTION TEN.** Whenever the Appointing Authority finds it necessary to add a new class or
9 reallocate the grade of a class of position in the classification plan, the appointing authority shall
10 allocate or reallocate the class to an appropriate grade in this ordinance, and notify the Board of
11 Aldermen of this action.

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