

1 **BOARD BILL # 297** **INTRODUCED BY ALDERMAN STEPHAN GREGALI**

2 An Ordinance to repeal Ordinance No. 66742, approved June 24, 2005 establishing the
3 salaries of employees in the Sheriff's Office and enacting in lieu thereof a new Ordinance fixing the
4 annual rate of compensation of command personnel and deputies appointed to assist in the
5 performance of the duties of the Sheriff and containing an emergency clause.

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

7 **SECTION ONE.** Ordinance 66742 approved June 24, 2005 is hereby repealed and a new
8 ordinance is hereby enacted, to read as follows:

9 **SECTION TWO.** The following command personnel and deputies in the Sheriff's Office
10 as may be appointed under provisions of Section 57.530 Missouri revised Statutes, 1978 shall be
11 compensated not in excess of compensation as established in accordance with Section Three and
12 subsequent sections of this ordinance.

13	TITLE	GRADE
14	Chief Executive Deputy - Attorney	16G
15	Lieutenant Colonel - Administrative Aid Captains	18G
16	Majors	17G
17	Captains	16G
18	Lieutenants	14G
19	Sergeants	13G
20	Senior Deputies	12G
21	Deputy Sheriffs Level 1	11G
22	Deputy Sheriff Level 2	10G

23 **(1) (a) SECTION THREE. OFFICIAL PAY SCHEDULE OF GRADES.**

24
25 There is hereby adopted as the compensation schedule for all pay ranks established in Section
26
27 Two beginning with the bi-weekly pay period starting December 24, 2006, or the beginning of the
28 first bi-weekly pay period starting concurrently with or after the effective date of this ordinance,

1 which ever date is later.

2 (1)(a)There is hereby adopted as the salary pay schedule for all classification grades of
3 positions in Section One of this ordinance, beginning with the bi-weekly pay period December 24,
4 2006.

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

6	GRADE	MINIMUM	MAXIMUM
7	5	650	975
8	6	708	1062
9	7	772	1158
10	8	842	1262
11	9	917	1375
12	10	999	1500
13	11	1090	1635
14	12	1188	1782
15	13	1314	1973
16	14	1512	2268
17	15	1738	2609
18	16	2000	2999
19	17	2300	3450
20	18	2644	3968
21	19	3042	4563
22	20	3499	5247
23	21	3778	5667
24	22	4080	6120
25	23	4406	6611

26 **SECTION FOUR.** (A) A shift differential compensation for certain work assignments may
27 be paid. The Appointing Authority shall determine the work assignments or activities performed for
28 which shift differential compensation shall be paid.

29 Before shift differential compensation may be made an employee must have completed (5)

1 hours of regular employment before 7:00 A.M. or five hours after 3:00 P.M. in twenty four hour
2 period which begins at the employees' normal reporting time.

3 An employee shall be paid 1.00% of the employee's regular base bi-weekly rate for each
4 eligible shift worked in a bi-weekly pay period.. An employee shall work a complete eligible shift
5 to receive shift differential compensation.

6 Shift differential shall not be paid to employees who work part-time, or full-time regular
7 employees docked for any portion of a shift. An employee shall receive shift differential for working
8 a portion of an eligible shift. Shift differential shall only be paid for whole hours worked, providing
9 the portion of the shift not worked is charged to paid leave. A fraction of an hour shall not be
10 counted toward the payment of the differential. An employee shall not receive shift differential
11 compensation for any overtime worked that is not part of their regular schedule.

12 Employees who work on a Saturday and/or Sunday shall be paid a weekend differential. This
13 differential shall be 1.00% of an employee's base bi-weekly rate and shall not be paid for any
14 overtime worked that is not part of an employee's regular schedule. An employee shall receive
15 weekend differential for working a portion of an eligible day. This differential shall only paid for
16 whole hours worked, providing the portion of the day not worked is charged to paid leave. A
17 fraction of an hour shall not be counted toward the payment of the differential. Weekend differential
18 shall not be paid to employees compensated on an hourly or per-performance basis or to bi-weekly
19 paid employees who work part-time or full-time regular employees docked for any portion of a day.

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

23 An employee who is appointed to a position requiring advanced technical skills or
24 professional qualifications may be paid at a rate up to ten (10%) higher than prescribed for the class
25 . Such advancement shall be made solely on the basis that the employee possesses exceptional

1 academic qualifications related to the duties of the position. The Appointing Authority may also
2 establish other bonus, incentive, or reimbursement programs to encourage current employees to
3 attain registration, licensure, certification, or proof of professional mastery when it is deemed to be
4 in the best interest of the service, or when such credentials are clearly recognized as adding to the
5 capability of individuals in that area. Incentives, bonuses, or reimbursements conveyed under such
6 programs would not result in an employee being ruled ineligible for bonuses or salary increases
7 permitted under other sections of this pay ordinance.

8 **The Appointing Authority may establish a location allowance for positions which are**
9 **difficult to fill at specific duty stations. This allowance shall be in an amount up to ten percent**
10 **of the median of the pay range of the position for which the allowance is to be paid. The**
11 **location allowance shall be considered an addition to pay and shall not change the employee's**
12 **base rate.** (Not included in City's Pay Bill)

13 (B) No employee shall be paid at the rate lower than the minimum or higher than the
14 maximum of the salary range established for the class to which his/her position has been allocated,
15 except as otherwise provided in this ordinance.

16 (C) When a new employee is approved under Section 57.530 Missouri Revised Statutes,
17 1978, the annual rate of compensation shall be twenty-six (26) times the first or lowest step within
18 each rank or position.

19 (D) Deputies and assistants in the Sheriff's Office may receive such hourly, daily or other
20 rate as may be allowed by the Circuit Court, for special services authorized by the Circuit Court, and
21 assigned by the Sheriff, when such special services are for additional work over and above the
22 regularly assigned working hours and payment of such special service is being taxed as costs in the
23 particular case or circumstance and deposit of such cost is made in advance of such special services.

24 **SECTION FIVE. Starting Salary**

25 The minimum rate of pay for a position shall be paid upon original appointment to the class,

1 unless the appointing authority finds that it is impossible to recruit employees with adequate
2 Qualifications at the minimum rate.

3 If an advanced starting salary is necessary, the appointing authority may establish a
4 recruitment rate for a single position or all position in a class and authorize employment at a figure
5 above the minimum but within the regular range of salary established for the class.

6 **SECTION SIX. Promotion, Demotion, Reallocation and Transfer:**

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

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

12 (1) When an employee is promoted to a position in the General Schedule, the employee's
13 salary shall be set at a rate which is five (5%) higher than the rate received immediately prior to
14 promotion. The Appointing Authority may approve up to a twenty percent (20%) salary adjustment
15 when such action is needed to attract experienced, qualified candidates for a position. Such salary
16 determination shall take into consideration the nature and magnitude of the accretion of duties and
17 responsibilities resulting from the promotion. However, no employee shall be paid less than the
18 minimum rate nor more than the maximum rate for the new class of position, except as otherwise
19 provided in this ordinance.

20 (2) Temporary Promotions: Promotions of employees regardless of status, made for a limited
21 duration, shall result in a salary adjustment as is Paragraph(a) (1) of this Section. Upon expiration
22 of the temporary promotion, the employee shall be returned to his/her former rate of pay, adjusted
23 by any increases the employee may have received in the absence of the temporary promotion. In no
24 case shall the employee's salary be above the maximum of the salary range.

25 (b) Demotion: This shall be defined as a change of an employee to a position of one class to

1 a position of another class which has a lower pay grade.

2 (1) If an employee accepts a voluntary demotion, his or her rate of pay shall be reduced to
3 a rate within the range for the new position. The appointing authority may approve up to a ten
4 percent (10%) salary decrease upon demotion. However, no employee shall be paid less than the
5 minimum nor more than the maximum rate for the new class of position.

6 (c) Reallocation:

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

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

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

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

22 **SECTION SEVEN: Salary Adjustment.**

23 (a) A decrease in the salary range for poor performance of the duties of the position or for

1 job performance which does not warrant continued pay at an advanced rate in the salary range shall
2 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 (10%)
6 after twenty-six (26) weeks of employment at a 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
10 to 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
13 fifteen (15%) percent of the employee's current salary rate. In no case shall the decrease be below
14 the minimum of the pay range for the class. The appointing authority may determine that the pay
15 decrease shall be effective for a specific number of bi-weekly pay periods, providing, however,
16 that such decrease shall not be effective for more than twenty six (26) weeks.

17 (c) The Appointing Authority may establish procedures for the review and approval of
18 within-range salary adjustments to correct or mitigate serious and demonstrable internal pay
19 inequities. Salary adjustment under this provision shall preclude adjustments to compensate or
20 reward employees for long-term or meritorious service.

21 (h) The Appointing Authority may approve a within range salary adjustment or other
22 incentives to retain employees in positions that are difficult to fill, or because of their unique
23 requirements. Said adjustment may only be granted once during a twenty-six (26) week period.

24 (i) For the purpose of computing earnings and length of service for salary advancement, the
25 time shall start with the Sunday preceding all appointments effective on Monday. Absence from

1 service as a result of vacation, sick leave, jury/witness leave, suspension, non-paid absence, leave
2 of absence for service in the armed forces, and leaves of absence for study to improve performance
3 of City job will not interrupt continuous service. Absence from service for any other cause except
4 as set forth above will result in breaking continuity of service.

5 **SECTION EIGHT. Income Sources.**

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

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

19 **SECTION NINE. Conversion**

20 (a) All pay schedules in Section 3(1)(a) shall continue in effect until the beginning of the bi-
21 weekly pay period starting December 24, 2006 after which time the rates to be paid to employees in
22 position of any class for which a rate is established or changed in Section 3 (1) (a) of this ordinance
23 shall be adjusted as follows:

24 (1) The salary of each employee whose pay range is established in Section 3(1) (a) of this

1 ordinance and whose class title remains unchanged or whose class title is changed to better describe
2 his/her position, without a substantial revision in the class of position shall remain the same.

3 (2) The salary of each employee whose pay range is established in Section 3(1)(a) of this
4 ordinance and whose class title remains unchanged or whose class title is changed to better
5 describe/his her position, without a substantial revision in the class of position shall have their
6 current salary increased by a factor of three percent (3%), rounded to the nearest whole dollar or the
7 minimum of the salary range.

8 This provision shall not apply to employees whose rate is deemed to be above the maximum
9 of the new range as a result of demotion or reallocation.

10 (3) The salary of each employee whose pay range is established in Section 3(1)(a) of this
11 ordinance and whose class has been allocated to a higher pay grade in the appropriate pay schedule,
12 as determined by the Appointing Authority, shall have their current salary increased to a rate,
13 rounded to the nearest whole dollar, which provides a three percent (3%) increase or to the minimum
14 of the new pay range, whichever is the greater.

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

17 (c) The Appointing Authority may establish a special conversion procedure for a class or
18 position in the event that the appointing authority determines that a serious inequity would be
19 created by the application of the conversion procedures established in this Section.

20 **SECTION TEN. Changes to pay Plan**

21 Whenever the appointing Authority finds it necessary to add a new class to the Pay plan, the
22 Appointing Authority shall allocate the class to an appropriate grade and schedule in this ordinance,
23 and notify the Board of Alderman of this action.

24 Whenever the appointing Authority finds it necessary to change the pay schedule of an
25 existing class within the Pay plan, the Appointing Authority shall allocate the class to the appropriate

1 schedule in this ordinance, and notify the Board of Alderman of this action.

2 **SECTION ELEVEN. HOLIDAYS**

3 Full-time employees paid on a bi-weekly rate basis who are regularly scheduled to work an
4 average of eighty(80) hours bi-weekly and who are employed on December 24, 2006, shall have
5 eight(8)hours of compensatory time "**Personal leave**" added to their balance on that date. These
6 hours of compensatory time must be taken between December 24, 2006, and December 31, 2007,
7 and shall be taken as paid-leave time off and may not be granted as pay.

8 **SECTION TWELVE. Sick Leave**

9 The Appointing Authority may establish or authorize the creation of "Sick Leave Bank" programs,
10 may issue and/or approve such regulations and guidelines as are necessary for implementation.

11 **SECTION THIRTEEN. Military Leave**

12 (a) The City of St. Louis will follow all applicable state and federal laws on the granting of
13 Military leave and reemployment rights.

14 Before military leave without pay is authorized, the employee shall present to the employee's
15 appointing authority evidence of such military service.

16 Upon the expiration of military leave of absence, the employee shall be reinstated to the class
17 of position he/she occupied at the time the leave was granted without breaking continuity of service.
18 Failure of an employee to report for duty within the time pursuant to State or Federal Law shall be
19 just cause for dismissal. The employee's accumulated leave balance(s) shall be restored to the
20 employee upon his/her return.

21 **SECTION FOURTEEN. Leave of Absence and Family/Medical Leave**

22 Employees may request a leave of absence for any reason under the leave policy, or may be eligible
23 for a "Family/Medical Leave of Absence" for certain qualifying reasons under provisions of the
24 federal "Family and Medical Leave Act of 1993" as provided in this ordinance.

1 (a) An appointing authority, may grant an employee in a competitive position a general leave
2 of absence without pay for a period not to exceed twelve (12) months, whenever such leave is
3 considered to be in the best interest of the City Service. Such non-paid leaves are granted at the
4 discretion of the appointing authority and may be for any reason including an employee's personal
5 illness when the circumstances do not qualify for family/medical leave, or when eligibility for
6 family/medical leave has been exhausted.

7 Upon the expiration of such leave of absence, the employee shall be reinstated to the
8 competitive position he or she occupied at the time the leave was granted provided he or she is able
9 to perform the duties of the position. The employee shall be reinstated to the position at the same
10 relative rate in the salary range the employee occupied at the time the leave was initiated. Failure
11 of an employee to report for duty promptly at the expiration of the leave shall be just cause for
12 dismissal. If necessary to the efficient conduct of the business of the City, an employee on leave
13 other than military leave or qualifying family/medical leave may be notified by the appointing
14 authority to return prior to the expiration of such leave. Failure of the employee to return within ten
15 (10) days after receipt of such notice would terminate his/her leave of absence and be just cause for
16 dismissal, subject to any applicable federal, state or local regulations.

17 (b) The federal "Family and Medical Leave Act of 1993" entitles eligible employees to up to 12
18 weeks of unpaid leave in any 12-month period for the birth, adoption or placement of a child, to care
19 for a spouse or an immediate family member with a serious health condition, or when the employee
20 is unable to work because of a serious health condition. While an employee is on a qualifying
21 family/medical leave of absence, the City of St. Louis will continue to pay the employee's health care
22 premiums, if any, during the leave period. Once the leave is concluded, the employee shall be
23 reinstated to the same or an equivalent job.

1 The Appointing Authority shall establish additional rules, guidelines and procedures for the
2 effective administration of the "Family/Medical Leave Policy." The policy shall comply with all
3 provisions of the "Family/Medical Leave Act of 1993" and any amendments thereafter.

4 (c) Employees who are granted general leaves of absence and other non-paid leaves of absence,
5 except family/medical leaves of absence, must take all accrued vacation and authorized sick leave
6 at the start of the leave of absence. Employees who are granted a non-paid leave of absence will not
7 accrue vacation or sick leave during the period of non-paid leave. Upon the expiration of such leaves
8 of absence, the employee shall follow the procedures as established in this Section 13 and any other
9 applicable regulations and procedures as established by the Appointing Authority.

10 (d) An appointing authority, may place an employee on administrative leave of absence without
11 pay pending the outcome of criminal charges pending against the employee.

12 **SECTION FIFTEEN. Jury and Witness Leave**

13 a) Jury leave with pay shall be granted to bi-weekly paid employees working one-half (50%)
14 time or more for such time when such employees are serving as jurors pursuant to order of the St.
15 Louis Circuit Court or Federal District Court in St. Louis. Any bi-weekly paid employee, when so
16 summoned for jury service, shall report such fact within seventy-two (72) hours to his/her appointing
17 authority and display to the appointing authority the summons which the employee has received and
18 shall give the appointing authority in writing the date and the time of such jury service. No bi-
19 weekly paid employee shall receive any compensation from the Jury Commissioner or the Federal
20 District Court system for jury service for days the employee receives compensation from the City.
21 A bi-weekly paid employee may keep the jury stipend for days when the employee receives no
22 compensation from the City (off days, docks, leaves, etc.) Upon being excused from serving as a
23 juror by the Court or the Jury Commissioner, the employee shall report forthwith to his/her
24 appointing authority and shall submit to his/her appointing authority a written statement from the
25 Jury Commissioner certifying that the employee has served as a juror and the time and date so

1 served. The appointing authority shall, upon receipt of the statement of jury service, credit the
2 employee with paid jury leave for such service.

3 (b) Leave with pay shall be granted to bi-weekly paid employees for such time when the
4 employee's presence is required by the prosecutor as a part of a grand jury procedure, a trial in
5 prosecuting accused criminals (or for jury service in Federal Court). Any bi-weekly paid employee,
6 when so subpoenaed as a prosecution witness or whose presence is required as a part of a grand jury
7 inquiry, shall report such fact within seventy-two (72) hours to his/her appointing authority and shall
8 give the appointing authority in writing the date and time his/her presence is required for such
9 criminal prosecution. Each appointing authority shall establish controls to assure that any paid leave
10 is actually required by the prosecuting authority. An appointing authority may require an employee
11 to furnish satisfactory evidence of being required to be off the job and that all time off was in
12 connection with the prosecution of the case. This procedure shall apply for employee participation
13 in criminal prosecution in State or Federal Courts.

14 **SECTION SIXTEEN.**

15 The "Sheriff's Attorney" as provided under Section 57.540, Missouri Revised Statutes, 1978,
16 shall receive in addition to the compensation for his services as provided thereunder the sum of three
17 thousand dollars per annum in bi-weekly installments. In no event shall the total of said salary
18 exceed fifteen thousand dollars.

19 **SECTION SEVENTEEN. Passage of Ordinance**

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