

1 **BOARD BILL # 411 INTRODUCE BY ALDERMAN STEPHEN GREGALI**

2 An ordinance to repeal Ordinance #67330, approved December 11, 2006, relating to
3 the number and salaries of the Treasurer's Office and to enact in lieu thereof certain new sections
4 relating 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6 **SECTION ONE.** Ordinance 67330, approved December 11, 2006 is hereby repealed.

7 **SECTION TWO.** The following positions of the Treasurer's Office whose duties shall be those
8 indicated by their respective titles and codes, are hereby allocated as listed below and adopted as the
9 classification of the Treasurer's Office:

10	Class Title	Code	Grade
11			
12	Administrative Assistant IV	1184	17M
13	Deputy Treasurer	1185	17M
14	Chief Fiscal Officer	1183	17M
15	Accounting Manager I	1445	15M
16	Investment Specialist	1182	14G
17	Investment Control Accountant II	1183	14G
18	Investment Control Accountant I	1180	13G
19	Account Clerk III	1159	11G
20	Administrative Clerk II	1162	11G
21	Secretary III	1133	11G
22	Account Clerk II	1142	10G
23	Secretary II	1132	10G
24	Cashier	1190	9G
25	Clerk/Secretary III	1133	9G
26	Administrative Clerk I	1161	9G
27	Clerk IV	1114	9G
28	Payroll Clerk	1121	9G
29	Secretary I	1131	8G
30	Account Clerk I	1193	8G
31	Clerk/Secretary II	1132	8G
32	Clerk III	1113	7G

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Sponsor:

1	Clerk/Secretary I	1131	6G
2	Clerk II	1112	6G
3	Clerk I	1111	5G

4
5 **SECTION THREE. Pay Schedule.**

6 (a) There is hereby adopted as the compensation schedule for all grades established in Section
7 Two of this ordinance, the following ranges of salary, beginning with the bi-weekly pay period
8 starting December 23, 2007.

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

10	GRADE	MINIMUM	MAXIMUM
11	5	663	995
12	6	722	1083
13	7	788	1181
14	8	859	1287
15	9	935	1403
16	10	1019	1530
17	11	1112	1668
18	12	1212	1818
19	13	1340	2012
20	14	1542	2313
21	15	1773	2661
22	16	2040	3059
23	17	2346	3520

1	18	2697	4047
2	19	3103	4654
3	20	3569	5352
4	21	3854	5780
5	22	4162	6242
6	23	4494	6743

(b) There is hereby adopted as the compensation schedule for all grades established in Section Two of this ordinance, the following ranges of salary, beginning with the bi-weekly pay period starting June 22, 2008.

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

	GRADE	MINIMUM	MAXIMUM
12	5	676	1015
13	6	736	1105
14	7	804	1205
15	8	876	1313
16	9	954	1431
17	10	1039	1561
18	11	1134	1701
19	12	1236	1854
20	13	1367	2052

1	14	1573	2359
2	15	1808	2714
3	16	2081	3120
4	17	2393	3590
5	18	2751	4128
6	19	3165	4747
7	20	3640	5459
8	21	3931	5896
9	22	4245	6367
10	23	4584	6878

11 **SECTION FOUR.** Starting Salary

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

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

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

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

1 as follows:

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

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

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

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

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

21 (c) Reallocation:

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

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

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

12 (d) Transfer: The salary rate of an employee who transfers to a different position in the
13 same class, or from a position in one class to a position in another class in the same pay grade, shall
14 remain unchanged, provided that 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 ordinance.

16 **SECTION SIX. Salary Adjustment**

17 Effective June 22, 2008, salary increases for performance shall determine eligibility for a
18 salary increase of 2% for Highly Successful, 1.5% for Successful and 0% for Unsuccessful with a
19 reduction in pay for overall performance.

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

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

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

6 (1) Exceptional performance of duties:

7 The appointing authority of an employee who demonstrates exceptional performance of
8 duties or outstanding qualifications may, advance the employee by not more than ten
9 percent(10%)after twenty-six weeks of employment at the same rate in the salary range which may
10 be in addition to any salary increase received..

11 (2) Substandard performance of duties:

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

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

21 (d) For the purpose of computing earnings and length of service for salary advancement, the

1 time shall start with the Sunday preceding all appointments effective on Monday. Absence from
2 service in the armed forces, and leaves of absence for study to improve performance of City job will
3 not interrupt continuous service. Absence from service for any other cause except as set forth above
4 will result in breaking continuity of service.

5 **SECTION SEVEN. 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 the 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 EIGHT. Conversion**

20 (a) All pay schedules in Section 3(a) shall continue in effect until the pay period starting
21 December 23, 2007, at which time the rates to be paid to employees in positions of any class for

1 which a rate is established or changed in Section 3(a), of this ordinance shall become effective and
2 be adjusted as follows:

3 (1) The salary or each employee whose pay range is established in Section 3(a) of this
4 ordinance and whose class title remains unchanged or whose class title is changed to better describe
5 his/her position, without a substantial revision in the class of position shall have their current salary
6 increased by a factor of two percent (2%), rounded to the nearest whole dollar, as determined by the
7 Appointing Authority. This provision shall not apply to employees whose rate is deemed to be above
8 the maximum of the new range as a result of demotion or reallocation. No employee shall be
9 compensated at a rate above the maximum of the new salary range except as provided in below.

10
11 (b) All pay schedules in Section 3(a) shall continue in effect until the pay period starting June 22,
12 2008, at which time the rates to be paid to employees in positions of any class for which a rate is
13 established or changed in Section 3(b), of this ordinance shall become effective and be adjusted as
14 follows:

15 (1) The salary or each employee whose pay range is established in Section 3(b) of this
16 ordinance and whose class title remains unchanged or whose class title is changed to better describe
17 his/her position, without a substantial revision in the class of position shall have their current salary
18 increased by a factor of two percent (2%), rounded to the nearest whole dollar, as determined by the
19 Appointing Authority. This provision shall not apply to employees whose rate is deemed to be above
20 the maximum of the new range as a result of demotion or reallocation. No employee shall be
21 compensated at a rate above the maximum of the new salary range except as provided in below.

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

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

6 **SECTION NINE.**

7 Full-Time employees paid on a bi-weekly rate basis who are regularly scheduled to work an
8 average of eighty (80) hours bi-weekly and who are employed on June 22, 2008, shall have eight (8)
9 hours of compensatory time "**Personal Leave**" added to their balance on that date. These hours of
10 compensatory time must be taken between June 22, 2008, and June 7, 2009, and shall be taken as
11 paid-leave time off and may not be granted as pay.

12 **SECTION TEN.** 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 of this action.

16 **SECTION ELEVEN.**

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