

**BOARD BILL NO. 115
COMMITTEE SUBSTITUTE**

INTRODUCED BY ALDERMAN STEPHEN GREGALI

1 An ordinance to repeal Ordinance #68118 relating to the appointment and rates of compensation
2 of certain employees of the License Collector of the City of St. Louis and enacting in lieu thereof
3 a new ordinance dealing with the same subject matter and containing an emergency clause.

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

5 **SECTION ONE. ALPHABETICAL LIST OF CLASSES**

6 The following positions of the License Collector's Office, whose duties shall be those
7 indicated by their respective titles are hereby allocated as listed below and adopted as the
8 classification plan for the License Collector's office:

9	Class Title	Grade
10	Accountant I	6G
11	Accountant II	8G
12	Accountant III	9G
13	Administrative Assistant I	6G
14	Administrative Assistant II	8G
15	Administrative Assistant III	9G
16	Administrative Officer I	11M
17	Administrative Officer II	12M
18	Administrative Officer III	13M
19	Assistant Deputy License Collector	16M
20	Chief Deputy License Collector	17M
21	Field Representative I	6G

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Sponsor: Alderman Stephen Gregali

1	Field Representative II	8G
2	Field Representative III	9G
3	License Clerk I	6G
4	License Clerk II	8G
5	License Clerk III	9G

SECTION TWO. OFFICE PAY SCHEDULE

(1) The following bi-weekly pay schedule for all pay grades denoted with the suffix G or M shall become effective with the beginning of the first pay period following approval of this ordinance:

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

GRADE	MINIMUM	MAXIMUM
6	747	1121
8	889	1332
9	968	1452
11	1151	1726
12	1254	1882
13	1387	2082
16	2111	3166
17	2428	3643

1 **SECTION THREE.** Appointments

2 The License Collector is authorized to appoint and employ accountants, administrative
3 assistants, administrative officers, assistant deputy license collector, field representatives, and
4 license clerks and such other personnel as are deemed necessary in addition to those enumerated
5 in Section 82.390 of the Revised Statutes of Missouri; however, the salaries shall not exceed the
6 amount as set forth in this ordinance.

7 **SECTION FOUR.** STARTING SALARY

8 The License Collector may establish a recruitment rate for a single position
9 or all positions and authorize employment at a figure above the minimum but
10 within the range of salary established for the grade.

11 **SECTION FIVE.** PROMOTION, DEMOTION, REALLOCATION AND TRANSFER

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

15 (a) **PROMOTION:** This shall be defined as a change of an employee from a position of
16 one pay grade to a higher pay grade.

17 (1) When an employee is promoted to a position in the General or Management
18 Schedule the employee's salary shall be set at a rate as deemed appropriate by the License
19 Collector. However, no employee shall be paid less than the minimum rate, nor more than the
20 maximum rate for the new position.

21 (b) **DEMOTION:** This shall be defined as a change of an employee from a position of
22 one class to a position of another class which has a lower pay grade.

1 (1) If an employee accepts a voluntary demotion, his or her rate of pay shall be
2 reduced to a rate within the range for the new position. However, no employee shall be paid less
3 than the minimum, nor more than the maximum rate for the new class of position.

4 (c) REALLOCATION:

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

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

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

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

20 **SECTION SIX. SALARY ADJUSTMENT**

21 Salary adjustments for all employees shall be based on considerations of merit or success
22 in fulfilling predetermined performance factors as established by the License Collector.

1 (a) No employee shall be eligible to receive a merit increase.

2 (b) Any employee, whose salary is established in Section 2(1), 2(2), or 2(3) - General
3 and Management Pay Schedule, achieving an Overall Performance Rating of Below Standards
4 after fifty two (52) weeks of continuous service shall not be eligible to receive a merit increase
5 and must agree to a Mandatory Improvement Plan.

6 The License Collector may authorize different anniversary dates for an employee or
7 groups of employees.

8 The granting of any such increase or decrease in salary shall be made at the beginning of
9 a payroll period following approval of such salary action, by the License Collector,

10 **SECTION SEVEN. INCOME SOURCES**

11 Any salary paid to an employee of the License Collector shall represent the total
12 remuneration for the employee, excepting reimbursements for official travel and other payments
13 specifically authorized by ordinance. No employee shall receive remuneration from the License
14 Collector in addition to the salary authorized in this ordinance for services rendered by the
15 employee in the discharge of the employee's ordinary duties, of additional duties which may be
16 imposed upon the employee, or of duties which employee may undertake or volunteer to
17 perform.

18 Whenever an employee not on an approved paid leave works for a period less than the
19 regularly established number of hours a day, days a week, or days bi-weekly, the amount paid
20 shall be proportionate to the hours in the employee's normal work week and the bi-weekly rate
21 for the employee's position. The payment of a separate salary for actual hours worked from two
22 or more departments, divisions, or other units of the City for duties performed for each of such

1 agencies is permissible if the total salary received from these agencies is not in excess of the
2 maximum rate of pay for the class.

3 **SECTION EIGHT. CONVERSION**

4 (a) All pay schedules in Ordinance 68118 shall continue in effect.

5 (b) The License Collector shall establish such procedures as needed to place this
6 ordinance into effect and interpret its provisions.

7 **SECTION NINE. FURLOUGHS.**

8 Contingent upon the declaration of the City’s Board of Estimate and Apportionment that
9 a fiscal crisis exists in the City so as to warrant the mandatory implementation of furloughs of
10 City officers and employees, the Board of Aldermen hereby authorizes such mandatory
11 implementation of furloughs. As used herein the term “furlough” shall mean time off without
12 pay. In the event furloughs are implemented, the License Collector shall issue, consistent with
13 this ordinance, such guidelines as are necessary for setting out a process for furlough
14 implementation. A “furlough” will not affect any employee’s benefits including, but not limited
15 to, health insurance, pension calculations, anniversary dates, or any employee service rating or
16 eligibility for promotion. The License Collector will still be required to make all appropriate
17 deductions for health insurance and pensions from the accounts for employees under the License
18 Collector’s control.

19 All employees, except for employees on duty on the following dates in offices where the
20 License Collector’s responsibilities require designated employees to be on duty on the following
21 dates, shall be “furloughed” for eight (8) hours on the following dates:

22 February 21st

May 9th

1 Fourth Thursday in November Thanksgiving Day
2 December 25 Christmas Day

3
4 The License Collector shall not grant holiday leave with pay, holiday pay, or
5 compensatory holiday time off except as provided in this Section. At the end of FY 11, the paid
6 holiday schedule will revert back.

7 Employees working full-time and paid a bi-weekly rate whose pay is established in this
8 compensation ordinance shall receive leave with pay, pay or compensatory time off in lieu of pay
9 as holiday compensation in an amount that is proportionate to the number of hours the employee
10 is regularly scheduled to work in a day or shift. For example, employees working an average of
11 forty (40) hours a week, five (5) days a week, eight (8) hours a day shall receive eight (8) hours
12 of compensation for the holiday; employees working an average of forty (40) hours a week, four
13 (4) days a week, ten (10) hours a day shall receive ten (10) hours of compensation for the
14 holiday.

15 When the day of observance of a holiday is changed by State or Federal law, it will be so
16 observed by the City of St. Louis. When the day of observance of a holiday is changed by State
17 or Federal executive action, the Mayor shall determine the day of observance by the City of St.
18 Louis. When one of the above enumerated holidays occurs on Sunday, the following Monday
19 shall be observed as the holiday. When one of the above holidays occurs on Saturday, the
20 preceding Friday shall be observed as the holiday.

21 The License Collector shall determine the manner of granting holidays. When full-time
22 employees are required to work on a holiday they shall be entitled to compensation for the

1 holiday and the hours actually worked. Compensation for the holiday shall be in an amount
2 proportionate to the number of hours an employee is regularly scheduled to work in a day or
3 shift.

4 Except as otherwise provided in this section, when a City holiday falls on an employee's
5 regularly scheduled day off, the employee shall be entitled to have compensatory time added to
6 his/her balance in an amount proportionate to the number of hours regularly scheduled in a day
7 or shift.

8 The holiday compensation procedures established by this section shall apply to full-time
9 employees paid a bi-weekly rate. Part-time bi-weekly paid employees shall be compensated for
10 holidays in proportion to the percentage of time they are regularly scheduled to work.

11 Employees paid on an hourly or per performance basis shall not be entitled to holiday
12 compensation.

13 In the event that the holiday schedule established in this section is revised, employees
14 who are granted compensatory time in lieu of all holidays shall have their leave benefits adjusted
15 accordingly.

16 **SECTION ELEVEN. VACATION**

17 Vacation leave with pay shall be granted to bi-weekly paid employees in permanent
18 positions working one-half (50%) time or more. The License Collector may establish additional
19 guidelines and policies to govern the administration of vacation leave benefits.

20 **SECTION TWELVE. MEDICAL LEAVE**

21 Medical leave with pay shall be granted to bi-weekly paid employees in permanent
22 positions working one-half (50%) time or more in accordance with regulations and procedures

1 established by the License Collector.

2 **SECTION THIRTEEN. CLASSIFICATION**

3 Whenever the License Collector finds it necessary to add a new class or reallocate the
4 grade of a class of position in the classification plan, the License Collector shall allocate or
5 reallocate the class to an appropriate grade in this ordinance and notify the Board of Aldermen of
6 his action.

7 **SECTION FOURTEEN. PASSAGE OF ORDINANCE**

8 By the enactment of this ordinance, Ordinance #68118 is hereby repealed.

9 **SECTION FIFTEEN. EMERGENCY CLAUSE**

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