

1 **BOARD BILL # 116 COMMITTEE SUBSTITUTE**

2 **INTRODUCED BY ALDERMAN STEPHEN GREGALI**

3 An ordinance to repeal Ordinance #67813 approved December 17, 2007 relating to the  
4 appointment and rates of compensation of certain employee's of the License Collector of the  
5 City of St. Louis and enacting in lieu thereof a new ordinance dealing with the same subject  
6 matter and containing an emergency clause.

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

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

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

12 <u>Class Title</u>	<u>Grade</u>
13 Accountant I	6G
14 Accountant II	8G
15 Accountant III	9G
16 Administrative Assistant I	6G
17 Administrative Assistant II	8G
18 Administrative Assistant III	9G
19 Administrative Officer I	11M
20 Administrative Officer II	12M
21 Administrative Officer III	13M
22 Assistant Deputy License Collector	16M
23 Chief Deputy License Collector	17M

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24	Field Representative I	6G
25	Field Representative II	8G
26	Field Representative III	9G
27	License Clerk I	6G
28	License Clerk II	8G
29	License Clerk III	9G

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31           **SECTION TWO.   OFFICE PAY SCHEDULE**

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

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

36	<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
37	6	747	1121
38	8	889	1332
39	9	968	1452
40	11	1151	1726
41	12	1254	1882
42	13	1387	2082
43	16	2111	3166
44	17	2428	3643

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46           **SECTION THREE.** Appointments

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

52           **SECTION FOUR.** STARTING SALARY

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

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

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

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

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

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

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

71 (c) REALLOCATION:

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

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

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

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

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**SECTION SIX: SALARY ADJUSTMENT**

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

(a) Any employee whose salary is established in Section 2(1), 2(2), or 2(3) - General and Management Pay Schedule shall be eligible to receive a merit increase after fifty-two (52) weeks of continuous service given the achievement of the following Overall Performance Ratings:

(1) Greatly Exceeds Standards: An employee who achieves a superior level of performance by consistently exceeding all expectations related to specific performance factors, a truly top performer, may have their salary increased by a minimum of two and one-half percent (2.5%) up to a maximum of five percent (5%) rounded to the nearest whole dollar, as a merit increase. The exact amount of the merit increase granted within this range shall be at the discretion of the License Collector.

(2) Above Standards: An employee who consistently and reliably meets expectations related to specific performance factors, with no significant performance deficiencies, may have their salary increased by up to a two and one-half percent (2.5%) rounded to the nearest whole dollar, as a merit increase. The exact amount of the merit increase granted within this range shall be at the discretion of the License Collector.

289           **(b)**     Any employee, whose salary is established in Section 2(1), 2(2), or 2(3) - General  
290 and Management Pay Schedule, achieving an Overall Performance Rating of Meets Standards or  
291 Progressing after fifty-two (52) weeks of continuous service shall not be eligible to receive a  
292 merit increase.

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

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

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

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305           **SECTION SEVEN. INCOME SOURCES**

306           Any salary paid to an employee of the License Collector shall represent the total  
307 remuneration for the employee, excepting reimbursements for official travel and other payments  
308 specifically authorized by ordinance. No employee shall receive remuneration from the License  
309 Collector in addition to the salary authorized in this ordinance for services rendered by the  
310 employee in the discharge of the employee's ordinary duties, of additional duties which may be

289 imposed upon the employee, or of duties which employee may undertake or volunteer to  
290 perform.

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

#### 298 SECTION EIGHT. CONVERSION

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300 (a) All pay schedules in Ordinance 67813 shall continue in effect until the beginning of the  
301 bi-weekly pay period starting concurrently with or after the effective date of this ordinance, and  
302 then the rates to be paid to employee in positions for which a rate is established or changed in  
303 Section 2(1) of this ordinance shall become effective and be adjusted as follows:

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305 (1) The salary of each employee whose pay range is established in Section 2(1) of  
306 Ordinance 67813 shall have their current salary increased by a factor of **three and one half**  
307 **percent (3.5%)**, rounded to the nearest whole dollar or the minimum of the salary range,  
308 whichever is greater.

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310 (d) No employee shall be reduced in salary by reason of the adoption of the new pay  
311 schedules in this ordinance.

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289 (e) The salary of an employee serving in a trainee position, which remains above the new  
290 trainee rate for his/her position, shall remain unchanged.

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292 (f) The License Collector may establish a special conversion procedure for a position in the  
293 event that the License Collector determines that a serious inequity would be created by the  
294 application of the conversion procedures established in this Section 7.

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296 (g) The License Collector shall establish such procedures as needed to place this ordinance  
297 into effect and interpret its provisions.

298 **SECTION NINE. HOLIDAY**

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

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308 **SECTION TEN. VACATION**

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

289           **SECTION ELEVEN. SICK LEAVE**

290           Sick leave with pay shall be granted to bi-weekly paid employees in permanent positions  
291 working one-half (50%) time or more in accordance with regulations and procedures established  
292 by the License Collector.

293           **SECTION TWELVE. CLASSIFICATION**

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

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299           **SECTION THIRTEEN. PASSAGE OF ORDINANCE**

300           By the enactment of this ordinance, Ordinance #67816, approved December 17, 2007 is  
301 hereby repealed.

302           **SECTION FOURTEEN. EMERGENCY CLAUSE**

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