

**BOARD BILL # 117 INTRODUCED BY ALDERMAN STEPHEN GREGALI
COMMITTEE SUBSTITUTE**

1 An ordinance relating to the employees and salaries of the Office of the Recorder of Deeds;
2 repealing Ordinance 67804 pertaining to the office of the Recorder of Deeds and enacting in lieu
3 thereof a new ordinance pertaining to the same subject matter and containing an emergency
4 clause.

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

6 **SECTION ONE.** Ordinance 67804 is hereby repealed and enacted in lieu thereof is the
7 following.

8 **SECTION TWO.** Appointments and Salaries. The following positions of the Office of
9 the Recorder of Deeds whose duties shall be those indicated by their respective titles and codes
10 are hereby allocated as listed below and adopted as the classification plan for the Recorder of
11 Deeds.

12	TITLE	CODE	GRADE
13	Recorder	R500	E
14	Deputy Recorder	D451	18M
15	Human Resource Manager	1523	18M
16	Internet Service Manager	1368	18M
17	Special Projects Manager	2382	17M
18	Administrative Assistant	1621	17G
19	Fiscal Officer	1484	16G
20	Public Information Officer Supervisor	1616	15G
21	Real Estate Records Manager	1426	14G
22	Records Retention Supervisor	1187	14G

1	Computer Programmer II	1332	14G
2	Historic Preservation Planner II	4193	14G
3	Historic Preservation Planner I	4192	13G
4	Auditor	1471	13G
5	Secretary to the Recorder of Deeds	R333	13G
6	Document Specialist II	5644	12G
7	Document Specialist I	5643	11G
8	Receptionist	1161	10G
9	Clerk II	1113	09G
10	Clerk I	1112	08G

11 **SECTION THREE. (a) GENERAL PAY SCHEDULE:**

12 (1) The following bi-weekly pay schedule for all pay grades denoted with the suffix "G"
13 and "M" shall be effective.

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

15	GRADE	MINIMUM	MAXIMUM
16	5	663	995
17	6	722	1083
18	7	788	1181
19	8	859	1287
20	9	935	1403
21	10	1019	1530
22	11	1112	1668
23	12	1212	1818

1	13	1340	2012
2	14	1542	2313
3	15	1773	2661
4	16	2040	3059
5	17	2346	3520
6	18	2697	4047
7	19	3103	4654
8	20	3569	5352
9	21	3854	5780
10	22	4162	6242
11	23	4494	6743

12

13 (b) The Recorder of Deeds may approve the payment of hiring incentives to recruit
14 qualified personnel for positions that are difficult to fill. Hiring incentives shall be in any amount
15 up to twenty-five percent (25%) of the annual salary of the position for which the incentive is to
16 be paid.

17 **SECTION FOUR.** The annual rate of employee compensation shall be twenty-six (26)
18 times the bi-weekly scale of pay for the grade applicable to each employee's position as set out in
19 Section 4.34.010. No employee of the Recorder of Deeds shall be paid at a rate lower than the
20 minimum or higher than the maximum of the salary range established for the grade to which his
21 class has been allocated. Nothing in this section shall be construed as preventing the Recorder
22 from paying less than the maximum provided in this ordinance.

1 **SECTION FIVE. STARTING SALARY**

2 The minimum rate of pay for a position shall be paid upon original appointment to the
3 class, unless the Recorder of Deeds finds that it is impossible to recruit employees with adequate
4 qualifications at the minimum rate. If an advanced starting salary is necessary, the Recorder of
5 Deeds may establish a recruitment rate for a single position or all positions in a class and
6 authorize employment at a figure above the minimum but within the regular range of salary
7 established for the class. In the event the Recorder of Deeds finds that it is difficult to secure the
8 services of sufficient number of employees for a class or occupational series after a diligent
9 recruitment effort, the Recorder of Deeds may establish a new maximum rate for the classes
10 which is not more that twenty-five percent (25%) above the regular maximum established in this
11 ordinance.

12 **SECTION SIX. PROMOTION, DEMOTION, REALLOCATION AND**
13 **TRANSFER**

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

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

19 (1) When an employee is promoted to a position in the General and Management
20 Schedule which is only one grade higher, the employee's salary shall be set at a rate which is five
21 percent (5%) higher than the rate received immediately prior to promotion. The Recorder of
22 Deeds may approve up to a twenty percent (20%) salary adjustment when such action is needed
23 to attract experienced, qualified candidates for a position. Such salary determination shall take

1 into consideration the nature and magnitude of the accretion of duties and responsibilities
2 resulting from the promotion. However, no employee shall be paid less than the minimum rate
3 nor more than the maximum rate for the new class of position, except as otherwise provided in
4 this ordinance.

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

7 (1) If an employee is demoted for disciplinary reasons his or her rate of pay shall
8 be established at a rate within the range for the new position to be determined by the Recorder of
9 Deeds.

10 (2) If an employee accepts a voluntary demotion, his or her rate of pay shall be
11 reduced to a rate within the range for the new position which is five percent (5%) lower than the
12 rate received immediately prior to demotion. The Recorder of Deeds may approve up to a ten
13 percent (10%) salary decrease upon demotion. However, no employee shall be paid less than the
14 minimum nor more than the maximum rate for the new class of position, except as otherwise
15 provided in this ordinance.

16 (3) If an employee is demoted to his/her previous position because of failing to
17 complete the working test period, the employees pay shall be adjusted to a rate in the pay range
18 for the previous position to be determined by the Recorder of Deeds.

19 (c) Reallocation:

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

1 position, except as otherwise provided by this ordinance.

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

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

8 (d) Transfer: The salary rate of an employee who transfers to a different position in the
9 same class, or from a position in one class to a position in another class in the same pay grade,
10 regardless of pay schedule, shall remain unchanged, provided that no employee shall be paid less
11 than the minimum rate nor more than the maximum rate for the new class of position, except as
12 otherwise provided in this ordinance.

13 (e) The pay of any employee may be decreased as a disciplinary action by the Recorder
14 of Deeds to a lower rate or step within a salary range. The decrease shall not be greater than
15 fifteen percent (15%) of the current salary rate. In no case shall the decrease be below the
16 minimum of the pay range for the class. The Recorder of Deeds may determine that the pay
17 decrease shall be effective for a specific number of bi-weekly pay periods.

18 (f) Recorder of Deeds may approve a within range salary adjustment or other incentives
19 to retain employees in positions that are difficult to fill, or because of their unique requirements.
20 Said adjustment may only be granted once during a twenty-six (26) week period.

21 **SECTION SEVEN. INCOME SOURCES**

22 Any salary paid to an employee in the city service shall represent the total remuneration
23 for the employee, excepting reimbursements for official travel and other payments specifically

1 authorized by ordinance. No employee shall receive remuneration from the City in addition to
2 the salary authorized in this ordinance for services rendered by the employee in the discharge of
3 the employee's ordinary duties, of additional duties which may be imposed upon the employee,
4 or of duties which the employee may undertake or volunteer to perform.

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

12 **SECTION EIGHT. CONVERSION**

13 (a) All pay schedules in Ordinance 67804 shall continue in effect.

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

16 (c) The Recorder of Deeds may establish a special conversion procedure for a class or
17 position in the event that the Recorder of Deeds determines that a serious inequity would be
18 created by the application of the conversion procedures established in this Section 8.

19 **SECTION NINE.** Contingent upon the declaration of the City's Board of Estimate and
20 Apportionment that a fiscal crisis exists in the City so as to warrant the mandatory
21 implementation of furloughs of City officers and employees, the Board of Aldermen hereby
22 authorizes such mandatory implementation of furloughs. As used herein the term "furlough"
23 shall mean time off without pay. In the event furloughs are implemented, the Recorder of Deeds

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1 shall issue, consistent with this ordinance, such guidelines as are necessary for setting out a
2 process for furlough implementation. A “furlough” will not affect any employee’s benefits
3 including, but not limited to, health insurance, pension calculations, anniversary dates, or any
4 employee service rating or eligibility for promotion. The Recorder of Deeds will still be required
5 to make all appropriate deductions for health insurance and pensions from the accounts for
6 employees under the Recorder of Deeds’ control.

7 All employees, except for employees on duty on the following dates in offices where the
8 Recorder of Deeds’ responsibilities require designated employees to be on duty on the following
9 dates, shall be “furloughed” for eight (8) hours on the following dates:

10 February 21 st	May 9 th
11 October 11 th	November 26 th
12 December 31 st	

13 The Recorder of Deeds shall pay employees required to work on the above-referenced
14 days for such work and shall require such employees to take eight (8) hours of furlough on an
15 alternate day. All employees in positions which have been determined to be exempt pursuant to
16 the Fair Labor Standards Act shall be required to take an additional forty (40) hours of furlough
17 time in addition to the days designated above which must be taken in eight (8) hour increments
18 no later than June 18, 2011. The Recorder of Deeds shall prepare a list of dates from which such
19 exempt employees may choose additional “furlough” dates in eight (8) hour increments, and
20 shall require each exempt employee to take a minimum of five (5) eight (8) hour increments as
21 “furlough” in addition to the “furlough” dates specifically listed above.

22 SECTION TEN. HOLIDAYS

23 The Recorder of Deeds shall grant holiday leave with pay, holiday pay, or compensatory

1 holiday time off in lieu of pay to employees working full-time who are paid a bi-weekly rate on
2 the following days:

3	<u>DATE</u>	<u>HOLIDAY</u>
4	Third Monday in January	Rev. Martin Luther King Jr. Day
5	February 12	Lincoln's Birthday
6	Last Monday in May	Memorial Day
7	July 4	Independence Day
8	First Monday in September	Labor Day
9	November 11	Veterans' Day
10	Fourth Thursday in November	Thanksgiving Day
11	December 25	Christmas Day

12
13 The Recorder of Deeds shall not grant holiday leave with pay, holiday pay, or
14 compensatory holiday time off except as provided in this Section. At the end of FY 11, the paid
15 holiday schedule will revert back.

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

1 When the day of observance of a holiday is changed by State or Federal law, it will be so
2 observed by the City of St. Louis. When the day of observance of a holiday is changed by State
3 or Federal executive action, the Mayor shall determine the day of observance by the City of St.
4 Louis. When one of the above enumerated holidays occurs on Sunday, the following Monday
5 shall be observed as the holiday. When one of the above holidays occurs on Saturday, the
6 preceding Friday shall be observed as the holiday.

7 The Recorder of Deeds shall determine the manner of granting holidays. When full-time
8 employees are required to work on a holiday they shall be entitled to compensation for the
9 holiday and the hours actually worked. Compensation for the holiday shall be in an amount
10 proportionate to the number of hours an employee is regularly scheduled to work in a day or
11 shift.

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

16 The holiday compensation procedures established by this section shall apply to full-time
17 employees paid a bi-weekly rate. Part-time bi-weekly paid employees shall be compensated for
18 holidays in proportion to the percentage of time they are regularly scheduled to work.
19 Employees paid on an hourly or per performance basis shall not be entitled to holiday
20 compensation.

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

1 **SECTION ELEVEN.** Changes to Pay Plan

2 Whenever the Recorder of Deeds finds it necessary to add a new class to the pay plan, the
3 Recorder of Deeds shall allocate the class to an appropriate grade and schedule in this ordinance,
4 and notify the Board of Aldermen of this action. Whenever the Recorder of Deeds finds it
5 necessary to change the pay schedule of an existing class within the Pay plan, the Recorder of
6 Deeds shall allocate the class to the appropriate schedule in this ordinance, and notify the Board
7 of Aldermen of this action.

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