

1 BOARD BILL NO. 119CS INTRODUCED BY ALDERMAN STEPHEN GREGALI

2 An ordinance to amend Ordinance #67805, approved December 17, 2007, relating to
3 the position classifications and salaries of the Treasurer's Office and to enact in lieu thereof certain
4 new sections 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 67805, approved December 11, 2006 is hereby amended.

7 SECTION TWO. Position Classes

8

9 (a) Schedule A: The following positions of the Parking Division of the Treasurer's Office whose
10 duties shall be those indicated by their respective titles and codes, are hereby allocated as listed
11 below and adopted as the classification of the Parking Division of the Treasurer's Office:

12

13	Class Title	Code	Grade
14			
15	Administrative Assistant IV	1184	17M
16	Deputy Treasurer	1185	17M
17	Chief Fiscal Officer	1183	17M
18	Accounting Manager I	1445	15M
19	Investment Specialist	1182	14G
20	Investment Control Accountant II	1183	14G
21	Investment Control Accountant I	1180	13G
22	Account Clerk III	1159	11G
23	Administrative Clerk II	1162	11G
24	Secretary III	1133	11G
25	Account Clerk II	1142	10G
26	Secretary II	1132	10G
27	Cashier	1190	9G
28	Clerk/Secretary III	1133	9G
29	Administrative Clerk I	1161	9G
30	Clerk IV	1141	9G
31	Payroll Clerk	1121	9G

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1	Secretary I	1131	8G
2	Account Clerk I	1193	8G
3	Clerk/Secretary II	1132	8G
4	Clerk III	1113	7G
5	Clerk/Secretary I	1131	6G
6	Clerk II	1112	6G
7	Clerk I	1111	5G

8
9 SECTION THREE. Pay Schedule.

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11 **GENERAL, PROFESSIONAL, AND MANAGEMENT PAY SCHEDULE**

12 (1) The following bi-weekly pay schedule for all grades denoted with the suffix “G”,
13 “P”, or “M” shall become effective beginning with the bi-weekly pay period
14 starting the effective date of this ordinance.

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

16	GRADE	MINIMUM	MAXIMUM
17	5	706	1067
18	6	766	1159
19	7	832	1261
20	8	903	1365
21	9	980	1480
22	10	1064	1610
23	11	1157	1715
24	12	1258	1902
25	13	1387	2098

1	14	1590	2405
2	15	1821	2754
3	16	2090	3164
4	17	2397	3627
5	18	2750	4163
6	19	3158	4779
7	20	3626	5485
8	21	3912	5916
9	22	4222	6385
10	23	4556	6891

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
 18 range 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
19 received immediately prior to demotion. However, no employee shall be paid less than the
20 minimum nor 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 of
7 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
17 **SECTION SIX. Salary Adjustment**

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

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

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

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 weeks of employment at the same 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 to
10 a lower rate in the salary range.

11 (c) 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 fifteen
13 percent (15%) of the current salary rate. In no case shall the decrease be below the minimum of the
14 pay range for the class. The appointing authority may determine that the pay decrease shall be
15 effective for a specific number of bi-weekly pay periods, providing, however, that such decrease
16 shall not be effective for more than twenty-six (26) weeks.

17 (d) For the purpose of computing earnings and length of service for salary advancement, the
18 time shall start with the Sunday preceding all appointments effective on Monday. Absence from
19 service in the armed forces, and leaves of absence for study to improve performance of City job will
20 not interrupt continuous service. Absence from service for any other cause except as set forth above
21 will result in breaking continuity of service.

22 **SECTION SEVEN. Income Sources**

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

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

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15 SECTION EIGHT. Conversion

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17 (a) All pay schedules in Section 3(1) shall continue in effect until the beginning of the bi-
18 weekly pay period starting concurrently with or after the effective date of this ordinance at which
19 time the rates to be paid to employees in positions of any class for which a rate is established or
20 changed in Section 3(1), of this ordinance shall become effective and be adjusted as follows:

21 (1) The salary of each employee whose pay range is established in Section 3(1) of this
22 ordinance and whose class title remains unchanged or whose class title is changed to better describe

1 his/her position, without a substantial revision in the class of position shall have their current salary
2 increased by three and one-half percent(3.5%) as a cost of living adjustment, rounded to the nearest
3 whole dollar or the minimum of the salary range, whichever is greater. This provision shall not apply
4 to employees whose rate is deemed to be above the maximum of the new range as a result of
5 demotion or reallocation. No employee shall be compensated at a rate above the maximum of the
6 new salary range except as provided in below.

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

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

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13 SECTION NINE. PERSONAL DAY

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

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1 SECTION TEN. Whenever the Appointing Authority finds it necessary to add a new class or
2 reallocate the grade of a class of position in the classification plan, the appointing authority shall
3 allocate or reallocate the class to an appropriate grade in this ordinance, and notify the Board of
4 Aldermen of this action.

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