

**BOARD BILL NO. 119 INTRODUCED BY: ALDERMAN STEPHEN GREGALI
COMMITTEE SUBSTITUTE**

1 An ordinance relating to position classifications and salaries of employees in the Treasurer’s
2 Office and holidays and furlough days for employees of the Treasurer's Office; repealing
3 Ordinance 68121 and enacting in lieu thereof certain new sections relating to the same subject
4 matter and additional sections relating to holidays and furlough days; containing an emergency
5 clause.

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

7 **SECTION ONE.** Ordinance 68121 is hereby repealed and a new ordinance is hereby
8 enacted in lieu thereof to read as follows..

9 **SECTION TWO.** Position Classes

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

Class Title	Code	Grade
Administrative Assistant IV	1184	17M
Deputy Treasurer	1185	17M
Chief Fiscal Officer	1183	17M
Accounting Manager I	1445	15M
Investment Specialist	1182	14G
Investment Control Accountant II	1183	14G
Investment Control Accountant I	1180	13G

1	Account Clerk III	1159	11G
2	Administrative Clerk II	1162	11G
3	Secretary III	1133	11G
4	Account Clerk II	1142	10G
5	Secretary II	1132	10G
6	Cashier	1190	9G
7	Clerk/Secretary III	1133	9G
8	Administrative Clerk I	1161	9G
9	Clerk IV	1141	9G
10	Payroll Clerk	1121	9G
11	Secretary I	1131	8G
12	Account Clerk I	1193	8G
13	Clerk/Secretary II	1132	8G
14	Clerk III	1113	7G
15	Clerk/Secretary I	1131	6G
16	Clerk II	1112	6G
17	Clerk I	1111	5G

18 **SECTION THREE.** Pay Schedule.

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

20 (1) The following bi-weekly pay schedule for all grades denoted with the suffix "G", "P",
21 or "M" shall become effective beginning with the bi-weekly pay period starting the effective date
22 of this ordinance.

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

2	GRADE	MINIMUM	MAXIMUM
3	5	706	1067
4	6	766	1159
5	7	832	1261
6	8	903	1365
7	9	980	1480
8	10	1064	1610
9	11	1157	1715
10	12	1258	1902
11	13	1387	2098
12	14	1590	2405
13	15	1821	2754
14	16	2090	3164
15	17	2397	3627
16	18	2750	4163
17	19	3158	4779
18	20	3626	5485
19	21	3912	5916
20	22	4222	6385
21	23	4556	6891

1 **SECTION FOUR. Starting Salary**

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

5 If an advanced starting salary is necessary, the City Treasurer (hereinafter referred to as
6 the "appointing authority") may establish a recruitment rate for a single position or all positions
7 in a class and authorize employment at a figure above the minimum but within the regular range
8 of salary established for the class.

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

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

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

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

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

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

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

10 (c) Reallocation:

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

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

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

22 (d) Transfer: The salary rate of an employee who transfers to a different position in the

1 same class, or from a position in one class to a position in another class in the same pay grade,
2 shall remain unchanged, provided that no employee shall be paid less than the minimum rate nor
3 more than the maximum rate for the new class of position, except as otherwise provided in this
4 ordinance.

5 **SECTION SIX. Salary Adjustment**

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

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

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

13 (1) Exceptional performance of duties:

14 The appointing authority of an employee who demonstrates exceptional performance of duties or
15 outstanding qualifications may, advance the employee by not more than ten percent (10%) after
16 twenty-six weeks of employment at the same rate in the salary range.

17 (2) Substandard performance of duties:

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

21 (c) The pay of any employee may be decreased as a disciplinary action by an appointing
22 authority to a lower rate or step within a salary range. The decrease shall not be greater than

July 7, 2010

Page 6 of 14

BOARD BILL #119CS

Sponsor: Alderman Stephen Gregali

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

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

10 **SECTION SEVEN. Income Sources**

11 Any salary paid to an employee in the city service shall represent the total remuneration for the
12 employee, excepting reimbursements for official travel and other payments specifically
13 authorized by ordinance. No employee shall receive remuneration from the City in addition to
14 the salary authorized in this ordinance for services rendered by the employee in the discharge of
15 the employee's ordinary duties, of additional duties which may be imposed upon the employee,
16 or of duties which the employee may undertake or volunteer to perform. Whenever an employee
17 not on an approved, paid leave works for a period less than the regularly established number of
18 hours a day, days a week or days bi weekly, the amount paid shall be proportionate to the hours
19 in the employee's normal work week and the bi weekly rate for the employee's position. The
20 payment of a separate salary for actual hours worked from two or more departments, divisions or
21 other units of the City for duties performed for each of such agencies is permissible if the total
22 salary received from these agencies is not in excess of the maximum rate of pay for the class.

July 7, 2010

Page 7 of 14

BOARD BILL #119CS

Sponsor: Alderman Stephen Gregali

1 December 31st

2 The City Treasurer shall pay employees required to work on the above-referenced days
3 for such work and shall require such employees to take eight (8) hours of furlough on an
4 alternate day. All employees in positions which have been determined to be exempt pursuant to
5 the Fair Labor Standards Act shall be required to take an additional forty (40) hours of furlough
6 time in addition to the days designated above which must be taken in eight (8) hour increments
7 no later than June 18, 2011. The City Treasurer shall prepare a list of dates from which such
8 exempt employees may choose additional "furlough" dates in eight (8) hour increments, and
9 shall require each exempt employee to take a minimum of five (5) eight (8) hour increments as
10 "furlough" in addition to the "furlough" dates specifically listed above.

11 **SECTION TEN. HOLIDAYS**

12 The City Treasurer shall grant holiday leave with pay, holiday pay, or compensatory
13 holiday time off in lieu of pay to employees working full-time who are paid a bi-weekly rate on
14 the following days:

<u>DATE</u>	<u>HOLIDAY</u>
15 Third Monday in January	Rev. Martin Luther King Jr. Day
16 February 12	Lincoln's Birthday
17 Last Monday in May	Memorial Day
18 July 4	Independence Day
19 First Monday in September	Labor Day
20 November 11	Veterans' Day
21 Fourth Thursday in November	Thanksgiving Day

1 December 25

Christmas Day

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

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

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

19 The City Treasurer shall determine the manner of granting holidays. When full-time
20 employees are required to work on a holiday they shall be entitled to compensation for the
21 holiday and the hours actually worked. Compensation for the holiday shall be in an amount
22 proportionate to the number of hours an employee is regularly scheduled to work in a day or

1 shift.

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

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

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

14 **SECTION ELEVEN.** Whenever the Appointing Authority finds it necessary to add a
15 new class or reallocate the grade of a class of position in the classification plan, the appointing
16 authority shall allocate or reallocate the class to an appropriate grade in this ordinance, and notify
17 the Board of Aldermen of this action.

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

22