

1 **BOARD BILL NO. 410 COMMITTEE SUBSTITUTE**
2 **INTRODUCED BY ALDERMAN STEPHEN GREGALI**

3
4 **An ordinance relating to the employees and salaries of the Office of the Recorder of**
5 **Deeds; repealing Ordinances 67329, approved December 11, 2006 pertaining to the office of**
6 **the Recorder of Deeds and enacting in lieu thereof a new ordinance pertaining to the same**
7 **subject matter and containing an emergency clause.**

8
9 **BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:**

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11 **SECTION ONE. Ordinances #67329 is hereby repealed and enacted in lieu thereof is**
12 **the following.**

13
14 **SECTION TWO. Appointments and Salaries. The following positions of the Office of**
15 **the Recorder of Deeds whose duties shall be those indicated by their respective titles and coded**
16 **are hereby allocated as listed below and adopted as the classification plan for the Recorder of**
17 **Deeds.**

TITLE	CODE	GRADE
Recorder	R500	E
Deputy Recorder	D451	18M
Human Resource Manager	1523	18M
Internet Service Manager	1368	18M
Special Projects Manager	2382	17M
Administrative Assistant	1621	17G
Fiscal Officer	1484	16G
Public Information Officer Supervisor	1616	15G
Real Estate Records Manager	1426	14G
Records Retention Supervisor	1187	14G
Computer Programmer II	1332	14G
Historic Preservation Planner II	4193	14G
Historic Preservation Planner I	4192	13G
Auditor	1471	13G
Secretary to The Recorder Of Deeds	R333	13G
Document Specialist II	5644	12G
Document Specialist I	5643	11G
Receptionist	1161	10G
Clerk II	1113	09G
Clerk I	1112	08G

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44 **SECTION THREE. (a) GENERAL PAY SCHEDULE:**
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1 (1) The following bi-weekly pay schedule for all pay grades denoted with the suffix
2 "G" and "M" shall become effective beginning with the start of the first bi-weekly pay period
3 beginning December 23, 2007.
4

5 BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS
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7 GRADE	8 MINIMUM	9 MAXIMUM
10 5	663	995
11 6	722	1083
12 7	788	1181
13 8	859	1287
14 9	935	1403
15 10	1019	1530
16 11	1112	1668
17 12	1212	1818
18 13	1340	2012
19 14	1542	2313
20 15	1773	2661
21 16	2040	3059
22 17	2346	3520
23 18	2697	4047
24 19	3103	4654
25 20	3569	5352
26 21	3854	5780
27 22	4162	6242
28 23	4494	6743

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32 (b) The Recorder of Deeds may approve the payment of hiring incentives to recruit
33 qualified personnel for positions that are difficult to fill. Hiring incentives shall be in any
34 amount up to twenty-five percent (25%) of the annual salary of the position for which the
35 incentive is to be paid.
36

37 SECTION FOUR. The annual rate of employee compensation shall be twenty-six (26)
38 times the bi-weekly scale of pay for the grade applicable to each employee's position as set out
39 in Section 4.34.010. No employee of the Recorder of Deeds shall be paid at a rate lower than
40 the minimum or higher than the maximum of the salary range established for the grade to
41 which his class has been allocated. Nothing in this section shall be construed as preventing the
42 Recorder from paying less than the maximum provided in this ordinance.
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44 SECTION FIVE. Starting Salary
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1 The minimum rate of pay for a position shall be paid upon original appointment to the
2 class, unless the Recorder of Deeds finds that it is impossible to recruit employees with
3 adequate qualifications at the minimum rate.
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5 If an advanced starting salary is necessary, the Recorder of Deeds may establish a
6 recruitment rate for a single position or all positions in a class and authorized employment at a
7 figure above the minimum but within the regular range of salary established for the class.
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9 In the event the Recorder of Deeds finds that it is difficult to secure the services of
10 sufficient number of employees for a class or occupational series after a diligent recruitment
11 effort, the Recorder of Deeds may establish a new maximum rate for the classes which is not
12 more that twenty-five percent (25%) above the regular maximum established in this
13 ordinance.
14

15 **SECTION SIX. Promotion, Demotion, Reallocation and Transfer**

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17 An employee who is transferred, promoted, demoted, or whose position is reallocated after the
18 effective date of this ordinance, shall have his or her rate of pay for the new position
19 determined as follows:
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21 (a) **Promotion:** This shall be defined as a change of an employee from a position of
22 one class to a position of another class with a higher pay grade.
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24 (1) When an employee is promoted to a position in the General and Management
25 Schedule which is only one grade higher, the employee's salary shall be set at a rate which is
26 five percent (5%) higher than the rate received immediately prior to promotion. The
27 Recorder of Deeds may approve up to a twenty percent (20%) salary adjustment when such
28 action is needed to attract experienced, qualified candidates for a position. Such salary
29 determination shall take into consideration the nature and magnitude of the accretion of duties
30 and responsibilities resulting from the promotion. However, no employee shall be paid less
31 than the minimum rate nor more than the maximum rate for the new class of position, except
32 as otherwise provided in this ordinance.
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34 (b) **Demotion:** This shall be defined as a change of an employee from a position of
35 one class to a position of another class which has a lower pay grade.
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37 (1) If an employee is demoted for disciplinary reasons his or her rate of pay shall be
38 established at a rate within the range for the new position to be determined by the Recorder of
39 Deeds.
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1 (2) If an employee accepts a voluntary demotion, his or her rate of pay shall be reduced to
2 a rate within the range for the new position which is five percent (5%) lower than the rate
3 received immediately prior to demotion. The Recorder of Deeds may approve up to a ten
4 percent (10%) salary decrease upon demotion. However, no employee shall be paid less than
5 the minimum nor more than the maximum rate for the new class of position, except as
6 otherwise provided in this ordinance.

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

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12 (c) Reallocation:

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

19
20 (2) If the employee's position is reallocated to a class in a lower pay grade and the
21 rate of pay for the previous position is within the salary range of the new position, his or her
22 salary shall remain unchanged.

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

27
28 (d) Transfer: The salary rate of an employee who transfers to a different position in
29 the same class, or from a position in one class to a position in another class in the same pay
30 grade, regardless of pay schedule, shall remain unchanged, provided that no employee shall be
31 paid less than the minimum rate nor more than the maximum rate for the new class of
32 position, except as otherwise provided in this ordinance.

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

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1 (d) Recorder of Deeds may approve a within range salary adjustment or other incentives
2 to retain employees in positions that are difficult to fill, or because of their unique
3 requirements. Said adjustment may only be granted once during a twenty-six (26) week
4 period.
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6 SECTION EIGHT. Income Sources
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8 Any salary paid to an employee in the city service shall represent the total
9 remuneration for the employee, excepting reimbursements for official travel and other
10 payments specifically authorized by ordinance. No employee shall receive remuneration from
11 the City in addition to the salary authorized in this ordinance for services rendered by the
12 employee in the discharge of the employee's ordinary duties, of additional duties which may be
13 imposed upon the employee, or of duties which the employee may undertake or volunteer to
14 perform.
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16 Whenever an employee not on an approved, paid leave works for a period less than the
17 regularly established number of hours a day, days a week or days bi-weekly, the amount paid
18 shall be proportionate to the hours in the employee's normal work week and the bi-weekly rate
19 for the employee's position. The payment of a separate salary for actual hours worked from
20 two or more departments, divisions or other units of the City for duties performed for each of
21 such agencies is permissible if the total salary received from these agencies is not in excess of
22 the maximum rate of pay for the class.
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25 SECTION NINE. Conversion
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27 (a) All pay schedules in Ordinance 67329 shall continue in effect until December 23,
28 2007, at which time the rates to be paid to employees in positions of any class for which a rate
29 is established or changed in Section 3(a)1, of this ordinance shall become effective and be
30 adjusted as follows:
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32 (1) The salary of each employee whose pay range is established in Section 3(a)(1) of
33 this ordinance and whose class title remains unchanged or whose class title is changed to better
34 describe his/her position, without a substantial revision in the class of position shall have their
35 current salary increased by \$39.00 bi-weekly (\$1014.00 annually). This provision shall not
36 apply to employees whose rate is deemed to be above the new maximum of the range as a
37 result of demotion or reallocation.
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39 (2) The salary of each employee whose pay range is established in Section 3(a)(1) of this
40 ordinance and whose class has been allocated to a higher pay grade in the appropriate pay

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1 schedule, as determined by the Recorder , shall have their current salary increased \$39.00 bi-
2 weekly (1014.00 annually).

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4 (a) No employee shall be reduced in salary by reason of the adoption of the new pay
5 schedules in this ordinance.

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7 (b) The Recorder of Deeds may establish a special conversion procedure for a class or
8 position in the event that the Recorder of Deeds determines that a serious inequity would be
9 created by the application of the conversion procedures established in this Section 9.

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11 **SECTION TEN. Holidays**

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

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15 Whenever the Recorder of Deeds finds it necessary to add a new class to the Pay plan,
16 the Recorder of Deeds shall allocate the class to an appropriate grade and schedule in this
17 ordinance, and notify the Board of Aldermen of this action.

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19 Whenever the Recorder of Deeds finds it necessary to change the pay schedule of an
20 existing class within the Pay plan, the Recorder of Deeds shall allocate the class to the
21 appropriate schedule in this ordinance, and notify the Board of Aldermen of this action.

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24 **SECTION TWELVE. PASSAGE OF ORDINANCE**

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

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