

**BOARD BILL # 411**  
**FLOOR SUBSTITUTE      INTRODUCED BY ALDERMAN STEPHEN GREGALI**

1            An ordinance to amend Ordinance #67330, approved December 11, 2006, relating to  
2 the number and salaries of the Treasurer's Office and to enact in lieu thereof certain new sections  
3 relating to the same subject matter and containing an emergency clause.

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

5            **SECTION ONE.** Ordinance 67330, approved December 11, 2006 is hereby amended.

6            **SECTION TWO.** The following positions of the Treasurer's Office whose duties shall be  
7 those indicated by their respective titles and codes, are hereby allocated as listed below and adopted  
8 as the classification of the Treasurer's Office:

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10	<b>Class Title</b>	<b>Code</b>	<b>Grade</b>
11	Administrative Assistant IV	1184	17M
12	Deputy Treasurer	1185	17M
13	Chief Fiscal Officer	1183	17M
14	Accounting Manager I	1445	15M
15	Investment Specialist	1182	14G
16	Investment Control Accountant II	1183	14G
17	Investment Control Accountant I	1180	13G
18	Account Clerk III	1159	11G
19	Administrative Clerk II	1162	11G
20	Secretary III	1133	11G
21	Account Clerk II	1142	10G
22	Secretary II	1132	10G
23	Cashier	1190	9G
24	Clerk/Secretary III	1133	9G
25	Administrative Clerk I	1161	9G
26	Clerk IV	1114	9G
27	Payroll Clerk	1121	9G
28	Secretary I	1131	8G

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Sponsor: Alderman Stephen Gregali

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

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**SECTION THREE. Pay Schedule.**

10 (a) There is hereby adopted as the compensation schedule for all grades established in  
 11 Section Two of this ordinance, the following ranges of salary, beginning with the bi-weekly pay  
 12 period starting December 24, 2006.

13

<b>BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS</b>		
<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
14 5	663	995
15 6	722	1083
16 7	788	1181
17 8	859	1287
18 9	935	1403
19 10	1019	1530
20 11	1112	1668
21 12	1212	1818
22 13	1340	2012
23 14	1542	2313
24 15	1773	2661
25 16	2040	3059
26 17	2346	3520
27 18	2697	4047
28 19	3103	4654
29 20	3569	5352
30 21	3854	5780
31 22	4162	6242
32 23	4494	6743

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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 authorized employment at a figure above the minimum but within the regular  
8 range 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 after  
11 the effective date of this ordinance, shall have his or her rate of pay for the new position determined  
12 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 authority  
18 may approve up to a twenty percent (20%) salary adjustment when such action is needed to attract  
19 experienced, qualified candidates for a position. Such salary determination shall take into  
20 consideration the nature and magnitude of the accretion of duties and responsibilities resulting from

1           the promotion. However, no employee shall be paid less than the minimum rate nor more  
2 than the maximum rate for the new class of position.

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

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

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

12           (c) Reallocation:

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

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

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

4           (d)     Transfer:

5           The salary rate of an employee who transfers to a different position in the same class, or from  
6 a position in one class to a position in another class in the same pay grade, shall remain unchanged,  
7 provided that no employee shall be paid less than the minimum rate nor more than the maximum rate  
8 for the new class of position, except as otherwise provided in this ordinance.

9           **SECTION SIX. Salary Adjustment**

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

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

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

17          (1)     Exceptional performance of duties:

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

1           (2)     Substandard performance of duties:

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

5           (c) The pay of any employee may be decreased as a disciplinary action by an appointing  
6 authority to a lower rate or step within a salary range. The decrease shall not be greater than fifteen  
7 percent (15%) of the current salary rate. In no case shall the decrease be below the minimum of the  
8 pay range for the class. The appointing authority may determine that the pay decrease shall be  
9 effective for a specific number of bi-weekly pay periods, providing, however, that such decrease  
10 shall not be effective for more than twenty-six (26) weeks.

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

16           **SECTION SEVEN. Income Sources**

17           Any salary paid to an employee in the city service shall represent the total remuneration for  
18 the employee, excepting reimbursements for official travel and other payments specifically  
19 authorized by ordinance. No employee shall receive remuneration from the City in addition to the

1 salary authorized in this ordinance for services rendered by the employee in the discharge of  
2 the employee's ordinary duties, of additional duties which may be imposed upon the employee, or of  
3 duties which the employee may undertake or volunteer to perform.

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

11 **SECTION EIGHT. Conversion**

12 (a) All pay schedules in Section 3(a) shall continue in effect until the pay period starting  
13 December 23, 2007, at which time the rates to be paid to employees in positions of any class for  
14 which a rate is established or changed in Section 3(a), of this ordinance shall become effective and  
15 be adjusted as follows:

16 (1) The salary of each employee whose pay range is established in Section 3(a) of this  
17 ordinance and whose class title remains unchanged or whose class title is changed to better describe  
18 his/her position, without a substantial revision in the class of position shall have their current salary  
19 increased by \$39.00 bi-weekly (\$1,014 annually) as a cost of living adjustment.

1           This provision shall not apply to employees whose rate is deemed to be above the maximum  
2 of the new range as a result of demotion or reallocation. No employee shall be compensated at a rate  
3 above the maximum of the new salary range except as provided in below.

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

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

9           **SECTION NINE.**     Whenever the Appointing Authority finds it necessary to add a new  
10 class or reallocate the grade of a class of position in the classification plan, the appointing authority  
11 shall allocate or reallocate the class to an appropriate grade in this ordinance, and notify the Board  
12 of Aldermen of this action.

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