

Civil Service Rule I: Definitions

Section 1.

The following words and phrases when used in these rules shall have the following meaning, unless otherwise clearly indicated in the text:

- (a) "Article Eighteen" means Amended Article XVIII of the Charter of St. Louis, Missouri, as adopted September 16, 1941, pursuant to Ordinance 42.021, and any subsequent amendments thereto.
- (b) "Allocation" means the official determination of the class in which a position in the classified service shall be deemed to exist.
- (c) "Appointing Authority" means any person or group of persons having power by law or ordinance, or by lawfully delegated authority, to make appointments to any position in the City Service.
- (d) "Appointment" means the designation of a person, by due authority, to become an employee in a position, and his induction into employment in such position.
- (e) "Career Seasonal Employee" means a person who has been appointed to a position designated by the Director of Personnel as being career seasonal or cyclical and who has satisfactorily completed a working test period.
- (f) "Career Seasonal Position" means any position in the classified service which is permanent in nature, but for which the services of an employee are not continuous and uninterrupted; such positions are designated by the appointing authority for use during a recurring cycle or component of municipal services.
- (g) "City Service" or "service of the City" means all positions as defined in Article XVIII, that are subject to control and regulation by the City of St. Louis as a municipal corporation, or any of its officers or other agencies as such.
- (h) "Class" or "Class of positions" means a definitely recognized kind of employment in the classified service designed to embrace all positions sufficiently alike, with respect to the character of duties and responsibilities as to be treated alike under like conditions for all personnel purposes.
- (i) "Classification plan" means an orderly arrangement of positions into separate and distinct classes so that each will contain those positions which involve similar duties and responsibilities as applied to those positions placed in the classified service under the provisions of Article XVIII.
- (j) "Classified employee" means an employee occupying a position in the classified service.

(k) "Classified service" means all positions in the City Service except those specifically placed in the unclassified service as defined by Article XVIII.

(l) "Commission" means the St. Louis Civil Service Commission and "Commissioner" means a member of that body.

(m) "Compensation" means the salary, wages, fees, allowances, and all other forms of valuable consideration, earned by or paid to any employee by reason of service in any position, but does not include allowances for expenses authorized and incurred as incidents to employment.

(n) "Compensation plan" means a schedule of salaries established by ordinance for the several classes of positions recognized in the classification plan, so that all positions of a given class under similar working conditions will be paid the same salary or according to the same salary range established for the class. The compensation plan shall also include terms and conditions of employment and other benefits that are compensation in nature, such as, but not limited to, hours of work, leave, Workers' Compensation, and various insurance and death benefits.

(o) "Competitive position" means any position in the classified service that is subject to the requirements of Article XVIII relating to appointment on the basis of competitive tests of fitness and applied to every position in the classified service not expressly excepted by Article XVIII.

(p) "Demotion" means a change of an employee in the classified service from a position of one class to a position of another class with a lower-numbered pay grade to be defined by the Director.

(q) "Department" means the St. Louis Department of Personnel, including Director of Personnel, unless the context clearly requires otherwise.

(r) "Detail" means the temporary assignment of an employee from a position in one class to perform the duties of a position in a different class under the same appointing authority for a period not to exceed sixty (60) days.

(s) "Director" means the Director of Personnel as set forth by Article XVIII.

(t) "Eligible" means a person whose name has been placed on an employment, reemployment, reemployment from layoff, or promotional list for a given class.

(u) "Eligible list" means any of the lists of names of persons eligible for appointment to positions in the classified service and includes employment lists, reemployment lists, reemployment from layoff lists and promotional lists.

(v) "Employee" means a person legally occupying a position.

(w) "Employment list" means a list of the names of persons arranged in order of merit as provided by these rules and Article XVIII, who have been found qualified through suitable tests, and who are entitled to have their names certified to appointing authorities for original appointment under the provisions of Article XVIII and these rules.

(x) "Examination" means all the tests of fitness, taken together, that are applied to determine the fitness of applicants for positions of any class.

(y) "Excepted employee" means any employee occupying an excepted position.

(z) "Excepted position" means any position in the classified service not subject to the provisions of Article XVIII requiring competitive tests of fitness for appointment and such other provisions as, by their terms, apply specifically to competitive positions alone, but which are subject to all other provisions of Article XVIII insofar as consistent with the law and the exception. The following described positions, and no others, shall be deemed to be excepted positions:

1. all positions filled by election by the people;
2. all positions of heads of principal departments and of independent agencies, that are filled by appointment by the Mayor;
3. all positions in the Mayor's Office, except that no employee will lose their job or status due to this change;
4. all positions of paid members of boards;
5. all officers and employees of the Board of Aldermen.

(aa) "Exempt employee" means an employee in a class of position which meets the criteria to be excluded from the overtime provisions of the Fair Labor Standards Act.

(bb) "Grade" means all positions or classes of positions in the City Service that are determined to be of the same level with respect to the difficulty and responsibility of their duties and any other measure of value, and for which the same rate or scale of rates of compensation is prescribed, under the provisions of Article XVIII.

(cc) "Layoff" means the removal of an employee because of lack of work, failure of financial appropriation, or other causes which do not reflect on the employee.

(dd) "Limited term position" means any position in the classified service which requires or is likely to require the services of an employee without interruption for a period of not more than one year.

(ee) "Non-exempt employee" means an employee in a class of position which meets the criteria of the Fair Labor Standards Act for compensation of overtime worked.

(ff) "Permanent employee" means an employee who has satisfactorily completed a working test period and whose permanent appointment has been recommended by the appointing authority and approved by the Director.

(gg) "Permanent position" means any position in the classified service which has required or is likely to require the services of an employee without interruption for a period of no less than one year and with no expected delimiting date, subject to continued funding and need.

(hh) "Position" means any appointive or elective office, and any employment, or two or more of such offices and employments, the duties of which call for services to be rendered by one person.

(ii) "Promotion" means the change of an employee in the classified service with permanent status from a position of one class to a position of another class with a higher-numbered grade level.

(jj) "Promotional examination" means all tests of fitness, taken together, that are applied from time to time to determine the fitness of applicants for positions in a particular class, but which are limited to employees with permanent status who occupy a position in a class or whose names appear on a reemployment from layoff list for a lower-numbered grade level.

(kk) "Promotional list" means the names of classified employees with permanent status or whose names appear on a reemployment from layoff list, arranged in order of merit as provided in these rules, who have been found qualified through suitable tests for promotion or appointment to positions which have a higher-numbered grade level than the classes of position they are currently occupying or from which they were laid off.

(ll) "Public hearing" means an opportunity given after public notice of at least five (5) days for any person to be heard publicly by the Commission at reasonable length on the matter involved.

(mm) "Public notice" means a written notice placed upon a bulletin board or other prominent place located in or near the offices of the Department in a place accessible to the public during business hours.

(nn) "Reassignment" means the assignment of an employee in the classified service from one position to a different position in the same grade and under the same appointing authority.

(oo) "Reemployment list" means a list of names of persons who had permanent status arranged in the order provided by these rules, who have occupied positions in the classified service, who have resigned in good standing from the classified service and who are entitled to have their names certified to appointing authorities under the provisions of Article XVIII and these rules.

(pp) "Reemployment from layoff list" means a list of names of persons arranged in the order provided by these rules who have occupied positions in the classified service, and who had permanent status in the positions from which they were laid off, and who were

laid off for reasons not discreditable to them, and in accordance with these rules, and who are eligible for priority consideration on referral to vacant positions.

(qq) "Temporary appointments" means the temporary appointments, without competitive tests, to competitive positions, for not to exceed six (6) months, except with the approval of the Director of Personnel, but no extension will exceed three (3) months.

(rr) "Term position" means any position in the classified service which requires or is likely to require the services of an employee without interruption for a period of more than a year but with either a definite limiting date and/or for the duration of a specific project or source of funding or period of training including internship.

(ss) "Test of fitness" means any means or measure for determining the merit and fitness of persons for original appointment or promotion to positions of a class.

(tt) "Title," "Class title," or "Classification" means the designation given under the classification plan to a class, to each position allocated to a class, and to the incumbent of each position allocated to the class.

(uu) "Transfer" means the assignment of an employee from a position in the classified service under an appointing authority to a different position in the same pay grade in the classified service under a different appointing authority.

(vv) "Unclassified employee" means any employee occupying a position in the unclassified service.

(ww) "Unclassified service" means all position not subject to the provisions of Article XVIII, ordinances, and civil service rules relating exclusively to positions in the classified service, and includes positions as follows, and no others:

1. all positions of members of boards, commissions, or committees serving without compensation;
2. all other positions in which services are rendered without compensation;
3. all officers and employees of the Board of Aldermen.

Section 2.

The masculine noun or pronoun as used in these rules shall be held to include the feminine, the singular to include the plural, and the plural the singular, unless otherwise qualified by the context.

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