

*City of St. Louis Department of Personnel Administrative
Regulation NO. 136*

Personal Services Contract Employees

The purpose of this Administrative Regulation is to establish a procedure to enable the Department of Personnel to review potential employment relationships to determine the appropriateness of personal service contracts versus Civil Service appointments.

Article XVIII of the City Charter sets forth the authority for hiring employees under Civil Service. While in some cases it may be more appropriate fiscally or programmatically to hire individuals on a contractual basis, caution should be exercised so as to minimize the potential for public perception that such actions are taken for purposes of circumvention of the merit system. In order to remedy this situation, effective immediately the following procedures shall be in effect:

A. When an appointing authority initiates actions which may result in hiring additional staff, such as submitting a grant application, they shall immediately contact the Department of Personnel to alert us to the potential for hiring additional personnel. Included in the information provided should be the following details:

1. Funding source (e.g. grant, general revenue, state or federal contract.)
2. Anticipated budget (in line-item form.)
3. Detailed job description for the positions involved.
4. Duration of the appointment.
5. Physical location of the position.
6. Reporting relationship (Supervisor/subordinate) with regular Civil Service employees.

B. Upon receipt of the above information, the Department of Personnel will make a determination as to whether the position(s) should be Civil Service and filled through the normal process or whether it is more practical to advertise for contractual relationship(s).

C. The Department of Personnel will notify the appointing authority of the determination as soon as possible and assist them in obtaining necessary authorization to proceed.

The Department of Personnel recognizes there are situations in which funds become available, particularly state or federal funds, within a very short time frame. Therefore, appointing authorities should contact Mrs. Linda Thomas at 622-3251 as soon as possible as they are made aware of these funding opportunities so that the process may begin as quickly as possible.

DEPARTMENT OF PERSONNEL

William C. Duffe
Director of Personnel

August 23, 1996