

ORDINANCE #68706
Board Bill No. 115
Committee Substitute

An ordinance to repeal Ordinance #68118 relating to the appointment and rates of compensation of certain employees of the License Collector of the City of St. Louis and enacting in lieu thereof a new ordinance dealing with the same subject matter and containing an emergency clause.

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

SECTION ONE. ALPHABETICAL LIST OF CLASSES

The following positions of the License Collector's Office, whose duties shall be those indicated by their respective titles are hereby allocated as listed below and adopted as the classification plan for the License Collector's office:

<u>Class Title</u>	<u>Grade</u>
Accountant I	6G
Accountant II	8G
Accountant III	9G
Administrative Assistant I	6G
Administrative Assistant II	8G
Administrative Assistant III	9G
Administrative Officer I	11M
Administrative Officer II	12M
Administrative Officer III	13M
Assistant Deputy License Collector	16M
Chief Deputy License Collector	17M
Field Representative I	6G
Field Representative II	8G
Field Representative III	9G
License Clerk I	6G
License Clerk II	8G
License Clerk III	9G

SECTION TWO. OFFICE PAY SCHEDULE

(1) The following bi-weekly pay schedule for all pay grades denoted with the suffix G or M shall become effective with the beginning of the first pay period following approval of this ordinance:

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
6	747	1121
8	889	1332
9	968	1452
11	1151	1726
12	1254	1882
13	1387	2082
16	2111	3166
17	2428	3643

SECTION THREE. Appointments

The License Collector is authorized to appoint and employ accountants, administrative assistants, administrative officers, assistant deputy license collector, field representatives, and license clerks and such other personnel as are deemed necessary in addition to those enumerated in Section 82.390 of the Revised Statutes of Missouri; however, the salaries shall not exceed the amount

as set forth in this ordinance.

SECTION FOUR. STARTING SALARY

The License Collector may establish a recruitment rate for a single position or all positions and authorize employment at a figure above the minimum but within the range of salary established for the grade.

SECTION FIVE. PROMOTION, DEMOTION, REALLOCATION AND TRANSFER

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

(a) **PROMOTION:** This shall be defined as a change of an employee from a position of one pay grade to a higher pay grade.

(1) When an employee is promoted to a position in the General or Management Schedule the employee's salary shall be set at a rate as deemed appropriate by the License Collector. However, no employee shall be paid less than the minimum rate, nor more than the maximum rate for the new position.

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

(1) If an employee accepts a voluntary demotion, his or her rate of pay shall be reduced to a rate within the range for the new position. However, no employee shall be paid less than the minimum, nor more than the maximum rate for the new class of position.

(c) **REALLOCATION:**

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

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

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

(d) **TRANSFER:** The salary rate of an employee who transfers to a different position in the same grade, or from one position to another position in same pay grade, regardless of pay schedule, shall remain unchanged, provided that no employee shall be paid less than the minimum rate, nor more than the maximum rate, for the new position.

SECTION SIX. SALARY ADJUSTMENT

Salary adjustments for all employees shall be based on considerations of merit or success in fulfilling predetermined performance factors as established by the License Collector.

(a) No employee shall be eligible to receive a merit increase.

(b) Any employee, whose salary is established in Section 2(1), 2(2), or 2(3) - General and Management Pay Schedule, achieving an Overall Performance Rating of Below Standards after fifty two (52) weeks of continuous service shall not be eligible to receive a merit increase and must agree to a Mandatory Improvement Plan.

The License Collector may authorize different anniversary dates for an employee or groups of employees.

The granting of any such increase or decrease in salary shall be made at the beginning of a payroll period following approval of such

salary action, by the License Collector,

SECTION SEVEN. INCOME SOURCES

Any salary paid to an employee of the License Collector shall represent the total remuneration for the employee, excepting reimbursements for official travel and other payments specifically authorized by ordinance. No employee shall receive remuneration from the License Collector in addition to the salary authorized in this ordinance for services rendered by the employee in the discharge of the employee's ordinary duties, of additional duties which may be imposed upon the employee, or of duties which employee may undertake or volunteer to perform.

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

SECTION EIGHT. CONVERSION

- (a) All pay schedules in Ordinance 68118 shall continue in effect.
- (b) The License Collector shall establish such procedures as needed to place this ordinance into effect and interpret its provisions.

SECTION NINE. FURLOUGHS.

Contingent upon the declaration of the City's Board of Estimate and Apportionment that a fiscal crisis exists in the City so as to warrant the mandatory implementation of furloughs of City officers and employees, the Board of Aldermen hereby authorizes such mandatory implementation of furloughs. As used herein the term "furlough" shall mean time off without pay. In the event furloughs are implemented, the License Collector shall issue, consistent with this ordinance, such guidelines as are necessary for setting out a process for furlough implementation. A "furlough" will not affect any employee's benefits including, but not limited to, health insurance, pension calculations, anniversary dates, or any employee service rating or eligibility for promotion. The License Collector will still be required to make all appropriate deductions for health insurance and pensions from the accounts for employees under the License Collector's control.

All employees, except for employees on duty on the following dates in offices where the License Collector's responsibilities require designated employees to be on duty on the following dates, shall be "furloughed" for eight (8) hours on the following dates:

February 21st	May 9th
October 11th	November 26th
December 31st	

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

SECTION TEN. HOLIDAYS

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

<u>DATE</u>	<u>HOLIDAY</u>
Third Monday in January	Rev. Martin Luther King Jr. Day
February 12	Lincoln's Birthday
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
November 11	Veterans' Day
Fourth Thursday in November	Thanksgiving Day
December 25	Christmas Day

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

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

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

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

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

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

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

SECTION ELEVEN. VACATION

Vacation leave with pay shall be granted to bi-weekly paid employees in permanent positions working one-half (50%) time or more. The License Collector may establish additional guidelines and policies to govern the administration of vacation leave benefits.

SECTION TWELVE. MEDICAL LEAVE

Medical leave with pay shall be granted to bi-weekly paid employees in permanent positions working one-half (50%) time or more in accordance with regulations and procedures established by the License Collector.

SECTION THIRTEEN. CLASSIFICATION

Whenever the License Collector finds it necessary to add a new class or reallocate the grade of a class of position in the classification plan, the License Collector shall allocate or reallocate the class to an appropriate grade in this ordinance and notify the Board of Aldermen of his action.

SECTION FOURTEEN. PASSAGE OF ORDINANCE

By the enactment of this ordinance, Ordinance #68118 is hereby repealed.

SECTION FIFTEEN. EMERGENCY CLAUSE

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

Approved: July 9, 2010