

# *St. Louis City Ordinance 63182*

FLOOR SUBSTITUTE

BOARD BILL NO. [94] 162

INTRODUCED BY ALDERMAN ROBERT RUGGERI , MARY ROSS

An ordinance to repeal Ordinance #62663, approved July 10, 1992 relating to the position classifications and salaries of the Parking Division employees, and to enact in lieu thereof certain new sections relating to the same subject matter and containing an emergency clause.

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

SECTION ONE. Ordinance 62663, approved July 10, 1992, is hereby repealed.

SECTION TWO. Position Classes.

(a) Schedule A: The following positions of the Parking Division of the Treasurer's Office, whose duties shall be those indicated by their respective titles and codes, are hereby allocated as listed below and adopted as the pay classification plan of the Parking Division of the Treasurer's Office:

<b>Class Title</b>	<b>Code</b>	<b>Grade</b>
Parking Superintendent	T220	26M
Administrative Assistant IV	T624	26M
Director of Professional Services	T221	26M
Parking Facilities Manager		24M
Ass't Parking Facilities Manager		22M
Personnel Manager	T515	20M
Fleet Maintenance Supervisor	T421	22G
Parking System Analyst		20G
Internal Auditor	T471	19G
Parking Supervisor		18G
Program Analyst	T501	17G
Budget Compliance Officer	T461	17G
Communication Assistant	T185	17G
Parking Enforcement Supervisor	T192	16G
Accountant I		16G
Assistant Supervisor	T191	14G
Account Clerk III	T143	14G

Administrative Clerk II	T137	13G
Parking Enforcement Officer IV	12G	
Parking Facilities Attendant IV		12G
Parking Enforcement Officer III	T203	11G
Assistant Parking Enforcement Supervisor	T194	11G
Parking Crew Worker III	T165	11G
Account Clerk II	T142	11G
Parking Facilities Attendant III	10G	
Administrative Clerk I	T136	10G
Clerk/Secretary III	T133	10G
Parking Enforcement Officer II	T202	9G
Parking Crew Worker II		9G
Security Officer		8G
Clerk/Secretary II	T132	8G
Account Clerk I	T141	8G
<b>Class Title</b>	<b>Code</b>	<b>Grade</b>
Parking Facilities Attendant II		8G
Parking Crew Worker I		7G
Security Guard		6G
Parking Enforcement Officer I	T201	6G
Clerk/Secretary I	T131	6G
Parking Facilities Attendant I	6G	
Parking Assistant		5G
Custodian		4G
Parking Aide		3G

(b) Schedule B: For employees of the Parking Division in the classes set forth below, and with an appointment date on or after January 1, 1995, excepting those employees eligible for reemployment under personnel rules approved by the Parking Commission, their positions will be reallocated as specified below:

<b>Class Title</b>	<b>Code</b>	<b>Grade</b>
Parking Superintendent	T220	23M
Administrative Assistant IV	T624	23M
Director of Professional Services	T221	23M
Parking Facilities Manager		22M
Personnel Manager	T515	19M
Fleet Maintenance Supervisor	T421	20G

Parking System Analyst	18G	
Internal Auditor	T471	17G
Communications Assistant	T185	15G

**SECTION THREE. Pay Schedule.**

(a) Fiscal Year 1994 95: There is hereby adopted as the compensation schedule for all grades established in Section Two of this ordinance, the following ranges of salary, beginning with the bi weekly pay period starting on or about June 12, 1994 and extending through June 24, 1995.

**BI WEEKLY RANGE OF PAY IN WHOLE DOLLARS**

<b>Grade</b>	<b>Starting</b>	<b>Maximum</b>
26M	1551	2307
25M	1479	2200
24M	1411	2097
23M	1345	1999
22M	1283	1905
21M	1223	1816
20M	1168	1734
19M	1113	1654
18M	1063	1579
17M	1013	1504
16M	967	1436

**BI WEEKLY RANGE OF PAY IN WHOLE DOLLARS**

<b>Grade</b>	<b>Starting</b>	<b>Maximum</b>
22G	1283	1723
21G	1223	1645
20G	1168	1571
19G	1113	1498
18G	1063	1430
17G	1013	1362
16G	967	1300
15G	923	1241
14G	880	1182

13G	841	1130
12G	802	1081
11G	766	1029
10G	732	985
9G	699	942
8G	667	896
7G	637	857
6G	608	817
5G	582	783
4G	556	748
3G	531	714

(b) Fiscal Year 1995 96: There is hereby adopted as the compensation schedule for all grades established in Section Two of this ordinance, the following ranges of salary, beginning with the bi weekly pay period starting on or about June 12, 1994 and extending through June 24, 1995.

**BI WEEKLY RANGE OF PAY IN WHOLE DOLLARS**

<b>Grade</b>	<b>Starting</b>	<b>Maximum</b>
26M	1574	2342
25M	1501	2233
24M	1432	2128
23M	1365	2029
22M	1302	1935
21M	1241	1843
20M	1186	1760
19M	1130	1679
18M	1079	1603
17M	1028	1527
16M	982	1458
22G	1302	1752
21G	1241	1670
20G	1186	1595
19G	1130	1520
18G	1079	1452
17G	1028	1383
16G	982	1321

15G	937	1261
14G	893	1201
13G	854	1151

**BI WEEKLY RANGE OF PAY IN WHOLE DOLLARS**

<b>Grade</b>	<b>Starting</b>	<b>Maximum</b>
12G	814	1097
11G	777	1047
10G	743	1000
9G	709	956
8G	677	912
7G	647	870
6G	617	830
5G	591	726
4G	564	760
3G	539	795

**SECTION FOUR. Starting Salary.**

The minimum rate of pay for a position shall be paid upon original appointment to the class, unless the City Treasurer (hereinafter the "appointing authority") finds that it is impractical to recruit employees with adequate qualifications at the minimum rate. If an advanced starting salary is necessary, the appointing authority may establish a recruitment rate for a single position or all positions in a class and authorize employment at a figure above the minimum but within the regular range of salary established for the class.

**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 position determined as follows:

(a) Promotion: This shall be defined as a change of employee from a position of one class to a position of another class with a higher pay grade. When an employee is promoted to a position which is only one grade higher, the employee's salary shall be set at a rate which is up to five (5%) higher than the rate received immediately prior to promotion. If the position to which the

employee is promoted is two (2) or more grades higher than the original position, the employee's salary shall be set at a rate which is up to ten percent (10%) higher than the rate received immediately prior to promotion. The appointing authority may approve up to a fifteen percent (15%) salary adjustment upon promotion when such action is needed to attract experienced, qualified candidates for a position.

Such salary determination shall take into consideration the nature and magnitude of the accretion of duties and responsibilities resulting from the promotion. However, no employee shall be paid less than the minimum rate nor more than the maximum rate for the new class of position.

(b) Demotion: This shall be defined as a change of an employee to a position of one class to a position of another class which has a lower pay grade. 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 which is up to five percent (5%) lower than the rate received immediately prior to demotion. The appointing authority may approve up to a ten percent (10%) salary decrease upon demotion. However, no employee shall be paid less than the minimum nor more than the maximum rate for the new class of position.

(c) Reallocation: The salary of an employee which is in excess of the maximum of the range prescribed by this ordinance for the class and 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 or 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. If the employee's position is reallocated to a class in 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. The salary of an employee whose position is allocated to a class in a higher pay grade shall be determined in accordance with the provisions of this section relating to salary advancement or promotion.

(d) Transfer: The salary rate of an employee who transfers to a different position in the same class, or from a position in one class to a position in another class in the 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 class of position, except as otherwise provided in this ordinance.

**SECTION SIX. Salary Adjustment.**

Salary adjustments for all employees shall be based on considerations of merit in the performance of duties and success in fulfilling predetermined goals and objectives as herein provided:

(a) Eligibility for any annual within range merit increases shall be determined by the appointing authority. The appointing authority may grant within range salary adjustments in any whole dollars increment up to three and thirty five one hundredths percent (3.35%) of the employee's bi weekly base salary.

(b) The appointing authority may establish additional guidelines for within range salary adjustments to insure the effective utilization of salary ranges to reward meritorious service. Civil service employees paid or funded in whole or in part by the Parking Fund shall be granted salary adjustments by the appointing authority in conformance with this ordinance notwithstanding any other ordinances or rules affecting civil service employees in other agencies.

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

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

(1) Exceptional performance of duties: The appointing authority of an employee who demonstrates exceptional performance of duties or outstanding qualifications may advance the employee by not more than ten percent (10%) after twenty six (26) weeks of employment at the same rate in the salary range.

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

(e) The pay of any employee may be decreased as a disciplinary action by an appointing authority to a lower rate or step within a salary range. The decrease shall not be greater than fifteen (15%) percent of the employee's current salary rate. In no case shall the decrease be below the minimum of the pay range for the class. The appointing authority may determine that the pay decrease shall be effective for a specific number of bi weekly pay periods, providing,

however, that such decrease shall not be effective for more than twenty six (26) weeks.

(f) For the purpose of computing earnings and length of service for salary advancement, the time shall start with the Sunday preceding all appointments effective on Monday. Absence from service as a result of vacation, sick leave, jury/witness leave, suspensions, non paid absence, leave of absence for service in the armed forces, and leaves of absence for study to improve performance of City job will not interrupt continuous service. Absence from service for any other cause except as set forth above will result in breaking continuity of service.

#### SECTION SEVEN. Income Sources.

Any salary paid to an employee 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 City 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 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. The Parking Division of the Treasurer's Office shall reimburse the City's General Revenue Fund from the Parking Fund \$33,000.00 annually on or about the end of each fiscal year for the Chief Fiscal Officer's services for that year.

#### SECTION EIGHT. Conversion.

(a) The pay schedules in Ordinance 62663 shall continue in effect until the beginning of the bi weekly pay period starting on or about June 12, 1994, at which time the rates to be paid to employees in positions of any class for which a rate is established or changed in this ordinance shall be increased by a factor of not more than one and one half percent (1.5%) to the nearest whole dollar as determined by the appointing authority. This provision shall not apply to employees whose rate is deemed to be above the maximum of the new range as a result of demotion or reallocation.

(b) The pay schedules in Section 3(a) of this ordinance shall continue in effect until the bi weekly pay period starting on or about June 25, 1995, at which time the rates to be paid to employees in positions of any class for which a rate is established or changed in this ordinance shall be increased by a factor of not more than one and one half percent (1.5%) to the nearest whole dollar, as determined by the appointing authority. This provision shall not apply to employees whose rate is deemed to be above the maximum of their new salary range except as provided below.

(c) No employee shall be reduced in salary by reason of the adoption of the new pay schedules in this ordinance. The appointing authority may establish a special conversion procedure for a class or position in the event that the appointing authority determines that a serious inequity would be created by the application of the conversion procedures established in this section.

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

SECTION TEN. 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.

<b>Legislative History</b>				
<b>1ST READING</b>	<b>REF TO COMM</b>	<b>COMMITTEE</b>	<b>COMM SUB</b>	<b>COMM AMEND</b>
<b>06/10/94</b>	<b>06/10/94</b>	<b>PE</b>	<b>06/22/94</b>	
<b>2ND READING</b>	<b>FLOOR AMEND</b>	<b>FLOOR SUB</b>	<b>PERFECTN</b>	<b>PASSAGE</b>
<b>06/24/94</b>			<b>06/30/94</b>	<b>06/30/94</b>
<b>ORDINANCE</b>	<b>VETOED</b>		<b>VETO OVR</b>	
<b>63181</b>				