

# *St. Louis City Ordinance 63817*

FLOOR SUBSTITUTE

BOARD BILL NO. [96] 63

INTRODUCED BY ALDERMAN Freeman Bosley, Sr.

An ordinance to repeal Ordinance #63181, approved June 30, 1994 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 Ordinance 63181, approved June 30, 1994, is hereby repealed.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 classification of the Parking Division of the Treasurer's Office:

<b>Class Title</b>	<b>Code 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
Fleet Maintenance Supervisor	T421 22G
Personnel Manager	T515 20M
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

<b>Class Title</b>	<b>Code Grade</b>
Security Officer	8G
Clerk/Secretary II	T132 8G
Account Clerk I	T141 8G
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 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	T185 15G

SECTION THREE. Pay Schedule

(a) 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 June 23, 1996.

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

	<b>MINIMUM</b>	<b>MAXIMUM</b>	<b>GRAD E</b>
3G	550	741	
4G	575	775	
5G	603	811	
6G	629	847	
	<b>MINIMUM</b>	<b>MAXIMUM</b>	<b>GRADE</b>
7G	660	887	
8G	691	930	
9G	723	975	
10G	758	1020	
11G	793	1068	
12G	830	1119	
13G	871	1174	
14G	911	1225	
15G	956	1286	
16G	1002	1347	
17G	1049	1411	
18G	1101	1481	
19G	1153	1550	
20G	1210	1627	
21G	1266	1703	
22G	1328	1787	
16M	1002	1487	

17M	1049	1558
18M	1101	1635
19M	1153	1713
20M	1210	1795
21M	1266	1880
22M	1328	1974
23M	1392	2070
24M	1461	2171
25M	1531	2278
26M	1605	2389

(b) 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 June 22, 1997.

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

**MINIMUM MAXIMUM GRADE**

3G	561	756
4G	587	791
5G	615	827
6G	642	864
7G	673	905
8G	705	949
9G	737	995
10G	773	1040

**MINIMUM MAXIMUM GRADE**

11G	809	1089
12G	847	1141
13G	888	1197
14G	929	1250
15G	975	1312
16G	1022	1374
17G	1070	1439
18G	1123	1511
19G	1176	1581
20G	1234	1660
21G	1291	1737

22G	1355	1823
16M	1022	1517
17M	1070	1589
18M	1123	1668
19M	1176	1747
20M	1234	1831
21M	1291	1918
22M	1355	2013
23M	1420	2111
24M	1490	2214
25M	1562	2324
26M	1637	2437

#### 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 authorized 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 new position determined as follows:

(a) Promotion: This shall be defined as a change of an employee from a position of one class to a position of another class with a higher pay grade.

(1) 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 five percent (5%) higher than the rate received immediately prior to promotion. If the position to which the employee promotes is two (2) or more grades higher than the original position, the employee's salary shall be set at a rate which is ten percent (10%)

higher than the rate received immediately prior to promotion. The appointing authority may approve up to a 15 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 from a position of one class to a position of another class which has a lower pay grade.

(2) 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 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:

(1) 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 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 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.

(3) 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 on 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 percent (3%) 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 five percent (5%) after twenty-six 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 percent (15%) of the 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 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 in the city service 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 may be imposed upon the employee, or of duties which the 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 63181 shall continue in effect until the beginning of the pay period starting June 23, 1996, 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 two percent (2%), rounded 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 new maximum of the range as a result of demotion or reallocation.

(b) The pay schedules in Section 3(a), shall continue in effect until the bi-weekly pay period starting June 22, 1997, 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 two percent (2%), rounded 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. No employee shall be compensated at a rate above the maximum of the new salary range except as provided in 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. PASSAGE OF ORDINANCE**

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:

<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>VOTE</b>
<b>05/03/96</b>	<b>05/03/96</b>	<b>W&amp;M</b>			

<b>2ND READING</b>	<b>FLOOR AMEND</b>	<b>FLOOR SUB</b>	<b>VOTE</b>	<b>PERFECTN</b>	<b>PASSAGE</b>
<b>06/28/96</b>				<b>07/03/96</b>	<b>07/03/96</b>
<b>ORDINANCE</b>	<b>VETOED</b>		<b>VETO OVR</b>		<b>EFFECTIVE</b>
<b>63817</b>					