

# St. Louis City Ordinance 64380

FLOOR SUBSTITUTE

BOARD BILL NO. [98] 28

INTRODUCED BY ALDERMAN IRVING C. CLAY, JR. , MARIT CLARK ,  
PHYLLIS YOUNG , MARGARET VINING , JAMES SHREWSBURY , SHARON  
TYUS , KENNETH JONES

An ordinance to regulate employer and employee working relationships between the City of St. Louis and all employees under the Classified Service, including a compensation plan, terms and conditions of employment, benefits, leaves of absence, and authorization for a Deferred Compensation Plan; repealing Ordinance 63705, approved March 26, 1996, and all other ordinances or amendments, or parts thereof conflicting or inconsistent with the provisions of this ordinance; and containing an emergency clause. The provisions of the sections contained in this ordinance shall be effective beginning with the bi-weekly pay period starting June 21, 1998.

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

SECTION 1.

## ALPHABETICAL LIST OF CLASSES

(a) Beginning with the bi-weekly pay period starting June 21, 1998, the following positions in the City Service with bi weekly rates are hereby allocated as listed below in accordance with the classification plan by the Director of Personnel to a grade and overtime code in the following section with rates established in Section 2 of this ordinance in accordance with Section 3(a) and Section 9(e) of Article XVIII of the City Charter.

TITLE	CODE	GRADE	OVT
Abatement and Exemption Analyst	1424	21 M	1
Account Clerk I	1141	9 G	3
Account Clerk II	1142	11 G	3
Accountant I	1441	16 G	3
Accountant II	1442	19 G	2
Accountant III	1443	20 P	1
Accounting Manager I	1445	22 M	1
Accounting Manager II	1446	25 M	1

Accounting Systems Manager	1447	27 M	1
Administrative Assistant I	1621	16 G	2
Administrative Assistant II	1622	19 M	1
Administrative Assistant III	1623	21 M	1
Administrative Assistant to the Civil Service Commission	1624	21 M	1
Administrative Assistant to the Mayor	1721	19 M	1
Administrative Secretary	1137	14 G	2
Aide to the Comptroller	1491	7 G	3
Aide to the Mayor I	1711	7 G	3
Aide to the Mayor II	1712	9 G	3
Air Pollution Commissioner	3929	29 M	1
Air Pollution Inspection Supervisor	3925	19 M	1
Air Pollution Inspector I	3921	14 G	3
Air Pollution Inspector II	3922	16 G	3
Air Pollution Monitoring Manager	3927	23 M	1
Air Pollution Specialist	3926	18 P	2
Airfield Administrator	1648	24 M	1
Airfield Maintenance Foreman	3322	19 G	3
Airfield Maintenance Supervisor	1642	22 G	2
Airfield Maintenance Worker	3324	16 G	3
Airfield Operations Specialist	1641	17 G	3
Airport Automotive Services Supervisor	3274	22 M	1
Airport Building Maintenance Manager	1646	24 M	1
Airport Building Maintenance Supervisor	1684	20 G	2
Airport Communications Center Supervisor	1647	20 G	2
Airport Engineering Contracts Manager	1637	27 M	1
Airport Environmental Assistant	3951	12 G	3
Airport Fiscal Officer	1686	26 M	1
Airport Government Affairs Officer	1643	20 M	1
Airport Police Bureau Commander	2148	21 M	1
Airport Police Chief	2147	26 M	1
Airport Police Officer	2141	15 P	3
Airport Police Supervisor I	2144	17 P	3
Airport Police Supervisor II	2145	19 P	2
Airport Power Plant Manager	1683	21 M	1
Airport Traffic Officer	2172	10 G	3
Animal Control Officer I	2111	8 G	3

Animal Control Officer II	2112	10 G	3
Animal Control Regulatory Supervisor	2117	16 G	2
Application Analyst I	1373	19 G	2
Application Analyst II	1374	21 G	2
Application Analyst III	1375	23 P	1
Architect I	4431	16 P	2
Architect II	4432	19 P	1
Architect III	4433	22 P	1
Architectural Manager	4435	25 M	1
Assessor	1439	30 M	1
Asset Manager	1485	28 M	1
Assistant Airport Manager	1649	24 M	1
Assistant Airport Police Chief	2146	22 M	1
Assistant Automotive Mechanic	3261	11 G	3
Assistant Director of Airports	1657	28 M	1
Assistant Director of Health and Hospitals	5585	29 M	1
Attorney I	2361	21 P	1
Attorney II	2362	26 P	1
Attorney III	2363	28 P	1
Attorney IV	2367	30 P	1
Attorney Manager	2364	30 M	1
Audit and Fiscal Executive	1478	29 M	1
Audit Manager	1475	25 M	1
Auditor I	1471	18 G	2
Auditor II	1472	21 G	2
Auditor III	1473	24 P	1
Auto Body Specialist	3288	16 T	3
Automotive Mechanic	3263	16 T	3
Automotive Parts Specialist	3287	12 G	3
Automotive Service Worker	3262	10 G	3
Automotive Services Manager	3275	24 M	1
Automotive Shop Foreman	3267	19 T	3
Autopsy Technician	5412	8 G	3
Aviation Planner I	1633	19 G	3
Aviation Planner II	1634	23 P	1
Aviation Properties Manager	1644	27 M	1
Aviation Properties Specialist I	1681	18 G	2
Aviation Properties Specialist II	1682	23 P	1

Battalion Fire Chief	2227	77 F	1
Biostatistician	5641	20 P	2
Blacksmith	3231	17 T	3
Budget and Management Analyst I	1461	16 G	3
Budget and Management Analyst II	1462	19 G	2
Budget and Management Analyst III	1463	21 P	1
Budget Director	1468	31 M	1
Budget Manager	1464	24 M	1
Building Commissioner	3869	30 M	1
Building Inspection Manager	3862	25 M	1
Building Inspection Supervisor I	3855	18 T	3
Building Inspection Supervisor II	3856	20 M	1
Building Inspector I	3851	14 T	3
Building Inspector II	3852	16 T	3
Building Maintenance and Operations Supervisor	3753	20 G	2
Building Maintenance Worker	3411	12 G	3
Building Plan Examiner	4231	20 P	1
Buyer I	1222	16 G	3
Buyer II	1223	20 G	2
Cable Communications Manager	1811	25 M	1
Cable Compliance Specialist	1831	18 G	2
Cable Inspector I	1824	13 G	3
Cable Inspector II	1825	15 G	3
Cable Regulatory Administrator	1813	23 M	1
Carpenter	3211	17 T	3
Carpenter Foreman	3213	20 T	3
Cementer	3283	15 T	3
Chauffeur	3341	6 G	3
Chemical Engineer I	4251	21 P	2
Chemical Engineer II	4252	22 P	1
Chemical Engineer III	4253	24 P	1
Chemist I	5451	17 P	3
Chemist II	5452	20 P	2
Chemistry Supervisor	5453	22 P	1
Chief Agronomist	3639	23 M	1
Chief Deputy Marshal	2123	16 G	2
Chief Health Fiscal Officer	1481	28 M	1
Chief Health Planning Officer	5584	27 M	1

Chief Horticulturist	3638	26 M	1
Chief of Maternal and Child Health Services	5684 25 M	1	
Chief of Staff	1737	36 M	1
Chief Parole and Probation Officer	2327	21 M	1
Chief Plan Examiner	4233	25 M	1
City Counselor	2368	34 M	1
City Court Administrator	1676	23 M	1
City Court Judge	2369	27 P	1
City Marshal	2129	21 M	1
City Materials Manager	1227	24 M	1
City Planning Executive	4143	29 M	1
City Press Liaison	1619	24 P	1
Civil Engineer I	4241	20 P	2
Civil Engineer II	4242	22 P	1
Civil Engineer III	4243	24 P	1
Claims Investigator	3551	15 G	2
Clerical Aide	1111	3 G	3
Clerk I	1112	5 G	3
Clerk II	1113	7 G	3
Clerk III	1114	10 G	3
Clerk IV	1115	13 G	3
Commercial and Industrial Development Specialist	1685	24 M	1
Commissioner of Corrections	2349	30 M	1
Commissioner of Equipment Services	3277	29 M	1
Commissioner of Facilities Management	3755	29 M	1
Commissioner of Forestry	3644	29 M	1
Commissioner of Parks	3646	29 M	1
Commissioner of Recreation	7137	28 M	1
Commissioner on Heritage and Urban Design	1674	27 M	1
Commissioner on the Disabled	6163	26 M	1
Community Development Compliance Analyst	4186	26 P	1
Community Development Planner I	4113	16 G	3
Community Development Planner II	4114	19 G	2
Community Development Planner III	4115	21 P	1
Community Development Planning Supervisor	4117	24 M	1
Community Development Research Analyst	4184	21 P	1
Community Development Specialist I	4123	16 G	3

Community Development Specialist II	4124	19 G	2
Community Development Specialist III	4126	21 P	1
Community Development Supervisor	4127	24 M	1
Community Health Aide	5624	10 G	3
Community Program Aide	6171	9 G	3
Community Relations Manager	1726	25 M	1
Comptroller	1489	2 E	1
Computer Operations Manager	1361	23 M	1
Computer Operations Supervisor	1327	17 M	1
Computer Operator I	1323	11 G	3
Computer Operator II	1324	13 G	3
Computer Operator III	1325	16 G	3
Computer Programmer I	1331	16 G	3
Computer Programmer II	1332	18 G	3
Computer Programmer III	1333	20 P	2
Computer Programmer Supervisor	1335	22 M	1
Computerized Graphics Typesetter	1158	13 G	3
ConServ Program Manager	3876	27 M	1
Construction and Maintenance Manager	3618	26 M	1
Construction and Maintenance Superintendent	3759	24 M	1
Construction Equipment Foreman	3335	20 T	3
Construction Equipment Operator I	3332	16 T	3
Construction Equipment Operator II	3333	17 T	3
Correctional Chief of Security	2338	21 M	1
Correctional Center Superintendent	2348	29 M	1
Correctional Counselor	2333	14 G	3
Correctional Investigator	2357	16 G	2
Correctional Officer I	2331	13 G	3
Correctional Officer II	2332	15 G	3
Correctional Program Manager	2343	23 M	1
Correctional Shift Supervisor	2335	17 G	3
Correctional Work Programs Supervisor	2341	16 G	2
Court Cashier	1182	7 G	3
Court Cashier Supervisor	1184	9 G	3
Custodian	3711	4 G	3
Customer Service Representative	1116	9 G	3
Data Entry Operator I	1311	6 G	3
Data Entry Operator II	1312	8 G	3

Data Entry Supervisor	1315	11 G	3
Data Processing Manager	1362	27 M	1
Data Processing Technician	1321	7 G	3
Decorative Painter	3241	17 T	3
Deputy Assessor	1435	27 M	1
Deputy Budget Director	1467	27 M	1
Deputy City Counselor	2366	31 M	1
Deputy Clerk of City Courts	1675	19 M	1
Deputy Comptroller	1488	31 M	1
Deputy Director of Airports	1656	30 M	1
Deputy Director of Emergency Management	2167	18 M	1
Deputy Director of Human Relations	6138	24 M	1
Deputy Director of Personnel	1528	30 M	1
Deputy Fire Chief	2231	78 F	1
Deputy Health Commissioner	5687	28 M	1
Deputy Laboratory Director	5674	24 M	1
Deputy Marshal	2121	8 G	3
Deputy Street Commissioner	3134	26 M	1
Deputy Supply Commissioner	1228	25 M	1
Detention Center Superintendent	2347	28 M	1
Director of Airports	1658	34 M	1
Director of Community Development	4145	32 M	1
Director of Employment and Training	6229	29 M	1
Director of Health and Hospitals	5589	33 M	1
Director of Human Relations	6139	27 M	1
Director of Human Services	6169	31 M	1
Director of Parks, Recreation and Forestry	3649	31 M	1
Director of Personnel	1529	33 M	1
Director of Public Safety	2179	34 M	1
Director of Public Utilities	4349	32 M	1
Director of Streets	3139	32 M	1
Dispatcher	1185	7 G	3
Drafter I	4421	10 G	3
Drafter II	4422	16 G	3
Drafting Supervisor	4425	18 G	3
Duplicating Equipment Operator	1152	12 T	3
Duplicating Operations Manager	1157	23 M	1
Electrical Engineer I	4261	21 P	2

Electrical Engineer II	4262	22 P	1
Electrical Engineer III	4263	24 P	1
Electrical Inspection Supervisor	3815	20 M	1
Electrical Inspector I	3811	17 T	3
Electrical Inspector II	3812	19 T	3
Electrical Supervisor	3226	22 G	2
Electrician	3223	17 T	3
Electrician Foreman	3225	20 T	3
Electronic Chemical Analysis Technician	5483	15 G	3
Electronic Control System Technician	3442	17 T	3
Electronic Instrument Technician	3285	17 T	3
Electronic Instrument Technician Supervisor	3286	20 T	3
Elevator Inspector I	3831	16 T	3
Elevator Inspector II	3832	18 T	3
Emergency Management Director	2168	22 M	1
Emergency Medical Billing Supervisor	5726	19 M	1
Emergency Medical Communication Supervisor	5723	16 G	2
Emergency Medical Inventory Supervisor	5722	15 G	3
Emergency Medical Service Chief	5727	25 M	1
Emergency Medical Service Deputy Chief	5725	21 M	1
Emergency Medical Service Supervisor	5724	19 G	3
Emergency Medical Services Dispatcher	5711	12 G	3
Emergency Medical Services Lead Dispatcher	5713	13 G	3
Emergency Medical Technician	5714	14 G	3
Emergency Medical Technician Crew Chief	5715	15 G	3
Emergency Medical Training Specialist	5712	19 G	2
Employment and Training Executive	6223	27 M	1
Employment and Training Manager	6218	25 M	1
Employment and Training Representative	6211	12 G	3
Employment and Training Specialist I	6213	16 G	3
Employment and Training Specialist II	6214	19 G	2
Employment and Training Specialist III	6215	21 P	1
Engineering Aide I	4221	6 G	3
Engineering Aide II	4222	9 G	3
Engineering Aide III	4223	14 G	3
Engineering Executive	4316	29 M	1
Engineering Manager I	4312	27 M	1
Engineering Manager II	4313	28 M	1

Engineering Technician I	4224	18 G	3
Engineering Technician II	4225	20 G	3
Environmental Court Coordinator	3881	21 M	1
Environmental Health Officer I	5622	13 G	3
Environmental Health Officer II	5623	16 G	3
Environmental Sanitation Specialist	5628	14 G	3
Epidemiologist	5642	25 P	1
Equipment Operator	3321	11 G	3
Excise Commissioner	3949	27 M	1
Executive Assistant I	1628	24 M	1
Executive Assistant II	1629	26 M	1
Executive Assistant to the Comptroller	1483	26 M	1
Executive Assistant to the Mayor	1725	30 M	1
Executive Director for Development	1728	35 M	1
Executive Director for Operations	1736	35 M	1
Executive Secretary to the Mayor	1727	33 M	1
Field Inspection Manager	3916	19 M	1
Field Inspection Supervisor	3914	16 G	3
Field Inspector	3911	10 G	3
Financial Analyst	1756	21 P	1
Fire Alarm Manager	2216	74 F	1
Fire Captain	2226	72 F	3
Fire Chief	2239	83 F	1
Fire Equipment Dispatcher	2212	69 F	3
Fire Lieutenant	2225	71 F	3
Fire Private	2222	69 F	3
Fiscal Executive	1486	30 M	1
Fiscal Manager	1448	28 M	1
Food Establishment Sanitarian	5631	15 G	3
Forest Park Manager	3643	26 M	1
Forestry Foreman I	3623	14 G	3
Forestry Foreman II	3624	17 G	3
Gardener	3631	12 G	3
Graphic Artist	4181	14 G	3
Graphic Arts Photographer	1159	12 G	3
Graphic Design Supervisor	4183	22 P	1
Graphic Designer	4182	18 G	3
Hazardous Materials Information Officer	1616	21 G	2

Health Commissioner	5688	31 M	1
Health Planning Executive	5586	30 M	1
Health Service Executive	5583	25 M	1
Health Service Manager I	5681	24 M	1
Health Service Manager II	5682	26 M	1
Heavy Equipment Mechanic	3265	17 T	3
Heavy Equipment Operator I	3325	13 G	3
Heavy Equipment Operator II	3326	14 G	3
Historic Preservation Planner I	4192	16 G	3
Historic Preservation Planner II	4193	19 P	1
Horticulturist	3637	19 P	1
Housekeeping Manager	3719	20 G	2
Housekeeping Supervisor I	3715	11 G	3
Housekeeping Supervisor II	3717	16 G	3
Housing Development Analyst	4125	20 G	2
Human Relations Specialist I	6131	16 G	3
Human Relations Specialist II	6132	19 G	2
Human Relations Supervisor	6135	21 M	1
Information Specialist	1611	16 G	3
Information Systems Audit Supervisor	1474	24 P	1
Information Systems Manager	1367	30 M	1
Internal Audit Manager	1476	25 M	1
Interpreter for the Deaf	6174	14 G	3
Inventory Control Technician I	1211	8 G	3
Inventory Control Technician II	1212	10 G	3
Inventory Supervisor	1213	16 G	3
Ironworker	3232	17 T	3
Kennel Worker I	2114	6 G	3
Kennel Worker II	2115	7 G	3
Labor Foreman I	3121	15 G	3
Labor Foreman II	3125	17 G	3
Labor Supervisor	3128	20 G	2
Laboratory Aide	5421	4 G	3
Laboratory Assistant	5422	6 G	3
Laboratory Director	5675	28 M	1
Laboratory Technician	5425	13 G	3
Laborer	3111	10 G	3
Landscape Manager	3635	22 M	1

Lead Abatement Officer	5626	14 G	3
Lead Abatement Worker	5625	12 G	3
Lead Airfield Maintenance Worker	3327	17 G	3
Lead Airfield Operations Specialist	1645	18 G	3
Lead Automotive Mechanic	3266	18 T	3
Lead Carpenter	3212	18 T	3
Lead Custodian	3712	6 G	3
Lead Electrician	3224	19 T	3
Lead Mechanical Maintenance Worker	3414	18 T	3
Lead Painter	3243	18 T	3
Lead Program Aide I	5611	6 G	3
Lead Program Aide II	5612	7 G	3
Lead Utility Worker	3118	12 G	3
Lead Water Plant Maintenance Mechanic	3542	19 T	3
Lead Water Treatment Plant Operator	3516	18 T	3
Legal Advisor to the Comptroller	1494	26 P	1
Legal Investigations Supervisor	2352	19 G	2
Legal Investigator	2351	16 G	3
Legal Secretary	1134	13 G	3
Licensed Practical Nurse	5181	11 G	3
Lifeguard	7111	4 G	3
Lifeguard Supervisor	7112	6 G	3
Liquor Control Officer I	3941	13 G	3
Liquor Control Officer II	3942	15 G	3
Local Government Access Manager	1812	23 M	1
Machine Shop Foreman	3238	19 T	3
Machinist	3233	17 T	3
Magnetic Tape Librarian	1322	9 G	3
Mail Room Supervisor	1186	13 G	3
Maintenance Foreman	3415	19 T	3
Market Master	3757	19 M	1
Materials Manager	1226	22 M	1
Mayor	1739	3 E	1
Mechanical Engineer I	4271	21 P	2
Mechanical Engineer II	4272	22 P	1
Mechanical Engineer III	4273	25 P	1
Mechanical Equipment Inspection Supervisor	3845	20 M	1
Mechanical Equipment Inspector I	3841	17 T	3

Mechanical Equipment Inspector II	3842	19 T	3
Mechanical Maintenance Worker	3413	16 T	3
Medical Record Administrator	5513	15 G	3
Medical Social Worker	6145	19 G	3
Medical Technologist I	5461	16 G	3
Medical Technologist II	5462	17 G	3
Medical Technology Supervisor	5463	21 M	1
Medicolegal Investigation Supervisor	2355	19 M	1
Messenger/Mail Clerk	1181	3 G	3
Microcomputer Clerk I	1123	9 G	3
Microcomputer Clerk II	1124	12 G	3
Microfilm Supervisor	1187	16 G	2
Morgue Attendant	5411	5 G	3
Municipal Garage Manager	3269	19 M	1
Neighborhood Development Specialist	3871	16 G	3
Neighborhood Development Supervisor	3873	22 M	1
Neighborhood Planning and Enforcement Specialist	3872	19 G	2
Nurse Practitioner I	5131	23 P	1
Nurse Practitioner II	5132	24 P	1
Nutrition Program Coordinator	6172	19 G	2
Nutrition Services Manager	5666	24 M	1
Nutritionist	5663	16 P	3
Painter	3242	17 T	3
Painter Foreman	3245	20 T	3
Paralegal Assistant	2365	15 G	3
Paramedic	5717	18 G	3
Paramedic Crew Chief	5718	19 G	3
Park Facilities Superintendent	3617	24 M	1
Park Maintenance Manager	3619	24 M	1
Park Ranger	2136	8 G	3
Park Ranger Supervisor	2137	11 G	3
Park Supervisor I	3612	13 G	3
Park Supervisor II	3613	17 G	3
Parkkeeper	3611	12 G	3
Parole and Probation Officer	2321	16 G	3
Paving Machine Assistant	3119	12 G	3
Pediatric Nurse Practitioner	5133	23 P	1
Personal Property Appraisal Manager	1415	21 M	1

Personal Property Appraiser I	1411	11 G	3
Personal Property Appraiser II	1412	13 G	3
Personal Property Appraiser III	1413	16 G	3
Personnel Analyst I	1513	16 G	3
Personnel Analyst II	1514	19 G	2
Personnel Analyst III	1515	21 P	1
Personnel Analyst IV	1516	23 P	1
Personnel Assistant	1511	10 G	3
Personnel Manager I	1523	24 M	1
Personnel Manager II	1525	27 M	1
Personnel Manager III	1526	28 M	1
Pest Control Worker	5699	9 G	3
Physician	5553	32 P	1
Physician Manager	5563	33 M	1
Physician's Assistant I	5551	22 P	1
Physician's Assistant II	5554	23 P	1
Plan Examiner	4226	16 G	3
Plant Operations Assistant	3511	13 T	3
Plumber	3251	17 T	3
Plumber Foreman	3253	20 T	3
Plumbing Inspection Supervisor	3824	20 M	1
Plumbing Inspector I	3821	17 T	3
Plumbing Inspector II	3822	19 T	3
Policy Analyst	1753	23 P	1
Pre Press Services Supervisor	1154	15 G	2
President, Board of Aldermen	1748	1 E	1
President, Board of Public Service	4339	34 M	1
Press Secretary to the Comptroller	1617	22 P	1
Press Services Supervisor	1153	17 G	2
Probationary Fire Equipment Dispatcher	2211	69 F	3
Probationary Fire Private	2221	69 F	3
Process Control Specialist	4265	22 P	1
Program Aide I	7311	1 G	3
Program Aide II	7312	1 G	3
Program Aide III	7313	1 G	3
Program Executive	1695	26 M	1
Program Manager I	1693	21 M	1
Program Manager II	1694	23 M	1

Program Specialist I	1696	13 G	3
Program Specialist II	1691	15 G	2
Program Supervisor	1692	18 M	1
Psychologist	6178	22 P	1
Public Health Educator	5695	20 P	1
Public Health Nurse I	5651	19 G	3
Public Health Nurse II	5653	21 G	3
Public Health Nursing Supervisor	5655	24 M	1
Public Health Nutritionist	5665	23 P	2
Public Health Program Administrator	5692	19 M	1
Public Health Program Representative	5693	16 G	3
Public Health Program Supervisor	5694	18 G	2
Public Health Social Worker	6146	23 P	2
Public Health Specialist	5691	18 G	3
Public Information Officer I	1614	17 G	2
Public Information Officer II	1615	20 P	1
Real Estate Property Specialist	1662	16 G	3
Real Estate Property Supervisor	1665	21 M	1
Real Estate Records Manager	1426	20 M	1
Real Property Appraisal Manager	1429	24 M	1
Real Property Appraisal Supervisor	1428	21 M	1
Real Property Appraiser I	1421	15 G	3
Real Property Appraiser II	1422	19 G	3
Receptionist to the Mayor	1171	8 G	3
Recreation Area Manager	7135	23 M	1
Recreation Assistant	7116	5 G	3
Recreation Coordinator I	7138	14 G	3
Recreation Coordinator II	7139	18 G	2
Recreation Leader	7117	7 G	3
Recreation Program Manager	7136	26 M	1
Refrigeration Equipment Specialist	3421	17 T	3
Refrigeration Foreman	3425	19 T	3
Refuse Collector	3113	10 G	3
Refuse Commissioner	3135	29 M	1
Refuse Superintendent	3131	24 M	1
Register	1667	17 M	1
Registered Land Surveyor	4229	19 G	3
Registered Nurse I	5121	18 G	3

Registered Nurse II	5122	19 G	3
Safety Manager	1533	23 M	1
Safety Officer I	1531	17 G	3
Safety Officer II	1532	19 G	2
Sanitarian Supervisor I	5637	18 G	3
Sanitarian Supervisor II	5638	21 M	1
School Crossing Guard	2171	3 G	3
School Health Service Manager	5685	23 M	1
Secretary and Stenographer to the Comptroller	1173	15 G	2
Secretary and Stenographer to the Mayor	1175	15 G	2
Secretary to the Board of Estimate and Apportionment	1177	15 G	2
Secretary I	1131	9 G	3
Secretary II	1132	11 G	3
Secretary III	1133	13 G	3
Secretary, Board of Public Service	1671	17 M	1
Security Manager	2136	17 M	1
Security Officer	2131	8 G	3
Security Supervisor	2135	11 G	3
Senior Engineering Executive	4318	30 M	1
Senior Fire Equipment Dispatcher	2215	72 F	3
Senior Plan Examiner	4232	23 P	1
Senior Plan Examiner and Code Development Specialist	4234	24 P	1
Sheet Metal Worker	3235	16 T	3
Sign Shop Supervisor	3246	19 T	1
Small Computer System Coordinator	1328	15 G	2
Small Computer System Manager	1368	25 M	1
Social Worker I	6141	16 G	3
Social Worker II	6142	19 G	3
Special Assistant for Development	1724	27 M	1
Special Assistant to the Comptroller	1482	24 M	1
Special Assistant to the Mayor	1723	27 M	1
Special Assistant to the Water Commissioner	3538	26 M	1
Specialist on Aging I	6121	16 G	3
Specialist on Aging II	6122	19 G	2
Stationary Engineer	3423	17 T	3
Street and Traffic Inspector	3954	12 G	3
Street Commissioner	3137	29 M	1
Street Construction Foreman	3123	17 G	3

Street Lighting Superintendent	3229	24 M	1
Street Maintenance Superintendent	3132	25 M	1
Superintendent of Soldiers' Memorial	3756	19 M	1
Supervising Deputy Marshal	2124	11 G	3
Supervising Gardener	3633	14 G	3
Supervising Stationary Engineer I	3427	20 T	3
Supervising Stationary Engineer II	3428	21 G	3
Supply Commissioner	1229	28 M	1
Surveyor	4228	17 G	3
Systems Analyst I	1351	21 G	3
Systems Analyst II	1352	24 G	3
Systems Analyst III	1353	25 P	1
Systems Analyst IV	1354	27 P	1
Systems Development Manager	1366	28 M	1
Systems Programmer I	1341	22 G	3
Systems Programmer II	1342	24 G	3
Systems Programmer III	1343	25 P	1
Technical Support Manager	1363	28 M	1
Telecommunications Maintenance Supervisor	1854	17 G	3
Telecommunications Manager	1851	23 M	1
Telecommunications Specialist	1853	19 G	3
Telecommunications Supervisor	2164	14 G	3
Telecommunications Technician	1855	14 G	3
Telecommunicator I	2161	10 G	3
Telecommunicator II	2162	12 G	3
Telephone Operation Supervisor	1165	7 G	3
Telephone Operator	1161	5 G	3
Television Program Development Specialist	1821	20 T	3
Tow Service Foreman	3313	14 G	3
Tow Service Manager	3317	23 M	1
Tow Truck Operator	3311	12 G	3
Trades Helper	3281	12 T	3
Traffic Control Superintendent	3438	24 M	1
Traffic Engineer I	4281	20 P	2
Traffic Engineer II	4282	22 P	1
Traffic Engineer III	4283	24 P	1
Training Specialist I	6175	16 G	3
Training Specialist II	6176	19 G	2

Transportation and Traffic Administrator	4287	29 M	1
Transportation and Traffic Program Officer	2175	17 G	3
Tree Trimmer	3621	11 G	3
Truck Tire Service Worker	3264	11 G	3
Typist Clerk I	1121	6 G	3
Typist Clerk II	1122	8 G	3
Urban Forester I	3652	16 G	3
Urban Forester II	3653	19 G	2
Urban Forestry Assistant	3651	11 G	3
Urban Forestry Superintendent	3656	23 M	1
Utility Worker	3117	11 G	3
Vector Control Supervisor	5696	16 G	3
Veterans' Affairs Officer	6177	19 M	1
Veterinarian	2119	24 P	1
Veterinary Technician	2118	12 G	3
Video Engineer	1823	20 T	3
Video Production Specialist	1822	16 T	3
Vital Records Supervisor	5516	15 G	2
Water Commissioner	4329	30 M	1
Water Distribution Superintendent	3535	24 M	1
Water Distribution Supervisor	3534	20 G	2
Water Meter and Tap Supervisor	3526	20 M	1
Water Meter Repair Foreman	3525	17 G	3
Water Meter Repair Worker	3523	14 G	3
Water Plant Maintenance Foreman	3543	20 T	3
Water Plant Maintenance Manager	3531	23 M	1
Water Plant Maintenance Mechanic	3541	17 T	3
Water Plant Manager	3532	24 M	1
Water Production Engineer	3537	26 M	1
Water Service and Assessment Manager	3539	26 M	1
Water Service Supervisor	3522	15 G	3
Water Service Worker	3521	12 G	3
Water System Inspector	3514	14 G	3
Water System Maintenance Foreman	3517	17 G	3
Water System Maintenance Worker	3512	15 G	3
Water Treatment Plant Operator	3515	17 T	3
Water Treatment Plant Supervisor	3518	20 T	3
X Ray Technician	5441	11 G	3

Zoning Administrator	4165	24 M	1
Zoning Inspector I	4163	13 G	3
Zoning Inspector II	4164	15 G	3
Zoning Specialist	4162	17 G	3

**(b) ELECTED OFFICIAL STAFF POSITIONS**

The following non competitive staff positions appointed by the President, Board of Aldermen are hereby allocated as listed below by the Director of Personnel to a grade with rates as established in Section 2 of this ordinance in accordance with Section 3(a) and Section 9(e) of Article XVIII of the City Charter.

TITLE	CODE	GRADE
Secretary to the President, Board of Aldermen	1741	15 G
Administrative Aide to the President, Board of Aldermen	1743	19 M
Administrative Assistant to the President, Board of Aldermen	1745	24 M
Special Assistant to the President, Board of Aldermen	1746	27 M

**SECTION 2.**

**OFFICIAL PAY SCHEDULE FOR CLASSIFICATION GRADES**

The Civil Service Commission, in accordance with Section 7(b)(1) of Article XVIII of the City Charter, recommended pay schedules for all pay grades denoted in Section 1(a) of the classification plan prepared and adopted by the Department of Personnel. The official pay schedules and their corresponding salary ranges as hereby adopted in this Section 2 are as follows: (a) - General Schedule, (b) - Trades Schedule, (c) - Management Schedule, (d) - Professional Schedule, and (f) - Elected Official Schedule.

**(a) GENERAL PAY SCHEDULE:**

(1) The following bi weekly pay schedule for all pay grades denoted with the suffix "G" shall become effective beginning with the bi-weekly pay period starting June 21, 1998:

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

GRADE	MINIMUM	MAXIMUM
1G	528	712
2G	553	743
3G	578	779
4G	605	815
5G	633	852
6G	661	890
7G	693	932
8G	726	977
9G	759	1025
10G	796	1071
11G	833	1125
12G	872	1177
13G	915	1233
14G	957	1292
15G	1004	1353
16G	1053	1415
17G	1102	1486
18G	1157	1556
19G	1211	1628
20G	1271	1710
21G	1330	1789
22G	1396	1878
23G	1463	1968
24G	1535	2065
25G	1609	2163
26G	1686	2268
27G	1769	2377
28G	1856	2498
29G	1946	2618
30G	2041	2746
31G	2142	2882
32G	2247	3024
33G	2358	3172
34G	2473	3327
35G	2593	3491
36G	2722	3664

(2) The following bi-weekly pay schedule for all pay grades denoted with the suffix **◆G◆** shall become effective beginning with the bi-weekly pay period starting June 20, 1999:

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

GRADE	MINIMUM	MAXIMUM
1G	544	733
2G	570	765
3G	595	802
4G	623	839
5G	652	878
6G	681	917

7G	714	960
8G	748	1006
9G	782	1056
10G	820	1103
11G	858	1159
12G	898	1212
13G	942	1270
14G	986	1331
15G	1034	1394
16G	1085	1457
17G	1135	1531
18G	1192	1603
19G	1247	1677
20G	1309	1761
21G	1370	1843
22G	1438	1934
23G	1507	2027
24G	1581	2127
25G	1657	2228
26G	1737	2336
27G	1822	2448
28G	1912	2573
29G	2004	2697
30G	2102	2828
31G	2206	2968
32G	2314	3115
33G	2429	3267
34G	2547	3427
35G	2671	3596
36G	2804	3774

**(b) TRADES PAY SCHEDULE:**

(1) The following bi weekly pay schedule for all pay grades denoted with the suffix "T" shall become effective beginning with the bi-weekly pay period starting June 21, 1998:

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

GRADE	MINIMUM	MAXIMUM
11T	854	1125
12T	894	1177
13T	937	1233
14T	982	1292
15T	1028	1353
16T	1078	1415
17T	1130	1486
18T	1185	1556
19T	1241	1628
20T	1302	1710
21T	1365	1789

22T 1429 1878

(2) The following bi weekly pay schedule for all pay grades denoted with the suffix "T" shall become effective beginning with the bi weekly pay period starting June 20, 1999:

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

GRADE	MINIMUM	MAXIMUM
11T	880	1159
12T	921	1212
13T	965	1270
14T	1011	1331
15T	1059	1394
16T	1110	1457
17T	1164	1531
18T	1221	1603
19T	1278	1677
20T	1341	1761
21T	1406	1843
22T	1472	1934

**(c) MANAGEMENT PAY SCHEDULE:**

(1) The following bi weekly pay schedule for all pay grades denoted with the suffix "M" shall become effective beginning with the bi-weekly pay period starting June 21, 1998:

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

GRADE	MINIMUM	MAXIMUM
16M	1053	1563
17M	1102	1637
18M	1157	1718
19M	1211	1799
20M	1271	1886
21M	1330	1976
22M	1396	2073
23M	1463	2174
24M	1535	2280
25M	1609	2394
26M	1686	2510
27M	1769	2633
28M	1856	2765
29M	1946	2897

30M	2041	3042
31M	2142	3192
32M	2247	3348
33M	2358	3515
34M	2473	3688
35M	2593	3870
36M	2722	4061

(2) The following bi weekly pay schedule for all pay grades denoted with the suffix "M" shall become effective beginning with the bi weekly pay period starting June 20, 1999:

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

GRADE	MINIMUM	MAXIMUM
16M	1085	1610
17M	1135	1686
18M	1192	1770
19M	1247	1853
20M	1309	1943
21M	1370	2035
22M	1438	2135
23M	1507	2239
24M	1581	2348
25M	1657	2466
26M	1737	2585
27M	1822	2712
28M	1912	2848
29M	2004	2984
30M	2102	3133
31M	2206	3288
32M	2314	3448
33M	2429	3620
34M	2547	3799
35M	2671	3986
36M	2804	4183

**(d) PROFESSIONAL PAY SCHEDULE:**

(1) The following bi weekly pay schedule for all pay grades denoted with the suffix "P" shall become effective beginning with the bi-weekly pay period starting June 21, 1998:

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

GRADE	MINIMUM	MAXIMUM
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15P	1004	1491
16P	1053	1563
17P	1102	1637
18P	1157	1718
19P	1211	1799
20P	1271	1886
21P	1330	1976
22P	1396	2073
23P	1463	2174
24P	1535	2280
25P	1609	2394
26P	1686	2510
27P	1769	2633
28P	1856	2765
29P	1946	2897
30P	2041	3042
31P	2142	3192
32P	2247	3348
33P	2358	3515
34P	2473	3688
35P	2593	3870
36P	2722	4061

(2) The following bi weekly pay schedule for all pay grades denoted with the suffix "P" shall become effective beginning with the bi weekly pay period starting June 20, 1999:

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

GRADE	MINIMUM	MAXIMUM
15P	1034	1536
16P	1085	1610
17P	1135	1686
18P	1192	1770
19P	1247	1853
20P	1309	1943
21P	1370	2035
22P	1438	2135
23P	1507	2239
24P	1581	2348
25P	1657	2466
26P	1737	2585
27P	1822	2712
28P	1912	2848
29P	2004	2984
30P	2102	3133
31P	2206	3288
32P	2314	3448
33P	2429	3620
34P	2547	3799
35P	2671	3986

(e) FIRE DEPARTMENT PAY SCHEDULE:

The bi-weekly pay schedule for all pay grades denoted by the suffix "F" will be adopted in accordance with Section 7(b)(1) of Article XVIII of the City Charter. The Director of Personnel shall establish such regulations and procedures as are necessary to place the Fire Department Pay Schedule in effect.

(f) ELECTED OFFICIAL PAY SCHEDULE:

(1) The following bi-weekly pay schedule for each Executive pay grade, denoted by the suffix "E," is currently in effect and extends through the term of office for each elected official:

GRADE BI-WEEKLY RATE

1E	\$2623
2E	\$3185
3E	\$3747

(2) The following bi-weekly pay schedule for each Executive pay grade, denoted by the suffix "E," shall become effective beginning with any term of office starting in 1999:

GRADE BI-WEEKLY RATE

1E	\$2783
2E	\$3379
3E	\$3975

(3) The salary of an elected official shall not be increased during the term of office.

(g) SHIFT DIFFERENTIAL: Shift differential compensation shall be paid for certain work assignments. The Director of Personnel shall determine the work assignments or activity performed for which shift differential compensation will be paid. The assignment or removal of an employee from a work assignment having a shift differential shall be determined by the appointing

authority and will not constitute promotion, demotion, advancement or reduction in pay. The shift differential premium shall be added to the employee's regular bi weekly rate. In order for a work assignment to be eligible for shift differential compensation, the following requirements shall be met:

(1) In order for an employee to be eligible for shift differential compensation for a work shift, the employee must regularly work a shift which requires the completion of five (5) hours of work between the hours of 4:00 p.m. and 8:00 a.m. the following morning. Employees who are regularly assigned to work schedules which require them to rotate among three shifts (day, evening, night) on a bi-monthly or more frequent basis shall be eligible for shift differential compensation for all three shifts worked.

For employees whose pay range is established in Section 2(a), 2(b), 2(c), or 2(d), the shift differential premium shall be 0.85% of the employee's regular base bi-weekly rate for each eligible shift worked in a bi-weekly pay period.

For those employees whose pay range is established in Section 2(e), the shift differential premium shall be \$1.70 per hour for each hour worked between 11:00 p.m. and 7:00 a.m. during an eligible shift.

(2) No premium pay for shift differential shall be paid to employees compensated on an hourly or per performance basis or to bi-weekly paid employees who work part-time. An employee whose pay range is established in Section 2(a), 2(b), 2(c) or 2(d) shall not receive shift differential compensation for working a portion of an eligible shift or for overtime work which is not part of their regular schedule.

(3) Employees whose pay range is established in Section 2(e) must work at least 12 hours of a regularly assigned 24-hour shift to be eligible for any shift differential compensation for that shift. Such employees shall not receive shift differential compensation for overtime work which is not part of their regular schedule.

(h) Employees residing in the City of St. Louis who are regularly assigned to a position located in a City institution, agency, or facility located outside the corporate limits of the City of St. Louis, and who are regularly assigned to a five day, forty hour weekly work schedule, shall be entitled to a commuting allowance in the amount of one hundred and forty dollars (\$140.00) per month. Eligible full time employees who are assigned to an alternate form of work schedule which reduces the frequency of commuting to work shall be entitled

to a commuting allowance which is reduced in proportion to the reduced frequency of commuting.

Only full time classified employees who are paid on a bi weekly basis and are regularly employed twenty (20) or more calendar days in a given month shall be eligible for the commuting allowance. Periods of non-paid absence, disability leave, and/or paid sick leave of 30 calendar days or more shall result in suspension of eligibility for the commuting allowance. Suspension of the commuting allowance shall begin during the month in which the 30th day of absence occurs and shall continue for any subsequent full or partial months during the period of absence. Upon return to duty from such absence, an employee shall be eligible for commuting allowance again upon completion of the first full month of service for which the allowance would normally be paid.

Employees for whom any form of free transportation (car, truck, bus, etc.) is provided by the City from a place within the corporate City to the work site and back shall not be entitled to the commuting allowance. The commuting allowance may be waived by the Director of Personnel when an employee who receives free transportation requests a schedule change and, as a result of the new work hours, free transportation is no longer available.

(i) BOARD AND COMMISSION STIPENDS:

Title	Code	Stipend
Member, Airport Commission	1980 00 B	\$35 per meeting, up to 24 meetings a year
Member, Board of Adjustment	1981 00 B	\$40 per meeting
Member, Board of Air Pollution Appeals and Variance Review	1982 00 B	\$40 per meeting
Member, Board of Equalization	1983 00 B	\$80 per day
Member, Board of Engineers	1984 00 B	\$30 per meeting, up to 2 meetings a week
Member, Board of Examiners of Plumbers	1985 00 B	\$40 per month
Member, Board of Examiners of Fumigators	1986 00 B	\$30 per meeting, up to 3 meetings a month
Member, Board of Examiners of Sign Erectors	1987 00 B	\$30 per meeting, up to 3 meetings a month
Member, Board of Tax Appeals	1988 00 B	\$40 per meeting

Member, Civil Service Commission	1989 00 B	\$35 per meeting, up to 48 meetings a year
Member, Board of Building Appeals	1990 00 B	\$40 per meeting, up to 50 meetings a year
Member, Board of Building Code Review	1991 00 B	\$40 per meeting, up to 1 meeting a week
Member, Boiler Rules Committee	1992 00 B	\$30 per meeting
Member, Committee of Electrical Examiners	1993 00 B	\$30 per meeting, up to 15 meetings a year
Member, Committee on Plumbing Review	1994 00 B	\$30 per meeting, up to 15 meetings a year
Member, Demolition Contractors' Certification Board	1995 00 B	\$30 per meeting, up to 15 meetings a year
Member, Board of Merchants' and Manufacturers' Tax Equalization Equalization	1996 00 B	\$55 per day in session, up to 60 meetings during regular 12 week session, but not to exceed 105 meetings a year
Member, Board of Examiners of Sprinkler System Contractors	1997 00 B	\$40 per meeting, up to 15 meetings a year
Member, Board of Examiners for Mechanical Contractors	1998- 00-B	\$30 per meeting

A person occupying a position as a member of a Board, Commission or Committee shall be paid at the per day, per meeting or per month rate established above.

(j) The Director of Personnel may establish per performance rates of pay, hourly rates of pay, or rates of pay for units of work and the conditions for making of any such payments. Such per performance, hourly, or unit of work rates may be computed from the bi weekly scales established in this ordinance. Per performance, hourly, or unit of work rates shall be established considering the nature of employment, community practices in compensating similar employment, and the purpose of the program for which the rate is established. Employees paid per performance, hourly, or unit of work rates of pay shall not be entitled to vacation, sick leave or holiday leave with pay or other benefits accorded employees paid on a bi weekly basis except that an appointing authority, with the prior approval of the Director of Personnel and when sufficient funds have been appropriated, may establish a modified level or type of benefit program when the provision of such benefit is needed in order to attract and retain sufficient qualified employees to work in specific per performance, hourly, or unit of work assignments.

Appointing authorities are not permitted to utilize per performance and hourly employees simply as a method of replacing bi weekly paid employees who would be entitled to employee benefits. Therefore, per performance and hourly employees will be limited to an equivalent of ten (10) months of full time employment per year.

(k) The Director of Personnel may establish trainee rates of pay. Such trainee rates may be established on an hourly, per performance or bi weekly basis and shall be less than the rate paid to a regular employee.

(l) The Director of Personnel, with the assistance of appointing authorities concerned, may establish rates and conditions under which compensation may be granted for periods of time during which an employee is away from the job site but restricted in his or her activities because of an assignment by the appointing authority to be immediately available for call to return to his or her work site to perform emergency duties. Pay rates and conditions established under the provisions of this Section 2(l) may include reasonable minimum pay guarantees for employees required to return to the work site to perform emergency duties.

The provisions of this Section 2(l) shall not be construed to restrict the right of an appointing authority to establish call back procedures for employees as an established condition of employment.

(m) The Director of Personnel may pay travel, moving and related expenses to recruit employees for positions requiring a high degree of specialized education or skill when funds for this purpose are appropriated to the Department of Personnel. The Director of Personnel may authorize an appointing authority to pay special recruitment bonuses, travel expenses and moving expenses to recruit employees for positions requiring a high degree of specialized education or skill.

(n) (1) The Director of Personnel may establish a program of cash awards or other incentives for an employee or group of employees to recognize and reward increased productivity, effectiveness, or service to the public. The incentives offered under the program may include cash, paid time off and such other reasonable incentives as the Director of Personnel may determine. Cash awards shall be made from the personal services appropriation of the unit, the account from which the employee's salary is paid or from a general appropriation for this purpose. Cash awards and incentives under this program shall be made in accordance with regulations established by the Director of Personnel. The Director of Personnel may establish an authority to manage the

incentive and award program or to determine awards and incentives; the decisions of this authority shall be final.

(2) Notwithstanding any other provision in this ordinance, the Director of Health and Hospitals is authorized to establish a program of incentives not to exceed 25% of established annual rates for the purpose of compensating physicians.

(3) The Director of Personnel may provide an Employee Suggestion Program which grants cash and other awards to recognize employee suggestions which improve City services, operations or facilities. Cash awards to employees for suggestions resulting in tangible savings to the City shall not exceed ten percent (10%) of the annual tangible net savings. Cash awards and payments for other awards shall be made from an appropriation for a suggestion program or other appropriate account. The Employee Suggestion Program shall be administered in accordance with regulations established by the Director of Personnel. The Director of Personnel may establish an authority to evaluate suggestions and determine awards; the decisions of this authority shall be final.

(o) An appointing authority may, with the prior approval of the Director of Personnel, establish a program to reimburse, in whole or in part, expenses incurred by regular employees for the purchase of uniform apparel required in the performance of the duties of their positions, when funds have been budgeted therefor.

An appointing authority may exercise the option to furnish such uniform as may be required in the employee's performance of his or her duties.

For purposes of determining eligibility for uniform reimbursement, "uniform" shall mean required dress of distinctive design worn as a means of identification or safety. The Director of Personnel may establish regulations relating to employees' eligibility for reimbursement for uniforms.

In addition, when funds have been budgeted therefor, and with the prior approval of the Director of Personnel, an appointing authority may provide an annual tool maintenance allowance for certain mechanic and related classes wherein employees are required to provide and maintain their own tools.

Further, when funds have been budgeted therefor, an appointing authority may authorize reimbursement to uniformed security or correctional employees of up to \$50 per incident for damage to personal property sustained while the

employee was directly engaged in quelling a disturbance while performing assigned and/or authorized duties during a shift.

(p) An employee who is appointed to a position requiring advanced technical skills or professional qualifications may be paid at a rate up to ten percent (10%) higher than prescribed for the class in Section 2 of this ordinance on recommendation of the appointing authority with the approval of the Director of Personnel. Such advancement shall be made solely on the basis that the employee possesses exceptional academic qualifications related to the duties of the position or that the employee is registered or certified by an organization or board recognized by the Director of Personnel to be especially suited, considering the duties of the position, and when such academic qualification, registration, or certification is not deemed a necessary qualification for the class of position. The Director of Personnel may also establish other bonus, incentive, or reimbursement programs to encourage current employees to attain registration, licensure, certification, or proof of professional mastery when it is deemed to be in the best interest of the classified service, or when such credentials are clearly recognized as adding to the capability of individuals in that area. Incentives, bonuses, or reimbursements conveyed under such programs would not result in an employee being ruled ineligible for bonuses or salary increases permitted under other sections of this pay ordinance.

### SECTION 3.

#### SUBSISTENCE AND MAINTENANCE CHARGES

Except as otherwise provided in this ordinance, a deduction shall be made on the payroll or a cash charge shall be collected for subsistence and maintenance provided to employees at a rate to be determined by the employee's department or agency head. The department or agency head shall establish reasonable charges or deductions which have been calculated and assessed with due consideration for all identifiable costs, including labor and overhead, but shall not exceed the actual cost of the items to the City. When the Department of Personnel determines that the duties and responsibilities of a position require an employee to occupy a room or apartment, there shall be no charge for such accommodations.

Employees residing in City owned houses or apartments shall be charged for housing and maintenance at the rate established by the Comptroller of the City of St. Louis and deductions at the rate established by the Comptroller shall be made on the payroll. The Comptroller, upon request of the Director of Personnel, shall immediately provide the rates established by him for City

owned houses or apartments and/or maintenance for employees in the classified service. All such charges shall be deducted from the employee's salary on the regular payroll.

#### SECTION 4.

#### SALARY RANGE LIMITATIONS

No employee in the classified service shall be paid at a rate lower than the minimum or higher than the maximum of the salary range established for the class to which his or her position has been allocated, except as otherwise provided in this ordinance. To compute the monthly equivalent of a bi weekly rate, the bi weekly rate shall be multiplied by 26 and divided by 12.

#### SECTION 5.

#### STARTING SALARY

(a) The rate of pay for an excepted position to be paid upon original appointment to the class shall be determined by the appointing authority for the excepted position.

(b) Except as otherwise provided in this ordinance, the minimum rate of pay for a regular competitive position shall be paid upon original appointment to the class unless the Director of Personnel finds that it is impossible to secure the services of persons with minimum qualifications or experienced qualified persons at the minimum rate. Should an appointing authority request the Director of Personnel approve an advanced starting salary for a particular individual for competitive or temporary appointment it will be necessary for the appointing authority to demonstrate that the selected individual possesses qualifications in excess of other candidates certified from the eligible list who may be willing to accept the position at the minimum or at a rate less than the selected individual. The appointing authority must follow procedures as prescribed by the Director of Personnel.

The Director 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. When a recruitment rate is established for an entire class, employees in such class may have their salaries adjusted to appropriate rates in the new range resulting from the establishment of the recruitment rate.

In the event that the Director of Personnel finds that it is impossible to secure the services of sufficient numbers of employees for a class or occupational series after a diligent recruitment effort, the Director of Personnel may, with the approval of the Civil Service Commission, establish a new maximum rate for the class(es) which is not more than fifteen percent (15%) above the regular maximum established in this ordinance.

(c) In Skilled Trades classes, defined as those which have bona fide apprenticeship programs registered with the Department of Labor, new hires who have completed such apprenticeship programs and attained journeyman status shall start at the recruitment rate for that respective class. New hires in classes in the Trades Pay Schedule who have completed alternative training programs established and approved by the Director of Personnel and attained journeyman status shall also be eligible for a starting salary at the recruitment rate.

(d) Employees with permanent status who are eligible for reemployment as determined by the Rules of the Department of Personnel and Civil Service Commission shall be reemployed at an appropriate rate within the new salary range which takes into consideration the employee's prior service in the position or a similar position, as determined by the Director of Personnel.

## SECTION 6.

### PROMOTION, DEMOTION, REALLOCATION, TRANSFER AND TEMPORARY PROMOTION

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 in the classified service 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 in the General, Professional, Management or Trades Pay Schedule 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. An appointing authority

may petition the Director of Personnel to approve up to a 15 percent (15%) salary adjustment for a one-grade promotion, and up to a 20 percent (20%) salary adjustment for a two-grades or more 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, except as otherwise provided in this ordinance.

(2) Temporary Promotions: Promotions of classified employees whose salary ranges are established in Section 2(a), 2(b), 2(c), or 2(d), regardless of status, made for a limited duration shall result in a salary adjustment as in Paragraph (a)(1) of this Section. Upon expiration of the temporary promotion, the employee shall be returned to his or her former rate of pay, adjusted by any increases the employee may have received in the absence of the temporary promotion. In no case shall the employee's salary be above the maximum of the salary range.

Employees whose salary ranges are established in Section 2(e) of this ordinance, upon receipt of a temporary promotion, shall be granted the new rank with a salary adjustment based on appropriate years of service in accordance with procedures established for a regular promotion. At the end of the temporary promotion, the employee shall be returned to the rank held immediately prior to the temporary promotion. The employee's new rate of pay shall be based on the appropriate years of service.

(b) Demotion: This shall be defined as a change of an employee in the classified service from a position of one class to a position of another class which has a lower pay grade.

(1) If an employee is demoted for disciplinary reasons in accordance with the Rules of the Department of Personnel and Civil Service Commission and established disciplinary procedures, his or her rate of pay shall be established at a rate within the range for the new position to be determined by the appointing authority with the approval of the Director of Personnel.

(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. An appointing authority may petition the Director of Personnel to 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, except as otherwise provided in this ordinance.

(3) If an employee is demoted to his or her previous position because of failing to successfully complete the working test period, the employee's pay shall be adjusted to a rate in the pay range for the previous position to be determined by the Director of Personnel.

(4) When an employee is demoted for reasons in the best interest of the City service as determined by the Director of Personnel, his or her salary shall not be reduced by reason of the new salary range and grade. If the salary of such employee is above the maximum for the new position, the employee's salary shall not be increased so long as he or she remains in the position, except as otherwise provided by this ordinance.

(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 6 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 7.

SALARY ADJUSTMENT

Salary adjustments for all employees in competitive positions shall be based on considerations of merit or success in fulfilling predetermined goals and objectives as herein provided.

(a) Competitive positions for which salary is established in Section 2(a)-General Schedule, Section 2(b)-Trades Schedule, Section 2(c)-Management Schedule or 2(d)-Professional Schedule:

(1) Any employee whose salary is established in the General, Professional or Trades Pay Schedule shall receive a service rating in accordance with the City's Service Rating Manual. Any employee whose salary is established in the Management Pay Schedule shall receive a rating in accordance with the City's Management Performance Appraisal Manual. Any employee whose salary is established in the Professional Pay Schedule may receive a performance appraisal as outlined in the Management Performance Appraisal Manual in lieu of the performance appraisal used for General Pay Schedule employees. The rating, together with the standards of performance established in the applicable rating manual shall determine eligibility for 1.0% within-range increases at intervals as outlined in the City's Service Rating Manual, Management Performance Appraisal Manual, or other pay regulation(s) as determined by the Director of Personnel.

(2) Employees who are appointed to a position at the recruitment rate in their respective pay range in the Trades Pay Schedule as a result of the completion of a bona fide apprenticeship program or alternative training program established and approved by the Director of Personnel, and attainment of journeyman status, shall be advanced to the advanced salary rate of their respective grade upon completion of the working test period with satisfactory service as determined by the standards established in the Service Rating Manual.

(3) Any employee in a competitive position whose salary is established in Section 2(a), 2(b), 2(c) or 2(d) and whose services fail to meet the standards of performance necessary to qualify for increases in pay as established in the Service Rating Manual shall not receive the within-range increase otherwise allowed by this Section 7. An employee who receives an Overall Rating of "Needs Improvement" as defined by the Service Rating Manual, or "Unsatisfactory" as defined by the Management Performance Appraisal Manual, shall have his or her salary reduced as determined by the standards established in the applicable rating manual.

(b) The effective date of any within-range increase granted under provisions of Section 7(a)(1) shall be effective at the beginning of the first bi-weekly pay

period following the employee's anniversary date, as defined in this Section 7(b), subject to any other restrictions or provisions of the City's Service Rating Manual or applicable pay regulation(s). For purposes of computing anniversary dates for eligibility for these within-range increases, the anniversary date shall be the date following 52 weeks of continuous service from the date of original appointment or from the date of the last salary adjustment, if other than a demotion or an across-the-board ordinance increase, an increase resulting from an authorized incentive program, or an upgrade of the classification concurrent with adoption of the ordinance. Absence from service as a result of any authorized paid leave, suspensions, military leave, or family/medical leave will not interrupt continuous service. Absence from service for any other cause shall result in breaking continuity of service and establishment of a new anniversary date.

(c) An appointing authority may evaluate the performance of an employee whose salary is established in Section 2(a)(b)(c) or (d) of this ordinance for the purpose of a salary adjustment 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, with the approval of the Director of Personnel and the department or agency head, advance the employee by not more than five percent (5%) after twenty six (26) weeks of employment at the same rate in the salary range, providing the appointing authority submits the full details and reasons for the advancement in salary in a manner prescribed by the Director of Personnel.

(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 in accordance with the provisions of the applicable service rating manual.

The granting of any such increase or decrease in salary shall be made at the beginning of a payroll period, as determined by the Director of Personnel, following approval of such salary action.

(d) Competitive positions for which salary is established in Section 2(e) Fire Department Schedule:

Any employee in the Fire Department Pay Schedule below the rank of Battalion Fire Chief shall have a service rating completed on a calendar year basis provided in the City's Service Rating Manual, except as otherwise provided in the Service Rating Manual. All employees who occupy positions in the classes of Fire Alarm Manager, Battalion Fire Chief, Deputy Fire Chief, and Fire Chief shall have their work performance reviewed in accordance with the provisions of the City's Management Performance Appraisal System.

Probationary Fire Privates shall be advanced to the rate for Fire Private at the beginning of the first bi weekly pay period following one year of service. Probationary Fire Equipment Dispatchers shall follow the same schedule.

Employees whose salaries are established in Section 2(e) of this ordinance shall be advanced in the salary schedule at the beginning of the first bi weekly pay period immediately following their completion of the required length of service in the class of position.

The salaries established in Section 2(e) of this ordinance shall be changed in accordance with Section 31 of Article XVIII of the City Charter concurrently with a change in the salaries for equivalent and corresponding ranks of officers of the police force of the City of St. Louis as authorized by the State General Assembly and adopted, in whole or in part, by the Board of Police Commissioners. The classes of Probationary Fire Private and Probationary Fire Equipment Dispatcher shall correspond in pay to the rank of Probationary Patrolman. The classes of Fire Private and the Fire Equipment Dispatcher shall correspond in pay to the rank of Patrolman. The class of Fire Lieutenant shall correspond in pay to the rank of Sergeant. The class of Senior Fire Equipment Dispatcher and Fire Captain shall correspond in pay to the rank of Lieutenant in the police force. The class of Fire Alarm Manager shall correspond in pay to the rank of Captain in the police force.

(e) Excepted Position: The pay of an employee in an excepted position shall be adjusted within the range at the discretion of the appointing authority for the excepted position. The appointing authority shall use the performance evaluation system as a guide in determining salary adjustments for excepted positions.

(f) The Director of Personnel may establish procedures for the review and approval of within-range salary adjustments to correct or mitigate serious and demonstrable internal pay inequities. Salary adjustments under this provision shall preclude adjustments to compensate or reward employees for long-term or meritorious service.

Upon request from an appointing authority, the Director of Personnel may approve a within-range salary adjustment in any whole dollar increment up to ten percent (10%) of an employee's bi-weekly base.

(g) 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. Any such decrease shall be made in accordance with the Civil Service Rules and established disciplinary procedures. 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.

(h) An employee who is temporarily promoted shall be eligible for within-range salary adjustments under provisions of this Section 7.

## SECTION 8.

### INCOME SOURCES

Any salary paid to an employee in the classified 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.

## SECTION 9.

### CONVERSION

(a) All pay schedules in Ordinance 63705 shall continue in effect until the beginning of the pay period starting June 21, 1998, at which time the rates to be paid to employees in positions of any class for which a rate is established or changed in Section 2(a)(1), 2(b)(1), 2(c)(1), or 2(d)(1), of this ordinance shall become effective and be adjusted as follows:

(1) The salary of each employee whose pay range is established in Section 2(a)(1), 2(c)(1), or 2(d)(1), of this ordinance and whose class title remains unchanged or whose class title is changed to better describe his or her position and without a substantial revision in the class of position shall have their current salary increased by a factor of three percent (3.0%), rounded to the nearest whole dollar, as determined by the Director of Personnel. 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.

(2) The salary of each employee whose pay range is established in Section 2(a)(1), 2(c)(1), or 2(d)(1), of this ordinance who are at the maximum of the current salary range shall be converted to the new maximum of the appropriate schedule range.

(3) The salary of each employee whose pay range is established in Section 2(a)(1), 2(c)(1), or 2(d)(1) of this ordinance and whose class has been allocated to a higher pay grade in the appropriate pay schedule, as determined by the Director of Personnel, shall have their current salary increased to a rate, rounded to the nearest whole dollar, which provides a three percent (3.0%) increase in addition to an increase which equals the amount of the pay grade reallocation.

(4) The salary of each employee whose pay range is established in Section 2(b)(1) of this ordinance and whose class title remains unchanged or whose class title is changed to better describe his or her position and without a substantial revision in the class of position shall have their current salary increased by a factor of three percent (3.0%), rounded to the nearest whole dollar, as determined by the Director of Personnel. 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.

(5) The salary of each employee whose pay range is established in Section 2(b)(1) of this ordinance and whose class has been allocated to a higher pay grade in the appropriate pay schedule, as determined by the Director of Personnel, shall have their current salary increased to a rate, rounded to the

nearest whole dollar, which provides a three percent (3.0%) increase in addition to an increase which equals the amount of the pay grade reallocation.

(6) The salary of each employee whose pay range is established in Section 2(b)(1) of this ordinance who is at the recruitment rate of the current salary range shall have their current salary increased by a factor of three percent (3.0%), rounded to the nearest whole dollar, as determined by the Director of Personnel.

(7) The salary of each employee whose pay range is established in Section 2(b)(1) of this ordinance who is at the maximum of the current salary range shall have their current salary increased by a factor of three percent (3.0%), rounded to the nearest whole dollar, as determined by the Director of Personnel.

(8) The salary of each employee whose pay range is established in Section 2(b)(1) of this ordinance who is at the incentive rate of the current salary range as a result of completion of an approved incentive program as determined by the Director of Personnel shall be converted to the maximum of the appropriate range.

(b) The pay schedules in Section 2(a)(2), 2(b)(2), 2(c)(2), or 2(d)(2), shall continue in effect until the bi-weekly pay period starting June 20, 1999, at which time the rates to be paid to employees in positions of any class for which a rate is established or changed in Section 2(a)(2), 2(b)(2), 2(c)(2), and 2(d)(2) of this ordinance shall become effective and be adjusted as follows:

(1) The salary of each employee whose pay range is established in Section 2(a)(2), 2(c)(2), or 2(d)(2), of this ordinance and whose class title remains unchanged or whose class title is changed to better describe his or her position and without a substantial revision in the class of position shall have their current salary increased by a factor of three percent (3.0%), rounded to the nearest whole dollar, as determined by the Director of Personnel. 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.

(2) The salary of each employee whose pay range is established in Section 2(a)(2), 2(c)(2), or 2(d)(2), of this ordinance who are at the maximum of the current salary range shall be converted to the new maximum of the appropriate schedule range.

(3) The salary of each employee whose pay range is established in Section 2(a)(2), 2(c)(2), or 2(d)(2) of this ordinance and whose class has been allocated to a higher pay grade in the appropriate pay schedule, as determined by the Director of Personnel, shall have their current salary increased to a rate, rounded to the nearest whole dollar, which provides a three percent (3.0%) increase in addition to an increase which equals the amount of the pay grade reallocation.

(4) The salary of each employee whose pay range is established in Section 2(b)(2) of this ordinance and whose class title remains unchanged or whose class title is changed to better describe his or her position and without a substantial revision in the class of position shall have their current salary increased by a factor of three percent (3.0%), rounded to the nearest whole dollar, as determined by the Director of Personnel. 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.

(5) The salary of each employee whose pay range is established in Section 2(b)(2) of this ordinance and whose class has been allocated to a higher pay grade in the appropriate pay schedule, as determined by the Director of Personnel, shall have their current salary increased to a rate, rounded to the nearest whole dollar, which provides a three percent (3.0%) increase in addition to an increase which equals the amount of the pay grade reallocation.

(6) The salary of each employee whose pay range is established in Section 2(b)(2) of this ordinance who is at the recruitment rate of the current salary range be converted to the new recruitment rate of the appropriate range.

(7) The salary of each employee whose pay range is established in Section 2(b)(2) of this ordinance who is at the advanced rate of the current salary range as a result of completion of an approved incentive program as determined by the Director of Personnel shall be converted to the new advanced rate of the appropriate range.

(8) The salary of each employee whose pay range is established in Section 2(b)(2) of this ordinance who is at the maximum of the current salary range shall be converted to the new maximum of the appropriate range.

(c) The rate of any employee whose salary is established in Section 2(e) of this ordinance shall be adjusted as provided in that section and Section 31, Article XVIII of the City Charter.

(d) No employee shall be reduced in salary by reason of the adoption of the new pay schedules in this ordinance.

(e) The salary of any employee serving in a trainee position which remains above the new trainee rate for his or her position shall remain unchanged.

(f) The Civil Service Commission, on the recommendation of the Director of Personnel, may establish a special conversion procedure for a class or position in the event that the Commission determines that a serious inequity would be created by the application of the conversion procedures established in this Section 9.

(g) The Director of Personnel shall establish such procedures as are needed to place this ordinance into effect and interpret its provisions.

## SECTION 10.

### PAYMENT OF SALARIES

All compensation for positions in the classified service shall be paid bi weekly. The Director of Personnel and Comptroller shall establish the procedure for listing employees on the various payrolls. The payment due each employee for service, except as otherwise provided, shall be made not later than sixteen (16) days after the end of the bi weekly pay period. In the event that an employee is dismissed or has been employed for occasional or emergency work, the Comptroller may immediately pay the employee upon termination of service without waiting for the regular bi weekly pay date of the Department, Division, Section, Office, Agency, Board or Commission where the employee worked.

## SECTION 11.

### CHANGES TO CLASSIFICATION PLAN

Whenever the Department of Personnel finds it necessary to add a new class to the classification plan, the Director of Personnel shall allocate the class to an appropriate grade and schedule in this ordinance, recommend such change to the Civil Service Commission, and notify the Board of Aldermen of this action.

Whenever the Department of Personnel finds it necessary to change the pay schedule of an existing class within the classification plan, the Director of Personnel shall allocate the class to the appropriate schedule in this ordinance, recommend such change to the Civil Service Commission, and notify the Board of Aldermen of this action.

The pay grade allocated to a class of position within the classification plan shall remain unchanged for the duration of the existing compensation ordinance. Whenever the Department of Personnel considers it necessary to change the pay grade of an established class of position, such adjustment can only be made concurrent with the adoption of a new compensation ordinance. Recommendation for the allocation of a new pay grade shall be made by the Director of Personnel to the Civil Service Commission for final approval by the Board of Aldermen, and shall become effective upon approval of the compensation ordinance by the Mayor.

## SECTION 12.

### PAYROLL FORMS

The Director of Personnel shall prescribe forms on which appointing authorities shall certify to the fact that a vacancy exists in a lawfully created position and to the lawful appointment of a person to fill the position. The Director of Personnel shall indicate on these forms the proper allocation of the position and the rate at which payment is to be made. When approved by the Director of Personnel and submitted to the Comptroller, these forms shall constitute authorization for the initial placing of a person's name on the payroll. The Comptroller shall not authorize any change in the rate of pay of an individual on the payroll unless approved by the Department of Personnel. The Comptroller shall provide the Department of Personnel with a copy of each payroll audited and found correct within twenty one (21) days after audit and approval of the payroll by the Comptroller's Office.

## SECTION 13.

### CERTIFICATION OF PAYROLL

The appointing authority shall certify on each payroll or a subsidiary document that each person whose name appears on the payroll has been lawfully appointed at a salary provided by this ordinance and that the employee has actually worked the time for which he or she will be paid, subject to the provisions of this ordinance governing hours of work and leaves of absence in the classified service.

## SECTION 14.

### MINIMUM WORK HOURS

Each appointing authority shall establish procedures to assure that the employees under his or her supervision are actively engaged in the performance of the duties of their positions in accordance with the provisions of this section.

(a) Employees whose salaries are established in Section 2(a) or 2(b): Forty (40) hours shall constitute the average minimum required weekly hours of service in an employment cycle under regular full time employment for all City employees paid on a bi weekly basis occupying competitive positions in the classified service. The minimum daily and annual service required of such employees shall be in proportion to the average minimum weekly hours established. Appointing authorities shall so arrange the time for reporting for work, for luncheon intermission, and for quitting work of the various employees under their jurisdiction so that the employees will actually be engaged in active performance of their duties for not less than the average minimum number of hours required.

(b) Management and Professional Employees: Appointing authorities for employees occupying full time positions whose salaries are established in Section 2(c) or 2(d) of this ordinance shall initiate procedures to see that such employees are engaged in the performance of their duties on a full time basis. Full time employment for any employee whose salary is established in the Management Pay Schedule or Professional Pay Schedule contained in this ordinance shall be defined as an average of forty (40) hours per week of time devoted to the duties of the position on an annual basis.

(c) Uniformed Fire Personnel: Fifty two (52) hours shall constitute the average required weekly hours of service in an employment cycle under regular full time employment for all employees in the Division of Fire and Fire Prevention whose salaries are established in accordance with the provisions of Section 31 of Article XVIII of the City Charter, except that the appointing authority, with the approval of the Director of Personnel, may determine that the minimum work hours provision of Section 14(a) shall apply to employees in certain positions due to the nature of the assignment and/or scheduling requirements. The appointing authority shall so arrange the time for reporting for work and for quitting work of the various employees under the appointing authority's jurisdiction so that the employees will actually be engaged in the active performance of their duties for not less than the average number of hours required.

Each appointing authority shall submit to the Department of Personnel the work schedule established for each position in the work unit. Work schedule reports shall be submitted upon request of the Director of Personnel or

whenever the appointing authority proposes to change the work schedule of a position. The work schedule submitted by the appointing authority shall constitute the normal work schedule for the position when approved by the Director of Personnel.

All employees in the classified service shall be in attendance at their work in accordance with schedules established under the provisions of this Section 14, subject to other provisions of this ordinance with respect to hours, holidays, vacation and sick leave, military, and special leaves of absence with or without pay herein stated.

## SECTION 15.

### OVERTIME

(a) The Department of Personnel shall determine, in accordance with the standards established by the Department of Labor pursuant to the Fair Labor Standards Act (FLSA) of 1938, as amended, those positions in the classified service of the City of St. Louis which are exempt under provisions of the FLSA, and those positions which are non-exempt from the overtime provisions of the FLSA. The overtime codes established for each class in Section 1(a) of this Ordinance shall be interpreted as follows:

### OVERTIME CODE

1 These classes are primarily managerial in nature, but may also include some professional or administrative classes, exempt from the provisions of the FLSA, and ineligible for overtime pay under all but emergency conditions as described in Section 15(d) of this ordinance.

2 These are supervisory, professional, and administrative classes which are exempt from the provisions of the FLSA but which are compensated for overtime at the straight (1.0x) time rate.

3 These classes are covered by the provisions of the FLSA (i.e., non exempt) and, therefore, receive overtime compensation at the one and one half (1.5x) time rate.

Any employee in a class which has been allocated to Overtime Code 3 (non-exempt) in this ordinance shall be compensated for overtime work in accordance with the provisions of the Fair Labor Standards Act and provisions of this section. Each appointing authority shall designate and submit to the

Director of Personnel the official work week and schedule or work cycle for all non-exempt positions in the work unit. The average number of scheduled hours in a bi-weekly pay period shall not be less than eighty (80) for full-time employment. Whenever an Overtime Code 3 employee works hours in excess of the maximum established for an official work week or work cycle under the provisions of FLSA (usually 40 hours in a work week), such hours shall be paid at the one-and-one-half time (1.5x) rate. In addition to the actual hours worked, authorized paid time off (vacation, sick leave, compensatory time, holidays) shall count as hours worked for the purpose of determining eligibility for overtime compensation.

Appointing authorities are prohibited from changing employee work schedules to avoid the payment of overtime.

For purposes of determining overtime pay rates for non-exempt employees, the regular hourly rate of pay shall be calculated in accordance with the provisions of the FLSA.

Overtime Code 3 employees under Section 2(e) of this ordinance who are working a 19 day work cycle are required under the FLSA to receive overtime after 144 hours are worked in a work cycle. The Fire Department shall go beyond the FLSA requirement and pay overtime for emergency work at the end of a shift or emergency work required on a separate, non scheduled day, even if the total number of hours worked in the work cycle is not in excess of 144 hours. However, they shall not receive additional compensation for regularly scheduled hours in excess of 144 hours if they do not actually work more than 144 hours in the work cycle because of paid leave. Days scheduled off to reduce average work week to 52 hours, compensatory time, vacation, and holiday time shall be scheduled consistent with a reasonable vacation and holiday leave policy to avoid the necessity of actually working more than 144 hours during any work cycle.

(b) Any employee in a class which has been allocated to Overtime Code 2 in Section 1(a) of this ordinance shall be compensated for overtime by granting the employee pay or compensatory time off at the straight (1.0x) time rate. Each appointing authority shall designate and submit to the Director of Personnel the official work week or work cycle for all exempt (Code 2) positions in the work unit. Whenever a full time employee in an exempt (Code 2) position is directed by management, with the approval of the appointing authority, to work hours in excess of the maximum established for an official work week or work cycle under the provisions of FLSA (usually 40 hours in a work week), such hours shall be considered overtime. In addition to the actual

hours worked, authorized paid time off (vacation, sick leave, compensatory time, holidays) shall count as hours worked for the purpose of determining eligibility for overtime compensation. Straight time (1.0x) overtime shall be compensated at the employee's regular hourly rate of pay, or by granting the eligible employee compensatory time off at the rate of one hour for each hour of overtime worked. The average number of scheduled hours in a bi weekly pay period shall not be less than eighty (80) for full time employment. The regular hourly rate of pay for an exempt (Code 2) bi weekly paid employee shall be determined by dividing the employee's regular bi weekly rate of pay by the average number of regularly scheduled hours of work in a bi weekly pay period.

(c) Part-time bi-weekly paid employees and employees paid on an hourly or per performance basis shall be compensated for overtime work in accordance with the overtime provisions of this section and with consideration for community practices in compensating similar employment.

(d) An appointing authority may compensate Overtime Code 1 employees at the straight-time (1.0x) rate, when both of the following conditions exist: 1) the Mayor of the City of St. Louis declares an emergency due to serious and protracted conditions which threaten continuous City service, preservation of public peace, health, or safety, and 2) the appointing authority directs an employee or group of employees to work in excess of forty (40) hours per week. The appointing authority shall maintain attendance records of the assignment(s) and submit such records at the request of the Director of Personnel.

(e) Pay shall be the regular method of compensation for recorded overtime hours of work for employees in classes with Overtime Code 3. An appointing authority may compensate a non-exempt bi weekly paid employee for overtime work by granting the employee compensatory time off in lieu of pay only if the employee requests compensatory time.

Employees engaged in public safety, emergency response or seasonal activity may have a maximum balance of 240 hours of compensatory time; all other employees are allowed a maximum balance of 120 hours of compensatory time. These maximum balances of compensatory time shall apply to employees working an average work week of forty (40) hours; the maximum balance of compensatory time for employees whose average work week is more or less than forty (40) hours shall be proportionate. No provision of this section establishing a maximum balance of compensatory time shall serve to cancel any compensatory time due to an employee or to deny an employee payment

for recorded compensatory time earned in accordance with the provisions of the compensation ordinance in effect at the time the compensatory time was earned.

Each appointing authority shall establish procedures to assure that non-exempt employees are promptly granted time off when such employees request to use their earned compensatory time. Appointing authorities may not deny non-exempt employees' requests for earned compensatory time off except when such approval would create an extreme business hardship. When an appointing authority determines that the work schedule of the organization will not permit the granting of such time off, the appointing authority may pay the employee for all or a portion of the employee's accrued compensatory time. This provision requiring the prompt granting of requested time off applies only to compensatory time that is earned as a result of the employee working overtime; it does not apply to compensatory time earned as a result of an incentive program or bonus award program.

Compensatory time earned by exempt employees shall be granted to an employee at the discretion of the appointing authority in one of the following ways: 1) on request of the employee; 2) by direction of the appointing authority; 3) on termination of services with the City.

(f) Under provisions of the FLSA, and under conditions further outlined in Department of Personnel administrative regulations, appointing authorities are prohibited from imposing disciplinary reductions in pay; or from authorizing disciplinary suspensions without pay (of less than one week) for exempt employees (Overtime Code 1 and 2) for reasons other than serious safety rules violations.

(g) Before an employee is transferred, promoted or demoted from a position under one appointing authority to a position under another appointing authority or to another unit with a different appropriation, all compensatory time shall be granted or paid. Upon the death of an employee, the person or persons entitled by law to receive any compensation due to the employee shall be paid any amount due to the employee on the date of death.

(h) All departments shall keep daily attendance records of classified employees and shall submit periodic reports of: 1) unexcused absences and leaves; 2) reports of overtime earned, granted, and paid; or 3) the nonoccurrence of same to the Director of Personnel in the form and on the dates specified.

SECTION 16.

HOLIDAYS

(a) Classified employees working full time who are paid on a bi weekly basis shall be entitled to leave with pay, pay, or compensatory time off in lieu of pay or paid leave for regularly scheduled work on the following days:

DATE	HOLIDAY
January 1	New Years Day
Third Monday in January	Rev. Martin Luther King Jr. Day
Third Monday in February	Presidents' Day
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
Day After Thanksgiving	Day After Thanksgiving
December 25	Christmas Day

In addition to the above enumerated holidays, full time classified employees shall be entitled to leave with pay, pay, or compensatory time off in lieu of pay or paid leave as established by this Section 16 on any day declared to be a holiday by proclamation of the Mayor after such day has been declared to be a holiday by the Governor of the State of Missouri or the President of the United States.

Employees working full-time and paid a bi-weekly rate whose pay is established in Sections 2(a), (b), (c) and (d) of 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.

(b) Each appointing authority shall determine the manner of granting holidays and shall report his or her determination to the Department of Personnel, if required by the Director of Personnel. When work schedules of full-time classified employees paid on a bi-weekly basis require the employees to regularly work on a holiday, employees shall be entitled to compensation for the holiday and for the regularly scheduled hours of work. 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. Pay for the regularly scheduled hours of work shall be at the straight time (1.0x) rate.

Unscheduled or emergency work on a holiday is deemed to be assigned overtime and shall be compensated in accordance with the provisions of Section 15 of this ordinance. In addition, employees assigned to such unscheduled or emergency work on a holiday shall receive additional compensation for the holiday in an amount proportionate to hours regularly scheduled in a day or shift.

An appointing authority may grant the employee compensatory time off in lieu of pay for regularly scheduled work on a holiday only if: 1) the employee requests compensatory time off in lieu of pay, or 2) the appointing authority determines that there are insufficient funds available to pay for the holiday time worked. If the appointing authority determines that the employee shall be granted compensatory time off in lieu of pay due to insufficient available funds, the compensatory time off shall be scheduled and granted to the employee within ninety (90) days of the holiday for which it was earned.

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 or her balance in an amount proportionate to the number of hours regularly scheduled in a day or shift.

If an employee is docked from the payroll for one hour or less on the full scheduled work day preceding a holiday, the full scheduled work day following a holiday or on a scheduled holiday, the employee shall be compensated for the holiday. If an employee is docked from the payroll for more than one hour on the full scheduled work day preceding a holiday, the full scheduled work day

following a holiday or on a scheduled holiday, the employee shall not be compensated for the holiday.

The holiday compensation procedures established by this Section 16 shall apply to full-time classified 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 16 is revised by competent authority, employees who are granted compensatory time in lieu of all holidays shall have their leave benefits adjusted accordingly. The Director of Personnel may establish additional or alternate holiday leave policies for employees occupying public safety positions which qualify for the special overtime pay provisions under Section 207(k) of the FLSA or for employees with official work schedules authorized by the Director of Personnel which exceed the normal forty (40) hour weekly work schedule. Procedures developed in compliance with this Section 16 shall be designed to treat employees in the same manner who work substantially equivalent work schedules.

**SECTION 17.**

**VACATION**

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

(a) Vacation shall be granted to employees with appointment date before April 23, 1989, as follows:

PAY ESTABLISHED IN SECTIONS 2(a)(b)(c)&(d)	PAY ESTABLISHED IN SECTION 2(e)	Annual Bi-Weekly	Accrual Rates Equivalent	Annual Accrual Rates	Equivalent
1 but less than 5 years	5	130	3	78	
5 but less than 10 years	6	156	5	130	

10 but less than 15 years	7	182	6	156
15 but less than 20 years	8	208	7	182
20 or more years	9	234	8	208

Employees whose pay is established in Sections 2(a), (b), (c), (d), and (e) of this ordinance completing five (5) years of cumulative service, ten (10) years of cumulative service, fifteen (15) years of cumulative service, or twenty (20) years of cumulative service shall have forty (40) hours of vacation added to their accrual. Thereafter, while employed those employees whose pay is established in Section 2(a), (b), (c), (d) or (e) shall accrue vacation at the rates established by Section 17(a).

(b) Vacation shall be granted to employees with appointment date on or after April 23, 1989, as follows:

**PAY ESTABLISHED IN SECTIONS  
2(a)(b)(c)(d)&(e)**

Length of Cumulative Service	Bi-Weekly Accrual Rates	Annual Equivalent
1 but less than 5 years	3	78
5 but less than 10 years	5	130
10 but less than 15 years	6	156
15 but less than 20 years	7	182
20 or more years	8	208

Employees whose pay is established in Sections 2(a), (b), (c), (d), and (e) of this ordinance completing five (5) years of cumulative service, ten (10) years of cumulative service, fifteen (15) years of cumulative service, or twenty (20) years of cumulative service shall have forty (40) hours of vacation added to their accrual. Thereafter, while employed those employees whose pay is established in Section 2(a), (b), (c), (d) or (e) shall accrue vacation at the rates established by Section 17(b).

(c) All references in this ordinance to accrual rates, additions to, and accrual maximums for vacation are for employees working an average work week of forty (40) hours. Vacation rates, additions and maximums shall be computed on a proportionate basis for employees whose average work week is more or less than forty (40) hours. When an eligible employee's average work week is

changed, the employee's rate of accrual shall be changed proportionately. All references in this ordinance to cumulative service for vacation shall mean cumulative service without a break in service of more than one year. No employee who works less than 50% time or who is serving in a limited term position shall be eligible to accrue vacation.

(d) The maximum vacation balance as of June 12, 1994, for those working an average work week of forty (40) hours shall be six hundred (600) hours. Vacation accrual maximums for those working more or less than 40 hours per week, but at least 50% time, shall be established in accordance with Section 17(c) of this ordinance.

When an employee's full-time average work week is changed, the maximum vacation balance shall be changed proportionately. In addition, the employee shall have his or her current vacation balance adjusted so that the vacation balance shall maintain the same position relative to the new maximum balance as existed with the employee's previous maximum balance. Accrual of vacation shall cease when an employee accumulates the maximum vacation balance established for the assigned work schedule and shall not resume until the vacation balance is less than the maximum amount.

(e) Accrual of vacation shall begin with the first bi weekly pay period:

(1) of appointment;

(2) of return to duty from leave of absence;

(3) of restoration to employment of one half (50%) time or more. Vacation leave shall be granted in whole hour units. On termination of service, any fractional hour shall be made whole. The accrual of vacation leave shall cease at the beginning of terminal leave.

(f) Appointing authorities shall be responsible for establishing all vacation leave schedules, but may not discipline employees by imposing unusual vacation schedules. Vacation shall be granted to the employee at the discretion of the appointing authority as provided by this ordinance in one of the following ways:

(1) When the employee requests vacation leave in accordance with departmental scheduling policies.

(2) When directed to take paid time off by the appointing authority.

- (3) When an employee is terminated or resigns from the classified service.
- (4) When an employee whose salary is established in Section 2(a), (b) or (d) reaches the established maximum accrual and would cease accruing vacation, the employee may notify the appointing authority in writing of his or her intention to schedule vacation. Such notice shall be at least seven (7) days prior to the first work day the employee intends to take off. If the appointing authority fails to establish a different vacation schedule, the employee may, at will and without assuming liability for disciplinary action, take the paid leave which was proposed in writing.
- (5) Employees whose pay is established in Sections 2(a),(b),(c),(d) and (e) may request payment from the appointing authority for forty (40) hours of vacation accrual in lieu of scheduling paid leave provided that the full vacation allowance for that year is not exceeded. This may be done a maximum of once in each calendar year. Employees whose pay is established in Section 2(c), or management level employees in Section 2(e), may request payment from the appointing authority for up to an additional forty (40) hours of their vacation accrual balances in lieu of scheduling paid leave if their schedules do not permit them to be absent from work.
- (g) When the service of an employee is terminated after twelve (12) months of continuous service, any accumulated vacation which is due the employee shall be paid. When employment is terminated before completing twelve (12) months of continuous service, any previously advanced vacation leave shall be deducted from the employee's final pay. During the first twelve (12) months of employment, accrued vacation may be granted to an employee provided that the employee has completed six (6) months of continuous service.
- (h) Employees who separate from the Classified Service, who are eligible for reemployment rights, and who return to the Classified Service within twelve (12) months of the separation will be given credit for prior continuous service in determining the vacation accrual rate in accordance with Section 17(b) of this ordinance.
- (I) Employees who move to the Classified Service from the Unclassified Service shall be given credit for the years of service in the Unclassified Service in determining the vacation accrual rate in accordance with Section 17 (b) of this ordinance.
- (j) Employees who return to work from a "reemployment from layoff" eligible list shall be eligible to use vacation as soon as it is accrued provided the

employee has completed six (6) months of continuous service prior to the layoff. An employee who has completed less than six (6) months of continuous service will be required to complete the remaining portion of the six (6) month period before being eligible to use vacation.

Any such reemployed worker shall be given credit for prior continuous service in determining the employee's vacation accrual rate in accordance with the schedule established in Section 17(b).

(k) Appointing authorities shall be responsible for the management of their vacation schedules so as to most effectively administer their organizations and fulfill the desire of employees in the establishment of leave schedules.

(l) Accrued vacation shall be carried with an employee when transferred, promoted, or demoted from a position under one appointing authority to a position under another appointing authority without a break in service or change in method of pay. Upon the death of an employee, the person or persons entitled by law to receive any compensation due the employee shall be paid the amount due the employee for accrued vacation.

(m) With the approval of the appointing authority, a retiring employee may be paid on the payroll for accrued vacation in the month prior to retirement without inclusion in the employee's final average compensation. An appointing authority may pay previously accrued vacation in a lump sum to an employee whose service with the City has terminated. Such payment shall be made on the employee's last regular pay check. The lump sum payment shall include compensation for any holidays occurring during the employee's terminal vacation leave period.

(n) Employees occupying excepted positions in the classified service shall be granted vacation at the discretion of the appointing authority. An employee whose term in an excepted position ends and who is then appointed to a permanent competitive position working one-half (50%) time or more, shall become eligible to accrue vacation leave with pay upon appointment to the competitive position. Length of cumulative service for the purpose of determining rate of vacation leave accrual shall be based on the employee's original date of appointment to the excepted position, providing there was no break in service between expiration of the excepted position and appointment to the permanent competitive position. The date of appointment to the permanent competitive position shall be used to determine the appropriate rate of vacation accrual for the corresponding length of cumulative service in accordance with the schedule established in Section 17(b).

(o) Appointing authorities shall report leave with pay for vacation and such other authorized absences as the Director of Personnel shall designate to the Department of Personnel and/or the Comptroller in such form and at such time as the Director of Personnel may require.

## SECTION 18.

### SICK LEAVE

(a) Sick leave with pay shall be granted to bi weekly paid employees in permanent competitive positions working one half (50%) time or more in accordance with regulations and procedures established by the Director of Personnel.

(1) Except as authorized in Section 18(a)(2), employees shall accrue three (3) hours of sick leave for each bi-weekly pay period of employment. This accrual rate is established for employees working an average work week of forty (40) hours. Sick leave shall be computed on a proportionate basis for employees whose average work week is more or less than forty (40) hours. An eligible employee may be granted paid sick leave by his or her appointing authority after completing twenty-six (26) weeks of continuous service. Conditions under which an employee may be granted paid sick leave as specified by regulation include personal illness or injury, personal medical or dental appointments, sickness in family, physical disability, death in the immediate family, or for the treatment of an illness or injury by a doctor of medicine or osteopathy, clinical psychologist, or chiropractor. Treatment by other health care professionals shall be qualifying when performed under the supervision of, or upon referral by, a licensed physician.

(2) Effective June 12, 1994, employees who have completed or shall complete at least fifteen (15) years of cumulative service as defined in Section 17(c) and who accumulate a balance of at least 1,000 hours of sick leave shall accrue sick leave at the rate of five (5) hours for each bi-weekly pay period of employment. This accrual rate is established for employees working an average work week of forty (40) hours. Sick leave shall be computed on a proportionate basis for employees whose average work week is more or less than forty (40) hours. The new accrual rate shall be effective at the beginning of the bi-weekly pay period following the date the employee meets the above eligibility requirements. Once eligible, an employee shall continue to accrue at the advanced five-hour (5 hour) rate while continuously employed, even if the employee's sick leave balance falls below the 1,000-hour level. However, except in the case of an employee who is eligible for the advanced sick leave accrual rate at the time of

layoff and who subsequently returns to work as a "reemployment from layoff," no employee shall be eligible for the advanced sick leave accrual rate upon reemployment.

(3) Paid sick leave for maternity reasons shall be considered as temporary physical disability and will be granted only for the period during which the employee is physically unable to perform her job. Rules concerning maternity leave and other qualifying conditions shall be in accordance with regulations and procedures established by the Director of Personnel.

(4) An active employee who qualifies for retirement under the Employees Retirement System or the Firemen's Retirement System, and who applies for retirement and immediately retires from active service, may elect to either (1) receive payment for his or her unused sick leave balance, or (2) have the unused sick leave balance converted to creditable service in determining the pension benefit as provided under the applicable retirement ordinance. Procedures related to and method of payment under this provision shall be determined by the Director of Personnel.

(b) The Director of Personnel may establish a system of cash awards, paid time off, or other incentives to reward employees for perfect attendance or low sick leave usage.

(c) An appointing authority shall remove an employee from the payroll for unexcused absence in accordance with regulations and procedures established by the Director of Personnel. When an employee is docked from the payroll under the provisions of this section, the amount deducted from his or her regular bi weekly rate of pay shall be one times (1.0x) the regular hourly rate as defined in this ordinance for each hour of unexcused absence. If an employee is docked from the payroll for one (1) hour or less in a bi weekly pay period, he or she shall continue to accrue sick leave.

(d) All leave with or without pay for sickness, injury or physical inability to perform assigned duties (including maternity leave) shall be recorded on the payroll or a subsidiary document in the manner established by the Director of Personnel. Compensation for periods of absence from work when an employee sustains an injury by accident on the job shall be governed by the provisions of Section 24 (Workers' Compensation and Disability Leave) of this ordinance.

(e) An employee who is reemployed from an authorized layoff shall have his or her prior sick leave balance restored, provided this balance has not been credited to the employee's length of service in determining pension benefits

paid to the retiree. An employee who is reemployed from an authorized layoff and who has a positive sick leave balance and who completed twenty six (26) weeks of continuous employment prior to the layoff may take approved sick leave upon reemployment.

(f) Each appointing authority shall institute procedures, in accordance with regulations established by the Director of Personnel, that will discourage the improper use of sick leave with pay. When an employee is removed from the payroll for absence not approved by the appointing authority, the employee shall be notified promptly in writing.

(g) The Director of Personnel may establish or authorize the creation of Sick Leave Bank programs, and may issue and/or approve such regulations and guidelines as are necessary for implementation.

## SECTION 19.

### MILITARY LEAVE

(a) A permanent employee or an employee in a working test period in the classified service who is, or may become, a member of the National Guard or any Reserve component of the Armed Forces of the United States shall be entitled to military leave of absence with pay for all periods of military service while engaged in the performance of duty or training in the service of the State of Missouri at the call of the Governor or as ordered by the Adjutant General. Military leave with pay shall also be granted for the scheduled work days within the annual active duty military training conducted under competent orders of the United States for a period not to exceed fifteen (15) calendar days in any fiscal year.

Before any payment of salary is authorized for a period of military leave, the employee shall submit to the appointing authority an official order from the appropriate military authority as evidence of such duty for which military leave pay is to be granted, and such orders shall serve as the certification of the commanding officer of the terms and duration of the military service.

A permanent employee or an employee in a working test period is also entitled to military leave without pay for training in the National Guard or any Reserve component of the Armed Forces of the United States extending beyond the first 15 calendar days of training in a federal fiscal year. Unpaid military leave also includes voluntary training in the National Guard or Reserves as well as active duty performed in times of national emergencies and military operations.

Before military leave without pay is authorized, the employee shall present to the employee's appointing authority evidence of such military service.

(b) A permanent employee, or an employee in a working test period in the classified service who has left the City Service or who shall do so in order to enter the regular Armed Services of the United States, shall be granted a military leave of absence without pay. A permanent employee, or an employee in a working test period in the classified service, who is a member of a Reserve component of the Armed Forces and who is ordered to an initial period of active duty for training, shall be granted a military leave of absence without pay. Two (2) additional years of leave is available for members of the Armed Services to convalesce from service-related medical conditions. Total accumulated military leave, other than for federal service in times of national emergencies, weekend and annual Reserve training, or for convalescent leave, shall not exceed five (5) years.

Upon the expiration of military leave of absence, the employee shall be reinstated to the class of position he or she occupied at the time the leave was granted without breaking continuity of service. Failure of an employee to report for duty within the time allowed by the City of St. Louis Administrative Regulation shall be just cause for dismissal. The employee's accumulated leave balance(s) shall be restored to the employee upon his or her return.

(c) Applicable state and federal laws may affect the granting of military leave and reemployment rights of employees.

## SECTION 20.

### TUITION REIMBURSEMENT

An appointing authority may, with the prior approval of the Director of Personnel, authorize salary payments, payments of tuition expenses, fees, books and related material in whole or in part to employees whose leaves have been approved in order to permit them to attend school, visit other governmental agencies or in any approved manner to devote themselves to subsequent improvement of knowledge or skills required in the performance of the duties of their position.

The Department of Personnel may reimburse, in whole or in part, expenses incurred by regular employees in the pursuit of improvement of the knowledge and skills required in the performance of their positions or in higher positions, when funds have been budgeted therefor.

An appointing authority, with the approval of the Director of Personnel, may establish a program to reimburse, in whole or in part, expenses incurred by regular employees in the pursuit of improvement of the knowledge and skills required in the performance of the duties of their positions or to improve their professional, technical or managerial knowledge or skill.

## SECTION 21.

### LEAVES OF ABSENCE AND FAMILY/MEDICAL LEAVE

Employees of the City of St. Louis may request a leave of absence for any reason under the City's general leave policy, or may be eligible for a "Family/Medical Leave of Absence" for certain qualifying reasons under provisions of the federal "Family and Medical Leave Act of 1993" as provided in this ordinance and under additional provisions and regulations as determined by the Director of Personnel.

(a) An appointing authority, with the approval of the Director of Personnel, may grant an employee in a competitive position a general leave of absence without pay for a period not to exceed twelve (12) months, whenever such leave is considered to be in the best interest of the City Service. Such non-paid leaves are granted at the discretion of the appointing authority and may be for any reason including an employee's personal illness when the circumstances do not qualify for family/medical leave, or when eligibility for family/medical leave has been exhausted.

Upon the expiration of such leave of absence, the employee shall be reinstated to the competitive position he or she occupied at the time the leave was granted provided he or she is able to perform the duties of the position. The employee shall be reinstated to the competitive position at the same relative step or rate in the salary range the employee occupied at the time the leave was initiated. Failure of an employee to report for duty promptly at the expiration of the leave shall be just cause for dismissal. If necessary to the efficient conduct of the business of the City, an employee on leave other than military leave or qualifying family/medical leave may be notified by the appointing authority with the approval of the Director of Personnel to return prior to the expiration of such leave. Failure of the employee to return within ten (10) days after receipt of such notice would terminate his or her leave of absence and be just cause for dismissal, subject to any applicable federal, state or local regulations.

(b) The federal "Family and Medical Leave Act of 1993" entitles eligible employees to up to 12 weeks of unpaid leave in any 12-month period for the

birth, adoption or placement of a child, to care for a spouse or an immediate family member with a serious health condition, or when the employee is unable to work because of a serious health condition. While an employee is on a qualifying family/medical leave of absence, the City of St. Louis will continue to pay the employee's health care premiums, if any, during the leave period. Once the leave is concluded, the employee shall be reinstated to the same or an equivalent job.

The Director of Personnel shall establish additional rules, guidelines and procedures for the effective administration of the City's "Family/Medical Leave Policy." The policy shall comply with all provisions of the "Family/Medical Leave Act of 1993" and any amendments thereafter.

(c) Any employee in a competitive position who is appointed to an excepted position in the classified service shall be granted an in-service leave without pay from the competitive position during the term to which he or she is appointed to the excepted position. Such leave shall be for the term of the appointment to the excepted position and until his or her successor qualifies. Upon the expiration of the appointment to the excepted position, the employee shall be reinstated to the competitive position he or she occupied immediately prior to the in-service leave. The employee shall be reinstated to the competitive position as provided for temporary promotion in Section 6(a)(2). Employees who are returned to a competitive position shall retain any vacation or compensatory time balance in effect at the time of granting of the leave of absence for appointment to the excepted position. Employees shall be given credit for time spent in an excepted appointment in computing eligibility for additional vacation accrual, providing, however, that no employee shall be granted any paid leave based on vacation accrued during appointment to an excepted position.

(d) In the event that emergency conditions occur which require the closing of City-operated facilities or the temporary cessation of functions carried out by classified employees, the Mayor of the City of St. Louis may declare an emergency and require an employee or group of employees to take leaves of absence with or without pay while such emergency conditions exist. In the event that the Mayor requires that the leave of absence be without pay, an employee with a vacation balance or accrued compensatory time may elect to take the accrued time off with pay in lieu of all or a part of such non-paid leave of absence. Such non-paid leave of absence shall not interrupt continuity of service for vacation or sick leave accrual. An emergency leave of absence declared by the Mayor shall not exceed ninety (90) days.

(e) Employees who are granted general leaves of absence and other non-paid leaves of absence, except family/medical leaves of absence, must take all accrued vacation and authorized sick leave at the start of the leave of absence. Employees who are granted a non-paid leave of absence will not accrue vacation or sick leave during the period of non-paid leave. Upon the expiration of such leaves of absence, the employee shall follow the procedures as established in this Section 21 and any other applicable regulations and procedures as established by the Director of Personnel.

## SECTION 22.

### INSURANCE BENEFITS

The City of St. Louis is hereby authorized to devise and establish by contract or otherwise plans for life, health, medical, disability, and other coverage deemed necessary for employees in the Classified Service and other employees for the City and their dependents. The Director of Personnel shall develop and administer programs to provide for such coverage. The Director of Personnel shall confer with the Board of Estimate and Apportionment by February 1 of each year regarding these plans and the appropriate funding level. The Director shall then be charged with the responsibility of establishing the applicable funding level and remittance rates for the aforementioned plans and certify same to the Comptroller and Budget Director by March 1 of each year and no officer or employee shall alter or amend such rates.

## SECTION 23.

### DEATH BENEFIT

In the event any employee of the City whose pay is established by this ordinance dies as a result of injuries arising out of and in the course of his or her employment by the City, the City shall pay compensation in accordance with the Missouri Workers' Compensation Law. The Director of Personnel and the City Counselor shall establish procedures for making the payments required by the Missouri Workers' Compensation Law. The Comptroller shall designate the fund or appropriation out of which such payment shall be made. Such compensation shall be in addition to any life insurance benefits paid for by the City or by the employee which is available to the employee's beneficiaries and also in addition to any benefit provided by the Employee's Retirement System of the City of St. Louis or the Firemen's Retirement System of the City of St. Louis.

## SECTION 24.

### WORKERS' COMPENSATION AND DISABILITY LEAVE

(a) Any employee in the classified service whose class title and grade are established in Section 1(a) and denoted by the suffix "G", "T", "M", "P", or "E" of this ordinance, including employees who are compensated on a per performance or unit of work basis, who shall suffer personal injury by accident or occupational disease arising out of and in the regular course of employment while engaged in or about the premises where an employee's duties are being performed or where an employee's presence is required as part of his or her employment, shall promptly report such injury by accident or occupational disease to the immediate supervisor. The supervisor shall in turn report, through the appointing authority, all facts concerning the incident to the City Counselor and the Director of Personnel. The appointing authority shall promptly provide such written information and recommendations as may be requested by the City Counselor to aid in making the determination of the period of disability.

The employee who suffers a personal injury as described in part (a) of this section, and which results in temporary disability, may elect to use sick leave for the first three days of temporary disability. Thereafter, the employee will be compensated at the rate mandated by the Missouri Workers' Compensation Law. If the period of disability extends fourteen (14) calendar days or more, the three days of sick leave used during the first three days of disability will be restored to the employee's sick leave balance. The City Counselor shall determine the actual amount of compensation and length of time during which payments are made for such temporary disability in accordance with the Missouri Workers' Compensation Law.

(b) (1) Any employee in the competitive service whose class title and grade are established in Section 1(a) of this ordinance and denoted by the suffix "F" who shall suffer personal injury by accident or occupational disease while engaged in actual fire suppression or related emergency response activities on or about the premises where these activities are being performed, or during transportation to and from the scene of the fire or emergency, shall promptly report such injury to his or her immediate supervisor. The injury shall be promptly reported through appropriate management personnel to the Director of Personnel. During the period of temporary disability which has been determined by the City Counselor to be a result of an injury by accident or occupational disease as defined above, the employee may be continued on the payroll at the regular bi-weekly rate less any amount the employee would

otherwise pay in taxes on that portion of the benefit found to be exempt from taxation under the Missouri Workers' Compensation Law, or the federal tax code. Paid leave granted a bi weekly paid employee in accordance with the provisions of this section is disability leave and shall not reduce the employee's sick leave balance. Disability leave may also be granted when an employee suffers injury as a result of participation in Training Simulation of an exceptional and highly dangerous nature wherein the appointing authority or the Director of the Department of Public Safety has gained the approval of the Director of Personnel prior to such Training Simulation.

(2) Any employee in the competitive service whose class title and grade are established in Section 1(a) of this ordinance and denoted by the suffix "F" who shall suffer personal injury by accident or occupational disease arising out of and in the regular course of employment while engaged in or about the premises where his or her duties are being performed, except as otherwise provided in Section 24(b)(1) above shall, likewise, promptly report such injury to his or her immediate supervisor, who shall report, through his appointing authority, all facts concerning the incident to the City Counselor and the Director of Personnel. During any such period of temporary disability, the employee shall be entitled to the same compensation and governed by the same procedures established in Section 24(a).

(c) The City Counselor, the Director of Personnel, or the appointing authority may require an employee to undergo physical examination and medical or surgical treatment at the expense of the City to diagnose and treat injuries or illnesses arising out of employment.

(d) The City Counselor and the Comptroller shall establish procedures for paying compensation to employees or former employees who are permanently disabled and due compensation under the Missouri Workers' Compensation Law. The Comptroller shall designate the fund or appropriation out of which such payment shall be made.

(e) The City Counselor shall be responsible for the administration of the provisions of this Section 24 and shall establish and publish procedural regulations for the administration of the program. Each appointing authority shall establish procedures to comply with the provisions of this section and established regulations.

## SECTION 25.

### JURY AND WITNESS LEAVE

(a) Jury leave with pay shall be granted to bi weekly paid employees working one half (50%) time or more for such time when such employees are serving as jurors pursuant to order of the St. Louis Circuit Court or Federal District Court in St. Louis. Any bi weekly paid employee, when so summoned for jury service, shall report such fact within seventy two (72) hours to his or her appointing authority and display to the appointing authority the summons which the employee has received and shall give the appointing authority in writing the date and the time of such jury service. No bi-weekly paid employee shall receive any compensation from the Jury Commissioner or the Federal District Court system for jury service for days the employee receives compensation from the City. A bi-weekly paid employee may keep the jury stipend for days when the employee receives no compensation from the City (off days, docks, leaves, etc.) Upon being excused from serving as a juror by the Court or the Jury Commissioner, the employee shall report forthwith to his or her appointing authority and shall submit to his or her appointing authority a written statement from the Jury Commissioner certifying that the employee has served as a juror and the time and date so served. The appointing authority shall, upon receipt of the statement of jury service, credit the employee with paid jury leave for such service.

(b) Leave with pay shall be granted to bi weekly paid employees for such time when the employee's presence is required by the prosecutor as a part of a grand jury procedure, a trial in prosecuting accused criminals (or for jury service in Federal Court). Any bi weekly paid employee, when so subpoenaed as a prosecution witness or whose presence is required as a part of a grand jury inquiry, shall report such fact within seventy two (72) hours to his or her appointing authority and shall give the appointing authority in writing the date and time his or her presence is required for such criminal prosecution. Each appointing authority shall establish controls to assure that any paid leave is actually required by the prosecuting authority. An appointing authority may require an employee to furnish satisfactory evidence of being required to be off the job and that all time off was in connection with the prosecution of the case. This procedure shall apply for employee participation in criminal prosecution in State or Federal Courts.

## SECTION 26.

### DEFERRED COMPENSATION

(a) Authority is hereby granted for the establishment of a deferred compensation plan for the City of St. Louis.

(b) In accordance with the regulations applicable to the plan, as set out herein, the Comptroller is authorized to enter into an agreement with eligible participants, whereby said participants may designate a portion of their future earnings to be deducted by the City and placed in a fund to be designated "City of St. Louis Deferred Compensation Plan Fund", for the purpose of providing tax deferred annuity benefits to the participants upon retirement.

(c) The Board of Estimate and Apportionment is hereby authorized to establish or select a specific plan or plans in accordance with the requirements set out in this ordinance. In establishing the plan, the Board of Estimate and Apportionment may elect to retain outside parties to provide administrative and/or investment services after following competitive bidding procedures. The Board of Estimate and Apportionment is authorized, after analyzing the various competitive bids submitted in accordance with the requirements of this ordinance, to select the plan or plans it determines to meet the requirements established as a part of the competitive bidding procedures and to be in the best interest of the participants. No investment plan shall be considered unless offered by a duly licensed resident agent representing a company duly licensed and authorized by the State of Missouri and other applicable federal regulatory agencies to offer such insurance or investment programs.

(d) Any plan selected on behalf of the City as the deferred compensation plan for the City of St. Louis must comply with the following regulations:

(1) Participants: Only individuals who perform services for the City of St. Louis may be participants in the plan.

(2) Amount deferred: The maximum amount which may be deferred by an individual participant under the plan for the taxable year shall not exceed the lesser of (a) seven thousand, five hundred dollars (\$7,500.00) (as adjusted by the Secretary of the Treasury) or (b) thirty three and one third percent (33 1/3%) of the participant's includable compensation, as provided in United States Internal Revenue Code Section 457 (or any subsequent section enacted in lieu thereof defining said term).

(3) Increase in deferral limits: For one or more of the last three taxable years ending before normal retirement age under the plan, the maximum amount deferred shall be the lesser of fifteen thousand dollars (\$15,000.00) or the sum of the plan ceiling established by Paragraph 2 above for the taxable year, plus so much of the plan ceiling established for the purpose of Paragraph 2 above for taxable years before the taxable year as has not theretofore been used under Paragraph 2 above or this paragraph.

(4) Election to participate: The agreement between participant and the City must be made in writing before the beginning of the payroll period for which deferral is to begin.

(5) Withdrawal of funds: Amounts payable under the plan will not be made available to the participant or other beneficiary until such time as the participant is separated from service with the City or is faced with an unforeseeable emergency (to be determined in the manner prescribed by applicable United States Treasury Regulations), except as provided in Section 26 (d) (6).

(6) In Service Distribution: The participant may elect to receive the entire value of his/her account in a lump sum distribution before separation of service, if the total amount payable under the plan is three thousand five hundred dollars (\$3,500.00) or less, and (a) no amount has been deferred under the plan by the participant during the two years prior to the date of distribution, and (b) there has been no prior in-service distribution under the plan to the participant.

(7) Assets of the Plan: All assets and income of the plan shall be held in a trust, custodial account or annuity contract described in United States Internal Revenue Code Section 457 (g) for the exclusive benefit of the participant and his/her beneficiaries.

(8) In the event Federal or State legislation is changed in a manner affecting and/or relating to any of the aforementioned Deferred Compensation provisions contained in this Section 26, the Board of Estimate and Apportionment of the City of St. Louis may amend the deferred compensation plan accordingly and may execute any and all documents necessary to achieve and effectuate the recommended changes.

## SECTION 27.

### SEVERABILITY

The sections of this Ordinance shall be severable. In the event that any section of this Ordinance is found by a court of competent jurisdiction to be invalid, the remaining sections of this Ordinance are valid, unless the court finds the valid sections of the Ordinance are so essential and inseparably connected with and dependent upon the void section that it cannot be presumed that the Aldermen would have enacted the valid sections without the void ones, or unless the court finds that the valid sections standing alone are incomplete and are incapable of being executed in accordance with the legislative intent.

## SECTION 28.

### REPEAL OF PREVIOUS ORDINANCES

Ordinance 63705 and all other ordinances or amendments, or parts thereof conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

## SECTION 29.

### 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.

## INDEX TO COMPENSATION ORDINANCE

This index is for general reference purposes and may not reference all provisions of this ordinance. For complete scope refer to specific provisions of this ordinance.

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	<b>05/01/98</b>	<b>PE</b>		
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<b>05/29/98</b>			<b>06/05/98</b>	<b>06/05/98</b>
<b>ORDINANCE</b>	<b>VETOED</b>		<b>VETO OVR</b>	
<b>64380</b>				