

St. Louis City Ordinance 64947

FLOOR SUBSTITUTE

BOARD BILL NO. [00] 38

INTRODUCED BY ALDERMAN Irving Clay, Jr.

An ordinance to repeal Ordinance #64379, approved June 5, 1998, relating to the position classifications and salaries of the Parking Division employees, and to enact in lieu thereof certain new sections relating to the same subject matter and containing an emergency clause.

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

SECTION ONE. Ordinance 64379, approved June 5, 1998, is hereby repealed.

SECTION TWO. Position Classes.

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

| Class Title | Code | Grade |
|-----------------------------------|-------------|--------------|
| Parking Superintendent | T220 | 17M |
| Administrative Assistant IV | T624 | 17M |
| Director of Professional Services | T221 | 17M |
| Parking Facilities Manager | | 14M |
| Ass't Parking Facilities Manager | | 12M |
| Fleet Maintenance Supervisor | T421 | 15G |
| Personnel Manager | T515 | 14M |
| Parking System Analyst | | 14G |
| Internal Auditor | T471 | 14G |
| Parking Supervisor | | 13G |
| Program Analyst | T501 | 13G |
| Budget Compliance Officer | T461 | 13G |
| Communication Assistant | T185 | 13G |
| Parking Enforcement Supervisor | T192 | 12G |

| | | |
|--|--------------------|-------------------|
| Accountant I | | 12G |
| Assistant Supervisor | T191 | 11G |
| Account Clerk III | T143 | 11G |
| Administrative Clerk II | T137 | 11G |
| Parking Enforcement Officer IV | | 10G |
| Parking Facilities Attendant IV | | 10G |
| Parking Enforcement Officer III | T203 | 10G |
| Assistant Parking Enforcement Supervisor | T194 | 10G |
| Parking Crew Worker III | T165 | 10G |
| Account Clerk II | T142 | 10G |
| Parking Facilities Attendant III | | 9G |
| Administrative Clerk I | T136 | 9G |
| Clerk/Secretary III | T133 | 9G |
| Parking Enforcement Officer II | T202 | 8G |
| Parking Crew Worker II | | 8G |
| | Class Title | Code Grade |
| Security Officer | | 8G |
| Clerk/Secretary II | T132 | 8G |
| Account Clerk I | T141 | 8G |
| Parking Facilities Attendant II | 8G | |
| Parking Crew Worker I | | 7G |
| Security Guard | | 6G |
| Parking Enforcement Officer I | T201 | 6G |
| Clerk/Secretary I | T131 | 6G |
| Parking Facilities Attendant I | | 6G |
| Parking Assistant | | 5G |
| Custodian | | 5G |
| Parking Aide | | 5G |

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

| Class Title | Code Grade |
|-----------------------------------|-------------------|
| Parking Superintendent | T220 15M |
| Administrative Assistant IV | T624 15M |
| Director of Professional Services | T221 15M |
| Parking Facilities Manager | 14M |
| Personnel Manager | T515 14M |
| Fleet Maintenance Supervisor | T421 14G |
| Parking System Analyst | 13G |
| Internal Auditor | T185 12G |

SECTION THREE. Pay Schedule

(a) There is hereby adopted as the compensation schedule for all grades established in Section Two of this ordinance, the following ranges of salary, beginning with the bi weekly pay period starting June 18, 2000.

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

GRADE MINIMUM MAXIMUM

| | | |
|----|------|------|
| 5 | 592 | 887 |
| 6 | 645 | 967 |
| 7 | 703 | 1054 |
| 8 | 766 | 1149 |
| 9 | 835 | 1252 |
| 10 | 910 | 1365 |
| 11 | 992 | 1488 |
| 12 | 1081 | 1622 |
| 13 | 1197 | 1796 |
| 14 | 1377 | 2065 |
| 15 | 1583 | 2375 |
| 16 | 1821 | 2731 |
| 17 | 2094 | 3141 |
| 18 | 2408 | 3612 |
| 19 | 2769 | 4154 |
| 20 | 3185 | 4777 |

| | | |
|----|------|------|
| 21 | 3440 | 5159 |
| 22 | 3715 | 5572 |
| 23 | 4012 | 6018 |

(b) There is hereby adopted as the compensation schedule for all grades established in Section Two of this ordinance, the following ranges of salary beginning with the bi-weekly pay period starting June 17, 2001.

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

| GRADE | MINIMUM | MAXIMUM |
|--------------|----------------|----------------|
| 5 | 610 | 914 |
| 6 | 665 | 996 |
| 7 | 724 | 1086 |
| 8 | 789 | 1183 |
| 9 | 860 | 1290 |
| 10 | 937 | 1406 |
| 11 | 1022 | 1533 |
| 12 | 1113 | 1671 |
| 13 | 1233 | 1850 |
| 14 | 1418 | 2127 |
| 15 | 1630 | 2446 |
| 16 | 1876 | 2813 |
| 17 | 2157 | 3235 |
| 18 | 2480 | 3720 |
| 19 | 2852 | 4279 |
| 20 | 3281 | 4920 |
| 21 | 3543 | 5314 |
| 22 | 3826 | 5739 |
| 23 | 4132 | 6199 |

SECTION FOUR. Starting Salary

The minimum rate of pay for a position shall be paid upon original appointment to the class, unless the City Treasurer (hereinafter the “appointing authority”) finds that it is impractical to recruit employees with adequate qualifications at the minimum rate.

If an advanced starting salary is necessary, the appointing authority may establish a recruitment rate for a single position or all positions in a class and authorized employment at a figure above the minimum but within the regular range of salary established for the class.

SECTION FIVE. Promotion, Demotion, Reallocation and Transfer

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

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

(1) When an employee is promoted to a position which is only one grade higher, the employee's salary shall be set at a rate which is five percent (5%) higher than the rate received immediately prior to promotion. An appointing authority may approve up to a twenty percent (20%) salary adjustment when such action is needed to attract experienced, qualified candidates for a position.

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

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

(2) If an employee accepts a voluntary demotion, his or her rate of pay shall be reduced to a rate within the range for the new position which is five percent (5%) lower than the rate received immediately prior to demotion. However, no employee shall be paid less than the minimum nor more than the maximum rate for the new class of position.

(c) Reallocation:

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

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

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

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

SECTION SIX. Salary Adjustment

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

(a) Eligibility for any annual within-range merit increases shall be determined by the appointing authority.

The appointing authority may grant within-range salary adjustments in any whole dollars increment up to three percent (3%) of the employee's bi-weekly base salary.

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

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

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

(1) Exceptional performance of duties:

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

(2) Substandard performance of duties:

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

(e) The pay of any employee may be decreased as a disciplinary action by an appointing authority to a lower rate or step within a salary range. The decrease shall not be greater than fifteen percent (15%) of the current salary rate. In no case shall the decrease be below the minimum of the pay range for the class. The appointing authority may determine that the pay decrease shall be effective for a specific number of bi-weekly pay periods, providing, however, that such decrease shall not be effective for more than twenty-six (26) weeks.

(f) For the purpose of computing earnings and length of service for salary advancement, the time shall start with the Sunday preceding all appointments effective on Monday. Absence from service in the armed forces, and leaves of

absence for study to improve performance of City job will not interrupt continuous service. Absence from service for any other cause except as set forth above will result in breaking continuity of service.

SECTION SEVEN. Income Sources

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

Whenever an employee not on an approved, paid leave works for a period less than the regularly established number of hours a day, days a week or days bi weekly, the amount paid shall be proportionate to the hours in the employee's normal work week and the bi weekly rate for the employee's position. The payment of a separate salary for actual hours worked from two or more departments, divisions or other units of the City for duties performed for each of such agencies is permissible if the total salary received from these agencies is not in excess of the maximum rate of pay for the class. The Parking Division of the Treasurer's Office shall reimburse the City's General Revenue Fund from the Parking Fund \$33,000.00 annually on or about the end of each fiscal year for the Chief Fiscal Officer's services for that year.

SECTION EIGHT. Conversion

(a) The pay schedules in Ordinance 64379 shall continue in effect until the beginning of the pay period starting June 18, 2000, at which time the rates to be paid to employees in positions of any class for which a rate is established or changed in this ordinance shall be increased by a factor of not more than three percent (3%), rounded to the nearest whole dollar, as determined by the Appointing Authority. This provision shall not apply to employees whose rate is deemed to be above the new maximum of the range as a result of demotion or reallocation.

(b) The pay schedules in Section 3(a), shall continue in effect until the bi-weekly pay period starting June 17, 2001, at which time the rates to be paid to

employees in positions of any class for which a rate is established or changed in this ordinance shall be increased by a factor of three percent (3%), rounded to the nearest whole dollar, as determined by the Appointing Authority. This provision shall not apply to employees whose rate is deemed to be above the maximum of the new range as a result of demotion or reallocation. No employee shall be compensated at a rate above the maximum of the new salary range except as provided in below.

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

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

SECTION TEN. PASSAGE OF ORDINANCE

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

| Legislative History | | | | |
|----------------------------|--------------------|------------------|------------------------|-------------------|
| 1ST READING | REF TO COMM | COMMITTEE | COMM SUB | COMM AMEND |
| 05/12/00 | 05/12/00 | PE | | |
| 2ND READING | FLOOR AMEND | FLOOR SUB | PERFECTN | PASSAGE |
| 05/26/00 | | | 06/02/00 | 06/02/00 |
| ORDINANCE | VETOED | VETO OVR | SIGNED BY MAYOR | |
| 64947 | | | 06/12/00 | |