

1 **BOARD BILL # 412 INTRODUCED BY ALDERMAN STEPHEN GREGALI**

2 An ordinance to repeal Ordinance #67331, December 11, 2006 relating to the position
3 classifications and salaries of the Parking Division employees, and to enact in lieu thereof certain
4 new sections relating to the same subject matter and containing an emergency clause.

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

6 **SECTION ONE.** Ordinance 67331, approved December 11, 2006 is hereby repealed.

7 **SECTION TWO.** Position Classes.

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

11

12 Class Title	Code	Grade
13		
14 Parking Superintendent	T220	17M
15 Administrative Assistant IV	T624	17M
16 Director of Professional Services	T221	17M
17 Parking Facilities Manager		14M
18 Ass't Parking Facilities Manager		12M
19 Fleet Maintenance Supervisor	T421	15G
20 Personnel Manager	T515	14M
21 Parking System Analyst		14G
22 Internal Auditor	T471	14G
23 Parking Supervisor		13G
24 Program Analyst	T501	13G
25 Budget Compliance Officer	T461	13G
26 Communication Assistant	T185	13G
27 Parking Enforcement Supervisor	T192	12G
28 Accountant I		12G
29 Assistant Supervisor	T191	11G
30 Account Clerk III	T143	11G
31 Administrative Clerk II	T137	11G

November 30, 2007

Page 1 of 10

Board Bill # 412

Sponsor: Alderman Stephen Gregali

1	Parking Enforcement Officer IV		10G
2	Parking Facilities Attendant IV		10G
3	Parking Enforcement Officer III	T203	10G
4	Assistant Parking Enforcement Supervisor	T194	10G
5	Parking Crew Worker III	T165	10G
6	Account Clerk II	T142	10G
7	Parking Facilities Attendant III		9G
8	Administrative Clerk I	T136	9G
9	Clerk/Secretary III	T133	9G
10	Parking Enforcement Officer II	T202	8G
11	Parking Crew Worker II		8G
12	Security Officer		8G
13	Clerk/Secretary II	T132	8G
14	Account Clerk I	T141	8G
15	Parking Facilities Attendant II		8G
16	Parking Crew Worker I		7G
17	Security Guard		6G
18	Parking Enforcement Officer I	T201	6G
19	Clerk/Secretary I	T131	6G
20	Parking Facilities Attendant I		6G
21	Parking Assistant		5G
22	Custodian		5G
23	Parking Aide		5G

24
25 (B) Schedule B: For employees of the Parking Division in the classes set forth below, and with an
26 appointment date on or after January 1, 1995, excepting those employees eligible for reemployment
27 under personnel rules approved by the Parking Commission, their positions will be reallocated as
28 specified below:

29	Class Title	Code	Grade
30	Parking Superintendent	T220	15M
31	Administrative Assistant IV	T624	15M
32	Director of Professional Services	T221	15M
33	Parking Facilities Manager		14M
34	Personnel Manager	T515	14M
35	Fleet Maintenance Supervisor	T421	14G
36	Parking System Analyst		13G
37	Internal Auditor	T185	12G

38 **SECTION THREE.** Pay Schedule

November 30, 2007

Page 2 of 10

Board Bill # 412

Sponsor: Alderman Stephen Gregali

1 (a) There is hereby adopted as the compensation schedule for all grades established in Section
2 Two of this ordinance, the following ranges of salary, beginning with the bi-weekly pay period
3 December 23, 2007.

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

5	GRADE	MINIMUM	MAXIMUM
6			
7	5	663	995
8	6	722	1083
9	7	788	1181
10	8	859	1287
11	9	935	1403
12	10	1019	1530
13	11	1112	1668
14	12	1212	1818
15	13	1340	2012
16	14	1542	2313
17	15	1773	2661
18	16	2040	3059
19	17	2346	3520
20	18	2697	4047
21	19	3103	4654
22	20	3569	5352
23	21	3854	5780
24	22	4162	6242
25	23	4494	6743

26 (b) There is hereby adopted as the compensation schedule for all grades established in Section Two
27 of this ordinance, the following ranges of salary, beginning with the bi-weekly pay period June 22,
28 2008.

29	GRADE	MINIMUM	MAXIMUM
30	5	676	1015
31	6	736	1105
32	7	804	1205
33	8	876	1313
34	9	954	1431
35	10	1039	1561

November 30, 2007

Page 3 of 10

Board Bill # 412

Sponsor: Alderman Stephen Gregali

1	11	1134	1701
2	12	1236	1854
3	13	1367	2052
4	14	1573	2359
5	15	1808	2714
6	16	2081	3120
7	17	2393	3590
8	18	2751	4128
9	19	3165	4747
10	20	3640	5459
11	21	3931	5896
12	22	4245	6367
13	23	4584	6878

14
15

SECTION FOUR. Starting Salary

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

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

22 **SECTION FIVE. Promotion, Demotion, Reallocation and Transfer**

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

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

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

6 Such salary determination shall take into consideration the nature and magnitude of the accretion
7 of duties and responsibilities resulting from the promotion.

8 However, no employee shall be paid less than the minimum rate nor more than the maximum rate
9 for the new class of position.

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

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

16 (c)Reallocation:

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

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

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

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

12 **SECTION SIX. Salary Adjustment**

13 Effective June 22, 2008, salary increases for performance shall determine eligibility for a salary
14 increase of 2% for Highly Successful, 1.5% for successful, and 0% for an Unsuccessful, with a
15 reduction in pay for overall performance.

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

19 (1) Exceptional performance of duties:

20 The appointing authority of an employee who demonstrates exceptional performance of
21 duties or outstanding qualifications may, advance the employee by not more than ten percent

1 (10%)after twenty-six weeks of employment at the same rate in the salary range which may be in
2 addition to any salary increase received.

3 (2)Substandard performance of duties:

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

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

13 (c) For the purpose of computing earnings and length of service for salary advancement, the
14 time shall start with the Sunday preceding all appointments effective on Monday. Absence from
15 service in the armed forces, and leaves of absence for study to improve performance of City job will
16 not interrupt continuous service. Absence from service for any other cause except as set forth above
17 will result in breaking continuity of service.

18 **SECTION SEVEN. Income Sources**

19 Any salary paid to an employee in the city service shall represent the total remuneration for
20 the employee, excepting reimbursements for official travel and other payments specifically
21 authorized by ordinance. No employee shall receive remuneration from the City in addition to the

1 salary authorized in this Ordinance for services rendered by the employee in the discharge of the
2 employee's ordinary duties, of additional duties which may be imposed upon the employee, or of
3 duties which the employee may undertake or volunteer to perform.

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

13 **SECTION EIGHT.** Conversion

14 (a) All pay schedules in Section 3(a) shall continue in effect until the pay period starting
15 December 23, 2007, after which time the rates to be paid to employees in positions of any class for
16 which a rate is established or changed in Section 3(a) of this ordinance shall become effective and
17 be adjusted as follows:

18 (1) The salary of each employee whose pay range is established in Section 3(a) of this
19 ordinance and whose class title remains unchanged or whose class title is changed to better describe
20 his/her position, without a substantial revision in the class of position shall have their current salary
21 increased by a factor of two percent (2%), rounded to the nearest whole dollar or the minimum of

1 the salary range, whichever is higher. This provision shall not apply to employees whose rate is
2 deemed to be above the new maximum of the range as a result of demotion or reallocation.

3 (a) All pay schedules in Section 3(a) shall continue in effect until the pay period starting
4 December 23, 2007, after which time the rates to be paid to employees in positions of any class for
5 which a rate is established or changed in Section 3(b) of this ordinance shall become effective and
6 be adjusted as follows:

7 (1) The salary of each employee whose pay range is established in Section 3(b) of this
8 ordinance and whose class title remains unchanged or whose class title is changed to better describe
9 his/her position, without a substantial revision in the class of position shall have their current salary
10 increased by a factor of two percent (2%), rounded to the nearest whole dollar or the minimum of
11 the salary range, whichever is higher. This provision shall not apply to employees whose rate is
12 deemed to be above the new maximum of the range as a result of demotion or reallocation.

13 (b) No employee shall be compensated at a rate above the maximum of the new salary range except
14 as provided in below.

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

19 **SECTION NINE. HOLIDAYS**

20 Full-time employees paid on a bi-weekly rate basis who are regularly scheduled to work an
21 average of eighty (80) hours bi-weekly and who are employed on June 22, 2007, shall have eight (8)

1 hours of compensatory time “**Personal Leave**” added to their balance on that date. These hours of
2 compensatory time must be taken between June 22,2008,thru June 7, 2009, and shall be taken as
3 paid-leave time off and may not be granted as pay.

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

8 **SECTION ELEVEN.**

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